



## To the Members of the Borough Council

Dear Sir/Madam

You are hereby summoned to attend a Meeting of the Ashford Borough Council, to be held in the Council Chamber, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL on Thursday 19th July 2018 at 7.00 pm.

Yours faithfully

T W Mortimer  
Corporate Director (Law and Governance)

### Agenda

Page Nos..

1. **Apologies**
2. **To consider whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential Information**
3. **Declarations of Interest** 1 - 2
  1. To declare any interests which fall under the following categories, as explained on the attached document:
    - a) Disclosable Pecuniary Interests (DPI)
    - b) Other Significant Interests (OSI)
    - c) Voluntary Announcements of Other Interests

See agenda item 3 for further details
4. **To confirm the Minutes of the Council Meeting held on the 17th May 2018** 3 - 14
5. **To receive any announcements from the Mayor, Leader or other Members of the Cabinet**
6. **To receive any petitions**

7. **To receive any questions from, and provide answers to, the public (being resident of the Borough) which in the opinion of the Mayor are relevant to the business of the Meeting**
8. **To receive, consider and adopt the recommendations set out in the Minutes of the Meetings of the Cabinet held on the 14th June and the 12th July 2018 (to follow)** 15 - 18
9. **To receive, consider and adopt the Minutes of the Meeting of the Selection and Constitutional Review Committee held on the 12th July 2018 (to follow)**
10. **To receive the Minutes of the Meetings of the Audit Committee held on the 21st June and the 10th July 2018 (to follow)** 19 - 26
11. **Annual Audit Committee Report - 2017/18** 27 - 38
12. **Overview and Scrutiny Committee Annual Report 2017/18** 39 - 48
13. **To consider Motions of which Notice has been given pursuant to Procedure Rule 11**
14. **Questions by Members of which Notice has been given pursuant to Procedure Rule 10**

NOTE: - If debate on any item included within this Agenda gives rise to the need to exclude the press and public due to the likelihood of Exempt or Confidential information being disclosed the following resolution may be proposed and seconded and if carried, the press and public will be requested to leave the meeting for the duration of the debate.

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of this item as it is likely that in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to the appropriate paragraphs of Schedule 12A to the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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DS  
13 July 2018

Queries concerning this agenda? Please contact Danny Sheppard Telephone (01233) 330349 Email [danny.sheppard@ashford.gov.uk](mailto:danny.sheppard@ashford.gov.uk)  
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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/5962/2193362.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf)
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, 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 Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

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## Ashford Borough Council

Minutes of a Meeting of the Ashford Borough Council held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **17<sup>th</sup> May 2018**.

### **Present:**

His Worshipful the Mayor, Councillor W R Michael (Chairman);

Cllrs. Adby, Mrs Bell, Bennett, Mrs Blanford, Bradford, Buchanan, Clarkson, Clokie, Dehnel, Mrs Dyer, Farrell, Galpin, Heyes, Mrs Heyes, Howard-Smith, Knowles, Koowaree, Krause, Link, Macpherson, Michael, Murphy, Ovenden, Pickering, Shorter, Sims, Suddards, Waters, Mrs Webb, Wedgbury, White.

Prior to the commencement of the meeting the Reverend John Mackenzie said prayers.

### **Apologies:**

Cllrs. Barrett, Burgess, Chilton, Feacey, Hicks, Miss Martin, Mrs Martin, Smith.

### **Also Present:**

Chief Executive, Director of Law & Governance, Director of Place and Space, Director of Finance and Economy, Head of Environment and Land Management, Head of Legal and Democracy, Special Projects Manager, Senior Communications Officer, Communications Apprentice, Senior Member Services Officer.

## **1 Election of Mayor**

Councillor Galpin nominated Councillor Mrs Jessamy Blanford for election as Mayor of Ashford Borough Council for the forthcoming municipal year.

This was seconded by Councillor Shorter.

Councillor Galpin said he first wanted to congratulate the Mayor on a successful, busy and remarkably vigorous Mayoralty and considered that his would be a hard act to follow. However he wanted to speak for someone who hoped to at least match those endeavours as the Mayor in the coming Municipal Year – the remarkable Councillor Mrs Jessamy Blanford. She may not jump out of any planes, but she could certainly fly one, having learned it at school between double maths and science lessons!

He said that listening to Jessamy's dulcet tones it would come as no surprise to most that she was privately educated. She had said that her school's plan was to turn out "nice young ladies" and he believed that in Jessamy they had succeeded and had someone to be proud of. They all recognised her affinity with rural life and the environment and she was their 'Jiminy Cricket' on the Planning Committee, declaring her interest in the WKPS, of which she was once Chairman, and the CPRE and asking whether they had considered the AONB etc. This was probably nurtured at school because as well as the flying skills that she acquired there, he had learned that she could milk a cow and prune apple trees. He said that his own apple trees currently looked a bit dodgy so when she had a moment...

Councillor Galpin said that a remarkable fact was that Jessamy was one of the last debutantes to be presented to the Queen and Prince Philip at Buckingham Palace. He was sure that having met Jessamy, HRH had felt she could not improve the offer and terminated the whole presentation malarkey! Amongst that coming-out year, flurry of balls, lunches, tea parties, Ascot etc, she had told him of a ball she particularly remembered at the Dorchester Hotel when she spent most of the evening with the Grandson of the Nizam of Hyderabad who had been at Harrow (not the pub up on the Downs!) Jessamy's pedigree was further underscored because she claimed that the Nizam himself had been a pal of her own Grandfather when he had been responsible for designing and delivering the railway system in Hyderabad state earlier in the century.

He said that despite her regal connections, after school she had to get a job, initially in publishing with a literary agent. She obviously had to give those up when moving from London to civilisation in Kent as there was not a 38 minute rail connection in those days! In 1965 she moved to Rolvenden, now in the Ashford Borough, with her husband Christopher whom she had married the previous year. Since then she had also lived in Pluckley and Smarden and could now certainly be classed as a Wealden Maid! Whether she had milked any cows here he did not know, but her affection for the natural environment appeared to have been enhanced, hence her connections with the Weald of Kent Protection Society and the Campaign to Protect Rural England. Her husband Christopher was a crack shot and owned many guns, a dangerous environment one may think, however she survived the experience and they had two sons; Nicholas, a writer now living in the Middle East and Dr Simon, an academic "across the pond." She had six Grandchildren and visited them all regularly. Sadly, Jessamy lost Christopher in 1991.

Councillor Galpin said that at this point, Jessamy was already back at work, having joined PPF (now Givaudan), in 1984. During the 22 years she worked there she had a variety of roles. Notably, she had organised a celebratory weekend in Paris in 1989 to mark Quest's entry into the fine fragrance market. The star turn was Placido Domingo, who with some of his friends gave a concert for the great and the good in the Theatre Royale at Versailles. Politically, Jessamy had won her seat on the Council in 2007 and despite the 'slings and arrows' of local development had retained it since. She had made a considerable contribution as a Cabinet Member and chaired or been a Member of many important Committees, often with an environmental flavour. He had already mentioned her role on Planning Committee as the conscience of the Committee and the champion of the Great Crested Newt! She had been a vital Member of the Council throughout her service.

Councillor Galpin said that it was clear that her credentials for the role of the First Citizen of the Borough were unquestionable. He said he therefore had the honour and privilege to propose Councillor Mrs Jessamy Blanford as Mayor for the upcoming civic year.

Councillor Shorter said he first wanted to congratulate the Mayor on a very successful year. He said he was pleased to second the nomination of Councillor Mrs Jessamy Blanford.

There were no other nominations.



**Resolved:**

**That Councillor Mrs Jessamy Blanford be elected Mayor of the Borough of Ashford for the Municipal Year 2018/19.**

## **2 Declaration of Acceptance of Office by the Mayor**

Councillor Mrs Blanford made her Declaration of Acceptance of Office. The retiring Mayor, the Chief Executive, the newly elected Mayor and the Mayor's Chaplain then left the meeting. Upon their return, having been invested with her chains of office Her Worshipful the Mayor, Councillor Mrs Jessamy Blanford assumed the Chair.

## **3 Appointment of Mayor's Chaplain**

Her Worshipful the Mayor said that her Chaplain for the coming year would be the Reverend Tim Wilson. The Reverend Wilson then said prayers.

## **4 Vote of Thanks by the Mayor for Her Election**

Her Worshipful the Mayor began by saying that she was deeply honoured to be elected as Mayor of Ashford and thanked everyone present very much for their support. She also wanted to congratulate Councillor Michael for completing his successful year in office.

Some present may be aware, but she had been rather reluctant to take on the role initially bearing in mind the amount of time and commitment involved. She really considered her natural character to be more of a second-in-command type, rather than a leader. However, over the last year as Deputy Mayor, she had realised how respected the role of Mayor of Ashford was in the Borough and she had also felt touched by some of the events she had already attended. Two that stood out were firstly the first event she ever went to as Deputy Mayor which was a sports day at Sandyacres. It was extremely informal – no track, no start, no finish and she wondered why they needed a Mayor, but then she was told that all the competitors were on the autistic spectrum and it began to make sense. She enjoyed starting the race - although she was nearly bowled over in the rush to get going! - and handing out the certificates afterwards. The other event had been the Young Black Achievers' Awards, an evening event run on the Oscars format. To be truthful it was a complete shambles! However it had been really warm and purposeful and the winners were thrilled to win their awards, turning up with their families and wearing their best clothes. They were all so enthusiastic that she thought Councillor Bennett and her would still be there listening to the speeches if they hadn't stood up at 11pm and said their goodbyes!

She said that 2018 would be an important year in the Borough and she was looking forward to taking part in many events. The first major one would be the Civic Service on 3<sup>rd</sup> June at St Mary's Church, Great Chart. Along with her Chaplain, they were busy selecting the hymns and readings. There would be a reception at Great Chart Village Hall after the service, and all were welcome to come. The Civic Service was followed in the afternoon by the unveiling of the Fields of Battle Lands of Peace photographic exhibition in the Memorial Gardens. This was a major exhibition undertaken by the City of London and opened at Guildhall a couple of weeks ago. When it came to Ashford, the exhibition would include three additional panels showing Ashford at War. The Borough Council had put funding into this exhibition to

enable it to take place. It would be on show in the Memorial Gardens for a month and she urged everyone to see it - It was excellent. The Leader's Civic Awards ceremony would take place on the 5<sup>th</sup> July at Chart Hills Golf Club. She hoped all Councillors had submitted people who were doing good work in their Wards to receive these awards. On the 9<sup>th</sup> August there would be the unveiling of the paving stone in Charing to commemorate the posthumous winning of the Victoria Cross by a resident, Frederick George Coppins. In September they would have the arrival of those strange creatures, the Snowdogs which she thought would show Ashford's sense of humour and fun side. She was really looking forward to this as it was something she supported when Portfolio Holder for Culture. She believed that 30 had already been purchased and the large white dogs would be decorated and placed around Ashford providing an interesting trail around the town from dog to dog. At the end of the year they would be auctioned off for the Willesborough Hospice charity. September would also see the arrival of guests from Ashford's two Twin towns, Fougères and Bad Münstereifel. Last September they were invited to Fougères and she looked forward to welcoming their hosts back. Food and drink – a Kentish specialism – was the theme for the visit. If anyone would like to be a host for this visit, which started on the 13<sup>th</sup> September, they were encouraged to let her know. Remembrance Sunday on 11<sup>th</sup> November would be a very special occasion as it commemorated the end of the First World War. Many villages would be holding their own memorial services including her own Ward – Great Chart with Singleton North - where a spectacular show was in hand. This year she would be attending the service in the Memorial Gardens and in the evening of the same day they would be lighting Ashford's new Beacon in North Park, surrounded by the poppies which members of the public could buy. In between those events there would be others organised by the Mayoral team including a ball at the London Beach Hotel on the 8<sup>th</sup> September and a Family Christmas Party at Chart Hills in early December. Details of these events and others would be sent out during the year.

The Mayor advised that the theme for her year was the environment. Everyone was too well aware that Ashford, Tenterden and the villages were having to take a great number of houses under the national house building policy. She wanted to reassure the Borough's residents that the Council was just as determined to enhance and protect rural areas and the open spaces. After all, they still lived in the Garden of England and it was important that they did not lose their beautiful environment to excessive development. This was the reason why she had chosen the Kent Wildlife Trust as one of her charities. The KWT had worked with the Council over a number of years on projects such as the Hothfield Heathlands, the Warren with its rare acid grassland, Conningbrook Lakes Country Park, the new Kingsnorth Country Park and the Singleton Community Woodland – the highland cattle when they grazed this area were a very popular feature. They had some new projects in mind starting with an Environmental Forum involving local schools at the Civic Centre on Friday, 8<sup>th</sup> June. Her second charity was the Paula Carr Trust which was a Kent based charity dedicated to supporting people who were living with diabetes. Paula Carr was a child who died following a hypoglycaemic episode as she slept, two months before her 13<sup>th</sup> birthday. Working with the Paula Carr Trust were the Hypo Hounds - dogs, such as spaniels, that were trained to detect changes in blood sugar levels and to alert the patient or their parents to the need for prompt action. Her husband suffered from Type 2 diabetes which made her more sympathetic to this problem. Many present probably already knew Gary Fagg who ran this charity – once met never forgotten! – and she hoped that he would organise a Charity Race Night in the

autumn.

Finally, the Mayor advised that one of the reasons she was uncertain about taking on the role of Mayor of Ashford was that she did not have a consort to attend events with her. However, the Leader had said that this wasn't a problem and immediately signed up Councillor Bennett to accompany her whenever he was available. This had now expanded so that there was a small group of Councillors who had offered to escort her. She was very grateful to them as it would make all the difference to her enjoyment of such things as balls and dinners and she hoped they would enjoy them too.

## **5 Vote of Thanks to the Retiring Mayor and Mayoress**

Councillor Ovenden began his speech by congratulating Councillor Mrs Blanford on her election as Mayor. He was sure she would do an excellent job.

Councillor Ovenden said it was his pleasure to propose a vote of thanks to the retiring Mayor Councillor Winston Michael and his Mayoress Doreen.

When he nominated Winston a year ago he was positive that he would excel in this challenging role and he had most certainly done just that. With tireless devotion to the tasks at hand, (writing those speeches for Council meetings for example which exhausted him just listening!), and his passion for helping people of all ages and abilities, he had used his best assets to maximum advantage. With Doreen by his side, as she had been for 50 years, Winston had done himself and the Borough proud, attending well over 200 engagements, organising and promoting the Kent Challenger Games, holding numerous social events, raising a huge amount for his two chosen charities and to top it all, he jumped out of a plane! To their delight of course, the parachute had opened!

Councillor Ovenden concluded by saying that all that was left to do was to say thank you to Winston and Doreen for being two super people and ambassadors for Ashford.

Councillor Clarkson said it gave him great pleasure to second the motion of a vote of thanks to the retiring Mayor and Mayoress. He said he had known Winston and Doreen for a number of years as they had previously resided in Charing. When they had initially spoken about him taking on the role of First Citizen of the Borough he knew they would all have to stand by for fireworks and this had certainly been the case! He probably could have jumped out of the plane without the parachute to be honest with the amount of energy he had! He marvelled at how Doreen kept up with him at times! When looking at some of the things that Winston had done this past year and the sincerity of his approach, particularly with young people, he considered this was to be held in high regard. The Kent Challenger Games alone were an example of this. When he had first told him what he had planned it had sounded like a mini Olympics and the way he had marshalled that resulted in a fantastic Games. This should really have come as no surprise to anyone. Members had listened to his updates throughout the year, and at times he had even taken the opportunity to give them all a bit of a lecture in the bargain! Councillor Clarkson said it had been a wonderful year and he wanted to thank both Winston and Doreen. Being the First Citizen was a 'full-on' role and it needed that support which Doreen had offered so well. He hoped they would look back fondly on their experiences for many years, they had certainly been great ambassadors for the Borough and they had achieved a remarkable amount this year.

## 6 Response by the Retiring Mayor

Councillor Michael said he first wanted to thank Councillors Ovenden and Clarkson for their very generous comments. He also wanted to congratulate the new Mayor on her appointment and wished her every success for the coming year and for her Civic Service which he would unfortunately be overseas for and not able to attend.

Councillor Michael said it had been an honour and a privilege for Doreen and himself to serve and represent Ashford over the past twelve months. He thanked Members and his Ward residents for giving them that opportunity. They had strived to be the best they could possibly be, representing Ashford and its residents, extolling the virtues of the town and the considerable inward investment it was attracting and pointing out the change to Ashford conversations. The talk was no longer about what Ashford was, but what Ashford could be.

He said he did not want to cite the number of events and activities undertaken because it was not about numbers but about qualitative engagement. He and Doreen hoped that all those they had touched had enjoyed their presence and they had in some way inspired them to see what was possible for them and their organisations. Working alongside volunteers, he was always inspired by their dedication and commitment and if it were not for them, many things would come grinding to a halt. On taking office he had introduced a Mayor's Award for achievement and excellence and the few that received it had been overcome with the recognition because they knew it came from deep within his heart. Making the Mayor tangible for ordinary people had been his aim and whilst understandably much of the focus had been on the 'bricks and mortar' aspects of Ashford's growth, the most consequential thing for residents was quality of life. Therefore, his attention on behalf of the Council had always been towards the heart and soul of their communities and their people, regardless of personal circumstances. He had endeavoured to bring tangible benefits for them and show them that he cared.

Throughout the year a number of events had taken place to raise money for his two charities – The Wyvern School Foundation and Uprising. These two charities delivered exceptional and incredible love and care to all young people and practiced the ethos that 'every child mattered'. To date, an unbelievable sum of money had been raised and he could not have done this without the support of so many amazing people and he wanted to thank them all from the bottom of his heart. He had identified two key projects – a second hand bus for Wyvern School and a panna football cage for Uprising. Unbelievably the Mayor's sky dive had raised thousands of pounds for Wyvern, so instead a brand new bus was now possible. The bus and panna football cage were already ordered as the children had expressed a wish to enjoy these over the summer school term and summer holidays.

Members knew that he had a passion for helping young people as he believed that every young person, regardless of who they were, should have the opportunity to enjoy their lives, reach their full potential and be able to make a good transition in to the parents and citizens of tomorrow. He was driven by a desire to reveal their true inner strengths to each and every one of them, to let them see that anything was possible, to give them self-belief and self-worth and to encourage them to pursue their goals and never give up. In raising money for his charities he had been overwhelmed by the incredible generosity of a few particular people, and overcome

to think that they believed in what he did and wanted to support him. He hoped that whatever he did in life would leave young people with a treasure trove of memories and with the knowledge that they could count on him to give a lifetime of care and love to each and every one of them. He said he was similarly passionate about helping those in need such as the homeless and had made it his mission to respond to what they told him they wanted. If he was a rich man he would not think twice about giving most of it away as there was only so much you needed to live a decent life.

Councillor Michael said his success as Mayor was down to an outstanding team who had given Doreen and himself exemplary service. His life seemed to have been particularly dominated by exceptional women, both at home and in working life. He had often asked himself was it men that needed to be emancipated, not women! In business he had believed in empowering people and allowing them to do their jobs unfettered and had always thought it did not make sense to employ smart people and tell them what to do – you should employ smart people so they could tell you what you should do! In Donna and Sandra he had had two very smart people who also had a great inner beauty and quality about them. Sandra had looked after Ashford's Mayors for a number of years and over the year with Sandra and Doreen, the three of them had had such great fun. Sandra was the 'real deal' and he wanted to give her a huge hug and a thank you from himself and Doreen and to let her know that they considered her not only a treasured friend, but also a member of their family. He had operated without a PA for the first few months, but then in September Donna had entered his life and boy what a difference it had made! Donna hit the ground running and had had a huge bearing on realising his aspirations. He and Doreen also wanted to give her a huge hug and a thank you – she was also the 'real deal' and also a much treasured friend and member of their family. He also wanted to thank Colin Leek, the Mace Bearer, for his help and guidance at the events he attended and making both himself and Ashford the best they could be. He also wished to thank John Mackenzie for acting as his Chaplain, for the wonderful words he had given at the start of each Council meeting and for joining him at Civic occasions. He wished John and his churches every success for the future and he assured him that he would once again find time to ring the bells at St Mary's every week! Finally he wanted to thank Council Officers for their kindness and generous support throughout the year. Ashford was blessed to have a team of such hard-working and dedicated Council Officers who were visionary and second to none.

He said that whatever he had achieved in life was down to Doreen. She had supported him throughout many years of community work. Everyone experienced highs and lows in what they did, but he was blessed as he had Doreen to always pick him up when the going got rough. He wanted to thank his wife for being an incredible and exceptional Mayoress by his side this year. Without exception he thought she was a favoured person amongst the local Mayors and Mayoress' and all those they had met because of her humour and warm friendly nature. She had displayed panache at every engagement and received so many compliments that he had lost count. At Canterbury Cathedral the Dean had made a point of coming to her as they processed out and complimenting her on her dress style and thanking her. His love for Doreen knew no bounds, but fortunately his credit card did!

He thought it was a testament to the year that all Mayors were making a point of getting together privately as everyone wanted to hang on to the great friendships made. The past twelve months had seen many great things come his way and he felt quite emotional about the support he had received from people from all walks of life. He hoped they had given the people they had touched some good memories, as

they had given Doreen and himself an unforgettable closet full. There were people and places that they would remember for the rest of their lives. Every engagement had been a highlight for them but there were a few that stuck in their minds: – The Kent Challenger Games; the celebration of 50 years since he asked Doreen to ‘come fly with him’; the Twinning meeting in Fougères, France; the Remembrance Service at the Royal Albert Hall which they had attended as special guests of the Royal British Legion; Goat Lees Primary School celebrating his Mayoral year; all the things they had done with many schools across Ashford; entering the Guinness Book of World Records with Wyvern School; his sky dive with four young people; and meeting homeless people, providing them with food and getting them housed when the cold spell set in. For this he had to thank Officers and Porchlight for their two hour response to his call which was magnificent and unique in the county. He was ending his term of office today on his 75<sup>th</sup> birthday which was a perfect finale to his year and with all the many unbelievable things that had come his way people may well ask if anything could top that, but there was one thing. At the beginning of April he had received a personal invitation to the Royal Wedding in recognition of his community work, so in two days’ time he and Doreen would be going to Windsor Castle to witness the ceremony. It was well known that Prince Harry was not inviting dignitaries but instead 1200 normal members of the UK public. It was unbelievable and incredibly emotional to think that he was one of those 1200 people. All young people in Ashford should know that their presence was for them.

Finally, Councillor Michael said Members may recall that he ended his inauguration speech with a phrase from the Lion King – “Ashford, *Hakuna Matata*” which meant, “*Ashford, no worries, we’re doing alright*” and he honestly thought that was still the case. He ended his term of office by saying that he would continue his one vision and goal – to act for those in their community who were disadvantaged in some way and would always do his best to fulfil the dreams of young people and others regardless. He said he was a dreamer and always held tight to his dreams – he quoted “The Greatest Showman” - “*Every night when I lie in bed, the brightest colours fill my head and a million dreams keep me awake. I think of what we all can be, a vision of the one I see. A million dreams is all it’s going to take me.*”

## **7 Election and Appointment of Deputy Mayor**

Councillor Clarkson proposed that “Councillor Mrs Jenny Webb be elected Deputy Mayor for the Borough of Ashford for the ensuing year”.

This was seconded by Councillor Clokie.

There were no other nominations.

### **Resolved:**

**That Councillor Mrs Jenny Webb be elected Deputy Mayor of the Borough of Ashford for the Municipal Year 2018/2019.**

## 8 Declaration of Acceptance of Office by the Deputy Mayor

Councillor Mrs Webb made her Declaration of Acceptance of Office. The Deputy Mayor was then invested with her chains of office.

## 9 Minutes

**Resolved:**

**That the Minutes of the Meeting of the Council held on the 19<sup>th</sup> April 2018 be approved and confirmed as a correct record.**

## 10 Announcements

The Leader of the Council said that he knew it was not customary to have Leader's Announcements at this particular Mayor Making Council Meeting, however as the incoming Mayor had asked that he do so as they enter the last year of this Administration, he was happy to give an update of Ashford's progress and a snapshot of what would be happening in her Mayoral year.

The New College was looking good with the road works and tree planting completed. M20 Junction 10A, a major nationally significant infrastructure project, was well underway. The first new office block in the Commercial Quarter would open in the next few weeks. The Elwick Place development, incorporating the new Picture House Cinema, hotel and seven restaurants was on target to open before Christmas and would provide a revenue income to the Council. The Council had been approached by the Romanian Embassy to have a commemorative statue here in Ashford, in memory of the Granddaughter of Queen Victoria - born in Ashford and who was Queen Marie of Romania during the First World War. It had been suggested that this development be the site for this statue with it overlooking Victoria Park. The expansion of the Designer Outlet was now well underway, albeit that there would be a significant degree of disruption for some time, caused by the roadworks. Perhaps they should say "there's no gain, without pain", but he understood that the delays were very tiring at the moment for those that drove in the area. The new Chapel Down Brewery and Visitor Centre was currently under construction as was the Aldi Supermarket, both due to open early next year.

The Leader said he could also announce that evening that Ashford would have a new 120 bedroom Hilton Hotel Ashford, located opposite the new Brewery and Visitor Centre. Since buying the 34 shops that constituted Park Mall, they were all now fully occupied and thriving with quality independent operators. Three weeks ago the Minister responsible for Town Centres visited Ashford to see for himself just how the town centre was being revitalised. The Minister said "What is unusual about the Ashford approach is the absolute dedication to creating a partnership between the local Council and new and existing traders to drive the town centre forward." Ashford Borough had now received nearly three quarters of a billion pounds of inward investment. This quantum of inward investment was unparalleled in Kent, and had been achieved by the Council's successful creativity and entrepreneurial approach. There was a planning application in to virtually double the number of places available at Ashford's overnight HGV Truck Stop. As all would know Ashford was the first in the UK to pilot the new scheme for enforcement against inappropriate on and off road

HGV parking. Ashford, for the third consecutive year, had been the best recycling authority in Kent and one of the best in the country. The Council had been delivering very good services, whilst still remaining the lowest council taxing authority in Kent and one of the lowest in the country.

As they looked forward, there was still much to do. The Council's "AshfordFor" campaign was raising awareness that they were beginning to transform Ashford, however progress had been a bit fragmented as they had taken advantage of the investment and development opportunities as they arose, predominately in and around the Town Centre and the slightly wider urban area. He believed this needed to change and he was therefore setting up the "Ashford Town Centre Place Making Board". This new Board would evaluate all of the various options being advanced and would weld them into a cohesive and deliverable matrix that would create a new look Ashford, as a vibrant, exciting and unique location. The Board would oversee the short, medium and long term delivery of this place making project – much as the Ashford Strategic Delivery Board had done with the 'Big 8' strategic projects.

The Leader said, as had already been mentioned, 2018 was a very Special Year. Not because it was the last year of this Administration, but it was the 100<sup>th</sup> Anniversary of the end of the First World War – a war that saw so many people killed and so many giving their lives fighting for our freedom and democracy. To ensure Ashford marked this very significant anniversary with due dignity, some of the events this year would be commemorative to honour the fallen and the lives of those affected by that conflict. Other events would be born out of our freedom to do so. During June, in the Memorial Gardens, Aspire would be re-creating an image of soldiers going "over the top", from the mound adjacent to the College. They would also be having a Photographic Exhibition called "The Fields of Battle – Lands of Peace" which would open on the 3<sup>rd</sup> June and would be a very moving and poignant exhibition that would be in place until the end of June. In Vicarage Lane, Aspire would have a "3D flower tank", to replace the "coffee pot" locomotive, The flower tank would have an adjacent flower badge of the tank regiment, alongside a commemorative plaque, explaining the significance of the historic First World War Tank to Ashford. In July the Council would host the Civic Awards to recognise and honour those in its Borough who selflessly helped others in a quiet unassuming way. Twelve local businesses had already kindly agreed to sponsor the Awards. In August, there would be the laying of the paving stone in Charing, commemorating the birth place of Fred Coppins - the only recipient in Ashford of a First World War Victoria Cross. In September they would be launching "*Snowdogs Discover Ashford*", which was already developing into a magical project where local partners, businesses, schools, artists and members of the public were already starting to embrace the Snowdogs coming to Ashford. The Snow Trail would be in place until the 18<sup>th</sup> November as they led into the switching on of the festive lights ready for Christmas. In November, on the 100<sup>th</sup> Anniversary Remembrance Weekend, Sunday 11<sup>th</sup> would see the usual morning National Services of Remembrance, and that evening Ashford would hold a Drum Head Service on North Park, where Ashford's new Beacon would be lit and they would hold an all-night vigil around a small Field of Poppies.

The Leader concluded by saying that there could be little doubt that the momentum to promote Ashford, as a vibrant and interesting place to live, work and play continued at a pace. He also know that the new Mayor would be facing a very full programme of Mayoral Events and he hoped all would embrace and enjoy the rest of this interesting and exciting year and take pride in their Borough.



## **11 Confirmation of Cabinet Arrangements for 2018/19 by the Leader of the Council**

The Leader of the Council, Councillor Clarkson, advised that his Cabinet would remain unchanged at this time.

## **12 Selection and Constitutional Review Committee – 1<sup>st</sup> May 2018**

**Resolved:**

**That the Minutes of the Meeting of the Selection and Constitutional Review Committee held on the 1<sup>st</sup> May 2018 be approved and adopted.**

## **13 Cabinet – 10<sup>th</sup> May 2018**

**Resolved:**

**That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 10<sup>th</sup> May 2018 may be called in, i.e. 23<sup>rd</sup> May 2018: -**

- (i) the Minutes of the Meeting of the Cabinet held on the 10<sup>th</sup> May 2018 be received and noted with the exception of Minute No. 462.**
- (ii) Minute No. 462 be approved and adopted.**

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## Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **14<sup>th</sup> June 2018**.

### **Present:**

Cllr. Clarkson (Chairman);

Cllrs. Bennett, Bradford, Clokie, Galpin, Pickering, Shorter.

### **Apologies:**

Cllrs. Bell, Mrs Bell, Buchanan, Link, White.

### **Also Present:**

Cllrs. Burgess, Chilton, Hicks, Suddards, Waters, Mrs Webb.

Chief Executive, Director of Law and Governance, Director of Finance and Economy, Head of Legal and Democracy, Head of Finance, Senior Policy and Scrutiny Officer, Communications Officer, Member Services Manager (Operational).

## **35 Declarations of Interest**

<b>Councillor</b>	<b>Interest</b>	<b>Minute No.</b>
Clarkson	Made a Voluntary Announcement as a Director of A Better Choice for Property Ltd	41

## **36 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of the Cabinet held on the 10<sup>th</sup> May 2018 be approved and confirmed as a correct record.**

## **37 Leader's Announcements**

The Leader said he was sure all would be aware of the Fields of Battle, Lands of Peace photographic exhibition currently on display in the Memorial Gardens until the end of June. He said this was an extremely impressive and moving installation and commended it to all present. He also wanted to congratulate the Officers from Aspire and the wider Council who had made the Gardens look so stunning for the exhibition. The Council had already received a number of accolades from those who had attended.

## **38 Overview and Scrutiny Recommendations to Cabinet – Commercial Investment**

The Chairman of the Overview and Scrutiny Committee introduced the report which presented recommendations from the Committee's examination of the Council's approach to commercial investment. He said the Committee had analysed the issue in great detail and had arrived at some good recommendations.

The Leader said that at this stage the Cabinet was minded to note the three recommendations for further examination, but not to adopt them at this stage. If they could be implemented they would be, but they wanted to be cognisant of all potential implications and costs before doing so. He undertook to report back to the Chairman of the Overview and Scrutiny Committee in due course.

### **Resolved:**

**That the recommendations from the Overview and Scrutiny Committee be noted for further examination of implications and costs, before consideration is given to whether they can be adopted.**

## **39 Ashford Borough Council Performance – Quarter 4 2017/18**

The report updated Members and the public on the performance of the Council against its Corporate Plan during Quarter 4 2017/18. This included information on what the Cabinet had achieved through its decision making, key performance data, and consideration of the wider Borough picture which impacted upon the Council's work. The Portfolio Holder drew attention to the fact that the Council's approach to the monitoring of its performance against this plan had been revised and accordingly summary highlights from the online Performance Dashboard for each of the Council's Corporate Plan areas were included in the report. He encouraged all Members and indeed the public to interrogate the data and advise if there was anything else they would like to see in the reports. He also wanted to acknowledge the amount of work that the Council's Senior Policy and Scrutiny Officer had put in to developing and improving these reports.

### **Resolved:**

- That**
- (i) the Council's performance against the Corporate Plan in Quarter 4 of 2017/18 be noted.**
  - (ii) the new performance framework outlined in the report be approved.**

## **40 Financial Outturn**

The Portfolio Holder introduced the report which presented the outturn revenue position for the General Fund and Housing Revenue Account. It also presented the Capital Outturn for capital works and how these had been financed, reserve transfers and a Treasury Management update. He drew particular attention to the sections on business rates and treasury management and wanted to compliment the Council's Treasury

Management team for the work they undertook to maximise each pound for the residents of the Borough. He also advised that recommendation (iv) within the report had been included in error from a previous report and should be deleted.

**Resolved:**

- That (i) the financial outturn for 2017/18 be noted.
- (ii) carried forward requests for New Homes Bonus in year underspends shown at Appendix A to the report, and Member Grant underspends to fund the centenary events, be approved.
- (iii) the Annual Treasury Management position be noted.

## **41 Trading and Enterprise Board – 8<sup>th</sup> May 2018**

**Resolved:**

That the Minutes of the Meeting of the Trading and Enterprise Board held on the 8<sup>th</sup> May 2018 be approved and adopted.

## **42 Economic Regeneration and Investment Board – 25<sup>th</sup> April 2018**

**Resolved:**

That the Notes of the Meeting of the Economic Regeneration and Investment Board held on the 25<sup>th</sup> April 2018 be received and noted.

## **43 Ashford Strategic Delivery Board – 27<sup>th</sup> April 2018**

**Resolved:**

That the Notes of the Meeting of the Ashford Strategic Delivery Board held on the 27<sup>th</sup> April 2018 be received and noted.

## **44 Local Plan and Planning Policy Task Group – 27<sup>th</sup> April 2018**

**Resolved:**

That the Notes of the Meeting of the Local Plan and Planning Policy Task Group held on the 27<sup>th</sup> April 2018 be received and noted.

## **45 Schedule of Key Decisions to be Taken**

**Resolved:**

**That the latest Schedule of Key Decisions as set out within the report be received and noted.**

## **46 Exclusion of the Public**

**Resolved:**

**That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to Paragraph 3 of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

## **47 Phase 1 Commercial Quarter Office Development – Variation to Council Lease Back Arrangement**

The report advised of an amendment to the Council's Agreement for Lease with Ashford Commercial Quarter Limited, undertaken under the Chief Executive's urgency powers.

**Resolved:**

**That the report be received and noted.**

## Audit Committee

Minutes of a Meeting of the Audit Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **21<sup>st</sup> June 2018**.

### Present:

Cllr. Waters (Chairman);  
Cllr. Barrett (Vice-Chairman);  
Cllrs. Burgess, Shorter, Smith.

In accordance with Procedure Rule 1.2(iii) Councillor Burgess attended as a Substitute Member for Councillor Hicks.

### Apologies:

Cllrs. Mrs Dyer, Hicks, Link.

### Also Present:

Director of Finance and Economy, Head of Finance, Senior Accountant, Senior Accountant, Compliance and Data Protection Manager, Development Partnership Manager, Head of Audit Partnership, Audit Manager, Member Services Officer.

Audit Manager – Grant Thornton UK.

## 56 Declarations of Interest

Councillor	Interest	Minute No.
Smith	Made a Voluntary Announcement as he drew and received added years for a Local Government Pension	58

## 57 Minutes

In accordance with Procedure Rule 9.3 Mr Relf, a local resident, had registered to speak on the minutes of the last meeting. He referred to the minutes of the September 2017 meeting of the Committee and the Valuation Office Agency's responsibility to maintain the list for business rates. Further, he drew attention to a site visit undertaken by Councillor Hicks at Glebe Farm Business Park and the business rates subsequently being increased. Mr Relf felt that if further investigations had been carried out additional business rates fraud could have been uncovered in the area in which he resided. In the second part of his question, Mr Relf drew attention to the Council's remit to protecting the public purse. Further, he drew attention to a number of instances of flytipping in the vicinity of the Chilmington Green caravan site and questioned why there appeared to be an absence of crime reference numbers. Mr Relf questioned why this had been allowed to carry on with no investigation taking place. He then drew attention to flytipping of tyres on the site of the old 'tip' and the fact that KCC officers had been unable to gain access. In conclusion, he felt that this highlighted some incompetencies of the authorities involved.

The Portfolio Holder for Finance and IT advised that the due process had been carried out in respect of the revaluation of the business rates by the Valuation Office Agency. In respect of the latter point raised by Mr Relf, he was familiar with the site mentioned, along with others that had been mentioned previously. None of these sites were in the ownership of the Council, however all of the relevant agencies had been informed and investigations were ongoing. He could not comment on an ongoing investigation, however he hoped that Mr Relf would be reassured that KCC, the Environment Agency and the Police were investigating this matter. He advised that two of those authorities were awaiting witness statements from Mr Relf and he requested that he make contact at his earliest convenience.

Mr Relf questioned why concrete blocks had been placed at the access to the site. Further he questioned why a lorry, that he had undertaken a DVLA check on, was not being pursued in relation to this incident of flytipping? In respect of his outstanding witness statements, he would require a crime reference number prior to providing these.

The Chairman thanked Mr Relf for his questions and advised that he was unable to enter into a question and answer session with the Committee.

The Audit Manager – Grant Thornton UK advised that following the last meeting of the Committee they had written to Mr Relf on 23<sup>rd</sup> March regarding his objection to the statement of accounts.

Referring to Minute Number 392 - Annual Governance Statement – Progress on Remedying Exceptions, and the paragraph referencing the availability of wi-fi and how this could affect the usability of Modern.Gov, the Chairman considered the word contingencies to be more appropriate than the word redundancies, in this instance.

The Chairman also drew attention to the date of the December 2018 meeting and confirmed that this had been moved to 5<sup>th</sup> December and so required changing on the tracker.

**Resolved:**

**That, subject to the amendment of the word “redundancies” to read “contingencies” and the amendment of the date of the December 2018 meeting, the Minutes of the Meeting of this Committee held on the 20<sup>th</sup> March 2018 be approved and confirmed as a correct record.**

## **58 An Early Look at the Statement of Accounts for 2017/18**

The Senior Accountant introduced the item and advised that she would run through the accounts training to make the Committee aware of what was contained within. Should Councillors require more detailed training, the Accountancy Team would be able to provide this. Drawing attention to the narrative, the General Fund outturn had been a little over budget at £19,000 and the Housing Revenue Account had an underspend of £1.6M. The latter was due to capital slippage of the affordable housing programme.



The Chairman advised that it would be useful for the Committee to have key points highlighted with under or overspends noted with reasoning's as to why. This would ensure a more user friendly document, particularly for those that did not have an accounting background. He referred to the guidance sheet that the Head of Audit Partnership produced for each meeting and advised that any issues that needed drawing to the Committees attention could be highlighted via this method.

The Senior Accountant advised that any feedback was welcomed and if the narrative could be enhanced to assist the Committee with their work then this would be looked at.

The Portfolio Holder for Finance and IT advised that the format of the accounts had to follow a set format and urged caution with the level of narratives. Headline detail would be useful, but there was no need for lengthy explanations.

In response to a question, the Director for Finance and Economy advised that the Council was part of pilot for 100% Business Rates Retention for the 2018/19 financial year. Arrangements for the 2017/18 accounts were that 50% would be retained and split between ABC, KCC and Kent Fire and Rescue Service (KFRS), with the other 50% being passed to Government. For 2018/19 as part of the pilot, 100% of Business Rates would be retained and split between the authorities. This meant that none of those authorities would receive Government grants. The gain to the County as a whole would be circa £20M, the aim being to sustain Local Government and support Economic and Housing Growth. All Kent Leaders had agreed to partake in this pilot requiring all Kent Authorities to work together, including KCC and KFRS.

The Head of Finance advised that variances and fluctuations to the budget were reported to Cabinet via Budget Monitoring.

**Resolved:**

**That the Committee notes**

- (i) the statement of accounts,
- (ii) the training on the accounts.

## **59 Internal Audit Annual Report 2017/18**

The Head of Audit Partnership advised that the report was mandated by the Public Sector Internal Audit Standards and included the his annual opinion on the overall adequacy and effectiveness of the Council's internal controls and governance. Some reliance had been placed on two external sources, SCMG and the LGA. The Council had commissioned work from SCMG to assess its contract management arrangements and the LGA had undertaken a Peer Review of the Council. The Head of Audit Partnership confirmed that the Audit Service had continued to enjoy complete and unfettered access to Officers and records to complete their work. On no occasion had Officers or Members sought or gained undue influence over their scope or findings. He drew attention to the number of audit days available and confirmed that this fell within the 95% target. Further he drew attention to the executive summaries of the reviews that had been carried out and the subsequent

update on the recommendations that had been made as part of these. He advised that audits awaiting completion were being progressed and on track.

The Chairman referred to the Contract Management audit and thanked the Director of Law and Governance for providing him with additional information relating to this prior to the meeting. It was useful to have the scope and the timetable for the audit, however he questioned when this audit would be undertaken, as it was not clear from the report. Further, he questioned whether the new post that was recommended for contract management had been approved, particularly as this had not been budgeted for previously. A similar situation occurred with data protection, whereby the Council had not had sufficient resources and in response an additional post was created.

The Director for Finance and Economy advised that the post had not been through the approval process at Management Team. The Committee could, should they wish, treat this as a weak audit and request an update at a future meeting of the Committee on progress.

The Portfolio Holder for Finance and IT was reluctant to treat this as a weak audit but felt an update to the September meeting of the Committee would be appropriate. Management Team needed time to ensure that the role was approved properly.

The Director for Finance and Economy advised that the appropriate item to make any such recommendation would be under the Annual Governance Statement item.

The Head of Audit Partnership drew attention to the 2018/19 audit plan and the audits that were to be undertaken during this period. The Partnership had recently moved to a new software provider, Pentana, which aside from a significant annual saving, also offered opportunities to further develop the quality and consistency of audit work and reporting.

In response to questions, the Head of Audit Partnership advised that the staff turnover rate for the past year was zero, save for the employment of an administrator to a newly created post. The trainee auditor post had not been a government apprentice post as such a position had not existed at the time of implementation; therefore the trainee auditor position had followed a training pathway designed by the Audit Partnership.

**Resolved:**

**That the Committee notes:**

- (i) The Head of Audit Partnership opinion. The opinion states that, in the view of internal audit, the Council's internal controls, corporate governance and risk management arrangements have worked effectively during 2017/18.**
- (ii) The work underlying the opinion and the Head of Audit's assurance is independent and in conformance with Public Sector Internal Audit Standards.**

## **60 Annual Report of the Audit Committee 2017/18**

The Audit Manager gave an overview of the report, which detailed how the Audit Committee fulfilled its functions and responsibilities. Included within the report was the training undertaken by the Committee during 2017/18 and areas for potential training during 2018/19.

The Chairman enquired as to whether Officers were happy with the work of the Audit Committee, the following responses were given:

- The Audit Committee was functioning well and it was pleasing to see training being programmed into the reporting schedule.
- The new dynamic way in which the Committee requested reports to be presented was welcomed, however this needed to be disseminated to Officers more widely. This would ensure consistency of reports and the quality of information provided to the Committee.
- It was useful to have some self reflection and attention was drawn to CIPFA's Position Statement: Audit Committees in Local Authorities and Police that had been included as part of the agenda.

**Resolved:**

**That the Committee approves the Audit Committee Annual Report for 2017/18, and the Chairman of the Committee provides a report to Full Council to demonstrate how the Committee has discharged its duties.**

## **61 Approval of the Annual Governance Statement 2017/18**

The Compliance and Data Protection Manager introduced the item. The Annual Governance Statement reported on the extent of the Council's compliance with its principles of good governance. The Statement explained the effectiveness of the governance arrangements for the year ending 31 March 2018 and set out any action for planned improvements in the coming year. Further, the statement provided assurance to the Council and its stakeholders that good governance arrangements were in place. She drew attention to three governance areas that required action during 2018/19 to ensure good governance arrangements were maintained, these were the extended use of Modern.Gov, actions from the Peer Review challenge and the implementation of the Contract Management plan.

In respect of the latter the Chairman requested that an update on the Contract Management plan be presented to the Committee at its September meeting.

**Resolved:**

**That the Committee**

- (i) **approves the Annual Governance Statement 2017/18,**

- (ii) **requests an update report on the progress for remedying the governance issues identified for Contract Management to the September meeting.**

## **62 Corporate Risk Register**

The Compliance and Data Protection Manager advised that this was a six monthly report and since the last update, the Cabinet had approved a refreshed Risk Management Framework which was developed in conjunction with the Mid-Kent Audit Partnership. The Audit Committee received a presentation on the new Framework at its last meeting in March 2018. Drawing attention to the Corporate Risk Register, she highlighted the risk matrix and whether there had been a change since the previous reporting of the relevant risk. Further there had been two new risks added; Chilmington Green and Warding Arrangements post 2019 elections.

The item was opened up to the Committee and the following comments were made:

- The Committee welcomed the document and in particular the ease at which risks could be viewed.
- Risks outside of the Councils control could still be measured and monitored, for example the Ashford Spurs project.
- The risk pertaining to the impact of Universal Credit was being managed pro-actively.
- Staff were encouraged to be creative and drive solutions to problems for example the Social Lettings Agency had been driven by Officers and should additional resources be required then this could be proposed and discussed by Management Team.

### **Resolved:**

**That the Audit Committee notes the Corporate Risk Register and the assessments and the adequacy of key controls to manage the risks.**

## **63 Homes England – Compliance Audit Annual Report 2017/18 for Ashford Borough Council**

The Development Partnership Manager advised that Homes England (formerly the Homes and Communities Agency) carried out Compliance Audits on housing providers, such as Ashford Borough Council (ABC), who were in receipt of Homes England funding under the Affordable Housing Programme or other funding programmes. Sample schemes were selected and checks made to ensure that the provider has complied with Homes England's policies, procedures and funding conditions. ABC was one of the providers selected for a Compliance Audit. The scheme selected was a new build scheme at Beeholme Drive, Kennington. ABC had had three Compliance Audits since 2014 and on each occasion had been awarded a Green Grade (meets requirements).

**Resolved:**

**That the Committee notes the contents of the report.**

**The Chairman signed the report in accordance with the requirements of the audit. (This was signed at the Meeting).**

## **64 External Audit Fee Letter**

The Audit Manager – Grant Thornton UK advised that Public Sector Audit Appointments Ltd (PSAA) had published the 2018/19 scale fees in March 2018, following a consultation process. Individual scale fees had been reduced by 23 percent from the fees applicable for 2017/18, with the Council's scale fee set at £46,439.

**Resolved:**

**That the Committee notes the Fee Letter.**

## **65 External Audit Progress Report**

The Audit Manager – Grant Thornton UK advised that recent focus had been on the final accounts. Engagement with this had been undertaken earlier and had worked well with the new Head of Finance.

**Resolved:**

**That the Committee notes the Progress Report.**

## **66 Report Tracker for Future Meetings**

The Director of Finance and Economy advised that the tracker had been reorganised with topics grouped together for consistency.

The Chairman requested Officers investigate moving the date of the March 2019 meeting of the Committee. Further, it was proposed that dates for meetings during 2019 and beyond be changed. The Member Services Officer advised that as many of these dates were scheduled for after the 2019 elections, the request would be noted, but no action taken until the outcome of that election and the make up of this Committee was known.

**Resolved:**

**That the Committee notes the schedule of meetings.**

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## **Audit Committee**

# **Annual Report 2017/18**



## **Introduction by Chairman of Audit Committee**

*The municipal year 2017/18 has been a year of change and continuing development for the Audit Committee, with me in my second year as Chairman and Councillor Barrett taking up the role of Vice Chairman. I am pleased to report the continued good work of the Committee in providing an independent review of the Council's governance.*

*During the year, I have built on my aim of broadening the range of contributions in the Committee. As a result officers have been presenting information to Members through a variety of means. For example, reports delivered by presentation, a covering report to help point Members towards the key considerations, and verbal updates from risk owners on strategic risks.*

*As a Committee, we have continued to offer robust challenge to officers, including engagement on specific areas such as recommendations from adverse internal audit reports, and the Risk Management Framework. We also noted, among the highlights, further unqualified opinions from our external auditors on our financial statements, value for money conclusion and benefits certification. Additionally, we received a positive conclusion from our internal auditors on the Council's internal control, governance and risk management.*

*Looking ahead to 2018/19 I am keen to embed development of the Committee, to focus our range of skills and experiences towards providing an ever more effective review of the Council's governance.*

*I also wish to express my thanks, supported by the Committee, to all the officers who contribute to and help us carry out our work.*



*Christopher Waters*

*Councillor Waters  
Audit Committee Chairman (2017/18)*



## Introduction

Ashford Borough Council supports and understands the value and benefits of having an independent Audit Committee.

The Audit Committee is an essential check on the corporate governance framework; providing an independent and high-level overview of the internal control, governance and risk management for the Council.

The Committee monitors internal and external audit activity, reviews and comments on the effectiveness of the Council's regulatory framework and reviews and approves the Council's annual statements of accounts.

The Committee is independent from the Council's Executive and Scrutiny functions and has clear reporting lines and rights of access to discharge its responsibilities in line with its Terms of Reference (Appendix I). This includes direct access to the Council's Appointed Auditor and Head of Audit Partnership without the presence of other officers where appropriate.

The Committee is not a substitute for the Executive function in the management of internal or external audit, risk management, governance, or any other review or assurance function. It is the Committee's role to examine these functions, and to offer views and recommendations on the way the management of these functions is conducted.

## Benefits

Effective audit committees can bring many benefits to local authorities:

- Increased public confidence in the objectivity and fairness of Council financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and similar review processes.
- Providing additional assurance through the process of independent review and challenge.
- Increasing emphasis and awareness of internal control, governance and risk management.

*CIPFA's Audit Committees  
- Practical Guidance for  
Local Authorities*

## Meetings & Attendance

The Audit Committee met five times in 2017/18:

22 June 2017	5 December 2017
11 July 2017	20 March 2018
28 September 2017	

On all occasions the Committee was quorate and able to fulfil its duties.

The Audit Committee is comprised of 8 Members whose attendance throughout 2017/18 was as follows:

Members	22 June	11 July	28 Sept	5 Dec	20 Mar
Cllr Waters (chair)	◆	◆	◆	◆	◆
Cllr Barrett (vice chair)	◆	◆	◆	◆	◆
Cllr Buchanan	◆	◆*	◆	◆	◆
Cllr Burges	◆*	◆	◆		◆*
Cllr Dyer		◆	**		
Cllr Shorter	◆		◆	◆	◆
Cllr Sims	◆		◆		◆*
Cllr Smith	◆			◆	
Cllr Suddards				◆	

\* Attended by another Member acting as substitute

\*\* Member of the Audit Committee up to July 2017 then attended as a visiting Member

The Audit Committee is supported by officers of the Council who regularly attended meetings, including:

- Director of Finance & Economy (Section 151)
- Head of Finance
- Head/Deputy of Audit Partnership
- Policy & Performance Manager / Head of Corporate Policy, Economic Development and Communications
- Compliance and DP Manager
- Senior Policy Performance & Scrutiny Officer

Further support was provided to the Committee, as required, from the other officers within the Council. For example, audit sponsors and strategic risk owners.

In addition, the Council's External Auditors (Grant Thornton) regularly attended meetings of the Audit Committee during 2017/18.

All of the Audit Committee agenda papers and minutes are available on the Council's [website](#).

## Business

During the year the Audit Committee has commented on, examined and reviewed the following:

Audit Activity
• Internal Audit Annual Report & Opinion
• Internal Audit Interim Report
• Internal Audit & Assurance Plan
• Property Management – Follow up of Internal Audit Findings
• Business Continuity Planning – Follow up of Internal Audit Findings
External Audit (Grant Thornton)
• External Audit Fee
• Annual Audit Letter
• External Audit Findings Report
• Certification of Grant Claims
• External Audit Progress Reports
• External Audit 2017/18 Audit Plan
Finance
• Financial Statements
• Statement of Accounts
• Corporate Enforcement & Investigations Team Annual Report
• Homes & Communities Agency 2016/17 Compliance Audit Programme
Governance
• Annual Governance Statement
• Annual Governance Statement – Progress of Remedying Exceptions
• Strategic Risk Management
• Risk Management Framework Update
• Audit Committee Report Tracker & Future Meetings

The work of the Committee during 2017/18 has resulted in recommendations which have enhanced the operation of the Committee and wider Council functions. In particular:

- Challenge and oversight on the implementation of recommendations arising from adverse audit opinions, specifically the Property Management and Business Continuity Planning internal audit reviews
- Agreed a programme of Member training to be provided during Audit Committee meetings
- Requested an Internal Audit Review of Management Team agendas

## Terms of Reference

The business outlined above has been fulfilled in accordance with the Committees agreed Terms of Reference (detailed in Appendix I). The following table summarises those Terms and whether the Committee has fulfilled the functions outlined.

The Terms were reviewed as part of the 2016/17 Audit Committee Annual Report. The Committee concluded that the Terms of Reference were up to date and no revisions were made.

<b>Audit Activity</b>	<b>Fulfilled by Committee?</b>
1. Head of Internal Audit Annual Report and Opinion	✓
2. Internal Audit reports summary	✓
3. Management and performance of Audit Partnership Agreement	✓
4. Reports on agreed Internal Audit recommendations	✓
5/6. External Auditor's Annual Management Letter	✓
7. External Auditor reports	✓
8. Scope and depth of external audit work	✓
9. Appointment of the Council's External Auditor	✓
10. Commissioning of work from internal and external audit	✓
<b>Regulatory Framework / Risk Management</b>	<b>Fulfilled by Committee?</b>
1. Overview of Contract Procedure Rules and Financial Regulation	✓
2. Development and operation of elements of corporate governance within the remit of the Audit Committee	✓
3. Council policies on "raising concerns at work"	Policy approved 2015/16 Assurance obtained on how matters raised are handled
4. Annual Governance Statement	✓
5. Financial standards and controls	✓
6. External Auditor's report from Audit of the Accounts	✓
7. Ability to refer matters to the Overview and Scrutiny Committee	No referrals were made but the ability remains

## Sources of Assurance

In drawing a conclusion for the year, the Audit Committee gained assurance from the following sources:

<b>The Work of Internal Audit</b>
The Head of Audit Partnership issued an unqualified Head of Audit Opinion for 2016/17 which concluded that the Council was operating a sound system of internal control, governance and risk management.
Throughout the year the Committee has been kept up to date with delivery of the Internal Audit plan, implementation of audit recommendations, and has been kept aware of emerging risks. On request the Committee have been provided with regular progress updates on the implementation of audit recommendations from adverse audit opinions.
The Internal Audit plan for 18/19 included a breakdown of internal audit assurance work for the coming year, and the Committee were given the opportunity to comment on the work of internal audit prior to endorsing the plan for delivery.
<b>The Work of External Audit (Grant Thornton)</b>
The external auditors report back to the Audit Committee providing regular updates on their programme of work. During the year, the External Auditors presented an unqualified value for money conclusion and an unqualified opinion on the financial statements.
The Audit Committee has provided effective challenge to the External Auditors as appropriate and gained assurance from the reports and updates provided during the year.
<b>Finance &amp; Governance Reports</b>
The Committee provided challenge prior to approving the statements of accounts and financial statements in July 2017.
Assurance is obtained from the Annual Governance Statement which the Committee reviews and approves. The statement is produced following a review of the Council's governance arrangements and includes actions address any significant governance issues identified. The Committee receives updates on progress towards remedying these issues throughout the year.
The Committee has received regular updates on the Council's strategic risk management arrangements, and provided challenge to the action for mitigating the risks.
While the Committee received a report on fraud investigations it received no updates on "raising concerns at work" (i.e. whistle-blowing) in the context of the Anti-Fraud and Anti-Corruption Strategy and the council's complaints process. The Committee did however seek and obtain assurances on matters raised by a member of the public.

## Member Development

In June 2017 the Committee agreed a programme of development briefings to be conducted within each Committee meeting. Members continue to show desire to continually develop their knowledge and skills.

The training delivered in 2017/18 is outlined below:

Briefing Topic	Delivered in
Reviewing the Statement of Accounts	June 2017
Strategic Risk Management	September 2017
Audit Planning	December 2017

The table below sets out a proposal for a programme of updates and briefings that could be delivered during 2018/19. The programme themes are derived from areas recommended to be of interest to Audit Committees by CIPFA's Better Governance Forum, as adapted to the specific terms of reference at Ashford. Other areas could be added, including those of more specific local interest, or skills / knowledge development in line with CIPFA's recent position statement 2018 (see appendix II). Any of these development briefings can be added or adapted at the request of the Committee.

Briefing theme	Potential specific topics
Role of internal and external audit	<ul style="list-style-type: none"> <li>○ Differences in internal/external audit role</li> <li>○ Assuring effective external audit</li> <li>○ External auditor appointment</li> </ul>
Internal Audit Standards	<ul style="list-style-type: none"> <li>○ How standards are set and monitored</li> <li>○ Specific work on IA conformance</li> </ul>
Assurance on value for money	<ul style="list-style-type: none"> <li>○ How external audit assess VfM conclusion</li> <li>○ Measuring value for money in local government</li> <li>○ Data quality and performance measurement</li> </ul>
Reviewing the Annual Governance Statement	<ul style="list-style-type: none"> <li>○ The AGS within the Council's governance</li> <li>○ Specific topics within the AGS</li> <li>○ Comparative review of AGS across local government</li> </ul>
Countering Fraud	<ul style="list-style-type: none"> <li>○ Whistleblowing</li> <li>○ Investigative practice</li> <li>○ Fraud risks and the Councils response</li> <li>○ Governance polices</li> </ul>
Treasury Management*	<ul style="list-style-type: none"> <li>○ Investment and borrowing options for local authorities</li> <li>○ Prudential Code</li> <li>○ Financial outlook for local authorities</li> </ul>

\* This training is delivered every 4 years by Arlingclose (last delivered September 2015)

## **Conclusion**

The Audit Committee, in partnership with the Council's Internal and External Auditors, and with the support of Officers has provided robust and effective independent assurance to the Council on a wide range of risk, governance and internal control issues.

The Audit Committee can demonstrate that it has appropriately and effectively fulfilled its duties during 2017/18.

## Terms of Reference & Responsibilities

The purpose of an Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process (Minute No. 408/12/06 refers).

To consider/monitor or advise the council as appropriate upon:-

### Audit Activity

1. The Head of Internal Audit's Annual Report and Opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's Corporate Governance arrangements.
2. The summary of internal audit reports issued in the previous period.
3. Reports on the management and performance of the Audit Partnership Agreement.
4. Reports from the Head of Internal Audit on agreed recommendations not implemented within a reasonable timescale.
5. The External Auditor's Annual Management Letter and relevant reports.
6. Any detailed responses to the External Auditor's Annual Letter.
7. Specific reports as agreed with the External Auditor.
8. The scope and depth of external audit work and to ensure it gives value for money.
9. Liaison with the Audit Commission on the appointment of the Council's External Auditor.
10. The commissioning of work from internal and external audit.



## Regulatory Framework / Risk Management

1. An overview of the council's Constitution in respect of Contract Procedure Rules and Financial Regulations.
2. The effective development and operation of financial management, risk management and those elements of corporate governance within the remit of the Audit Committee.
3. Council policies on "raising concerns at work" i.e. whistle-blowing in the context of the Anti-Fraud and Anti-Corruption Strategy and the council's complaints process.
4. To recommend the Authority's Annual Governance Statement for approval to the Executive. (Minute No. 531/5/10).
5. The council's compliance with its own and other published financial standards and controls.
6. The External Auditor's report on issues arising from the Audit of the Accounts.
7. The ability to refer matters to the Overview and Scrutiny Committee for their consideration (Minute No. 62/6/09).

**Note:** The Overview and Scrutiny Committee has a similar provision to refer matters to the Audit Committee.

Page 37

## Delegations

To exercise the powers and duties of the council relative to:-

1. The approval of the Annual Statement of Accounts in line with the statutory requirements including those relating to the publishing deadlines. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the Audit that need to be brought to the attention of the council.

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# Ashford Borough Council

## Overview and Scrutiny 2017/18 Annual Report

And

## 2018/19 Work Programme

## Foreword from the Chairman

Can I begin my apologizing to full council for my absence at this Full Council meeting to deliver the Annual Report of Overview and Scrutiny Committee. I am presently visiting my partner who is away on a sabbatical in the Far East.

I am pleased to present to the Council the Annual Report of the Overview and Scrutiny Committee for 2017-2018.

Can I begin by thanking Officers and the Scrutiny Team for their work in supporting our Committee in fulfilling its functions and responsibilities this year. Can I also thank all Officers who have given evidence to our Committee.

I would like to thank my Vice Chairman, Cllr Noel Ovenden and all members of the Committee who have worked for the committee this year.

Contained within this report is a summary of the extensive work undertaken by the Committee this year. Members will note sheer variety of investigations, reports and hearings we have undertaken in providing our overview role to this Council.

We have fulfilled our statutory requirements this year in our scrutiny of the Councils Budget. We have also undertaken our statutory safeguarding and community safety reviews.

I am also pleased to present the proposed work programme for 2018-2019. Members of Overview and Scrutiny have all been involved in determining the schedule. Other items may arise as the year progresses.

Overview and Scrutiny continues to improve its work at every meeting. Considerable training has been completed by a number of members and officers this year that has better enabled us to improve our scrutiny function.

I look forward to welcoming all new members who will be joining Overview and Scrutiny for 2018-2019 and working with them in the interests of the Borough.

I ask that the Council note and accept the Annual Report of the Overview and Scrutiny Committee.

Cllr Brendan Chilton  
Chairman, Overview and Scrutiny Committee

## Overview and Scrutiny at Ashford

The Local Government Act 2000 (the Act) introduced a requirement that councils with a 'Leader and Executive' arrangement must include the provision of one or more Overview and Scrutiny Committees within their council structure.

Under section 21 of the Act, the council's Overview and Scrutiny Committee has power to submit reports and make recommendations to the Cabinet or full Council on any aspect of council business or any matter affecting the Borough or its residents.

The constitution of Ashford Borough Council contains provisions for a single Overview and Scrutiny Committee to carry out the functions detailed in the Act, although the Committee may assemble task groups from its membership for specific reviews.

In the 2017/18 municipal year the Overview and Scrutiny Committee had 12 members, appointed in line with the broad political balance of the council. The roles of Chair and Vice-Chair of the Committee were appointed to opposition members, although the Committee operates apolitically in its discussions, with all members of the Committee working together to ensure that the council and its services are acting effectively and efficiently.

### Issues Scrutinised by the Committee

Since May 2017 the Committee has considered a number of items related to the council's operations and wider issues affecting the Borough and its populations, including:

- Quarterly updates on the council's performance against its corporate objectives

- Sickness absence figures for 2016/17
- Proposed revisions to the council's Housing Framework
- Presentations from the Ashford CCG
- Youth services and engagement in the borough
- Infrastructure planning related to health services
- Priority health issues for the Borough
- Commercial Investment by the council
- The findings of the Air Quality Task Group

The Committee considers several standing items per year. These items are:

1. Scrutiny of the council's Budget, carried out by a Committee Task Group

2. The annual report of the Ashford Community Safety Partnership

3. The council's annual report on Safeguarding Adults and Children at Risk

In addition, the Committee engaged the Centre for Public Scrutiny to provide a Budget Scrutiny training session for Members in advance of carrying out scrutiny of the 2018/19 draft budget.

### Budget Scrutiny Task Group

The Overview and Scrutiny Committee has a duty to scrutinise the council's draft Capital and Revenue budget. The Committee assembled a task group whose remit included ensuring that the draft 2018/19 budget was achievable and delivered in line with the council's 5 year Medium Term

Financial Plan (MTEP) and the council's adopted corporate priorities.

A number of changes were made to the budget scrutiny process for the 2018/19 draft budget. These included aligning scrutiny sessions on a directorate basis in line with the council's current structure and the Chief Executive and Director of Finance and Economy providing the Budget Scrutiny Task Group with overviews of the council's corporate plan progress and medium term financial plan at the start of the budget scrutiny process to allow the task group to identify key risks to the delivery of the council's budget.

From these initial presentations, the Task Group identified a number of key risks to the budget and requested that officers speak to these risks in subsequent sessions. The risks identified were:

- A potential reset of the National Non-Domestic Rates (NNDR) system
- Resourcing for Planning appeal and enforcement
- Resourcing for the Homelessness Reduction Act
- Delays to income generating projects
- The feasibility of achieving identified savings with an assumed service expenditure decrease.

The task group held sessions covering each Directorate within the council and were grateful for the attendance and contributions of Portfolio Holders, Directors, Heads of Service and the council's Accountancy team.

Directors presented information on the aims of the services within their directorate for the coming municipal year alongside up to date risk

information and reports on the overarching risks that the Task Group membership had identified during its first session.

On the basis of these reports and the budget documents the task group made two recommendations which the main Committee supported and relayed to the Cabinet. The Cabinet supported the recommendations, which were that that it:

- (i) Be advised that the O&S Committee regards the council's draft 2018/19 budget as sound and achievable.
- (ii) Be advised that the O&S Committee regards the council's reserves position as suitable to cover identified contingencies and risks.

The Task Group also identified a number of topics where it was felt that scrutiny by the full Overview and Scrutiny Committee would be beneficial and with the agreement of the Chair and Vice-Chair of the Committee these have been included in the committee's work programme for 2018/19 (appended to his report).

#### Annual Report of the Community Safety Partnership

At least once a year the O&S Committee operates as the designated Committee responsible for Crime and Disorder issues (as required under the Police and Justice Act 2006). In line with this designation the Community Safety Partnership for Ashford present an annual report on their work within the Borough and set out their priorities for the coming year.

In March 2018 The Committee received a presentation on the Community Safety Partnership's work from the council's Portfolio Holder for Highways,

Wellbeing and Safety; Health, Parking and Community Safety Manager and Community Safety Team Leader along with Chief Inspector Andy Somerville, Inspector Andrew Bidmead and Inspector Jason Atkinson of Kent Police.

The update outlined developments with regard to pursuit of the Partnership's objectives during 2017, including:

- A slight increase in anti-social behaviour (ASB) in 2017. Ashford was the only district in Kent where an increase in Police reported ASB was seen in 2017, however Kent Police explained that this increase in ASB was largely attributable to a single group.
- The implementation of three Public Space Protection Orders (PSPOs) in Ashford.
- A single Community Trigger (ASB case review) in the borough, which resulted in a positive outcome, with ASB reduced and the affected resident's quality of life improving.

An overview of key projects supported by funding from the Police and Crime Commissioner was also provided. These projects included OP Beacon, which aims to deter youth offending; a community garden project in Stanhope; financial support to the Ashford Domestic Abuse Forum and the Ashford Winter Night Shelter.

The Community Safety Partnership representatives also outlined the priorities for the coming year, which the Committee endorsed. These are:

- Anti-social behaviour
- Domestic Abuse
- Safeguarding children and young persons
- Safeguarding adults
- Serious and organised crime

The Community Safety Team Leader also presented a report on the multi-agency work completed over the course of 2017 by the Domestic Abuse Co-ordinators in conjunction with the Ashford Domestic Abuse Forum. Members were supportive of the approach and work being undertaken by the council and the Ashford Domestic Abuse Forum.

#### Safeguarding Adults and Children at Risk

In 2015 the audit partnership assessed the council's safeguarding activities, procedures and policies, and recommended that safeguarding should be the subject of an annual report to the Overview and Scrutiny Committee.

In March 2018 the Committee received a presentation from the council's Safeguarding Champion and Portfolio Holder for Highways, Wellbeing and Safety highlighting work carried out since March 2017.

The Committee were pleased to note that progress had been made on the recommendations it had made in respect of safeguarding when considering the annual report in 2017, in particular the planned safeguarding training session for Councillors and recommended that all Councillors complete the safeguarding training arranged by officers.

#### Air Quality Task Group

During scrutiny of the council's draft 2017/18 budget, the assistance of the Overview and Scrutiny Committee in preparing an Air Quality Strategy was requested by the council's Health, Parking and Community Safety service.

In response to this request and existing Member concerns over the state of air quality in the Borough, the Committee established a task group to research the causes and impacts of poor air quality and explore possible measures to reduce air pollution in the Borough.

The Task Group conducted a number of sessions to analyse evidence and best practice guidance from Public Health England and the National Institute for Clinical Excellence; and to put questions to officers.

Following the completion of its work, the task group submitted a total of 29 recommendations to the Committee, who endorsed the group's findings and made the recommendations in full to Cabinet. Cabinet agreed the recommendations in full in February 2018 and work is ongoing to prepare a strategy and action plan to put into effect the adopted recommendations. An update on implementation of the agreed recommendations will be reported to the Committee in September 2018.

#### 2017/18 work programme

A draft timetable for the year's meetings is included below. This gives an indication of how the work programme can be incorporated alongside the Committee's standing item reports and other requirements.

#### Getting involved in Overview and Scrutiny

You can get involved in the Committee's work by:

- Making a suggestion for scrutiny
- Coming to a Committee meeting to hear the debate
- Putting forward your views as part of a scrutiny review

For more information about how to get involved you can email the scrutiny team at:

[overviewandscrutiny@ashford.gov.uk](mailto:overviewandscrutiny@ashford.gov.uk)

or go to:

[www.ashford.gov.uk/overview-and-scrutiny](http://www.ashford.gov.uk/overview-and-scrutiny).



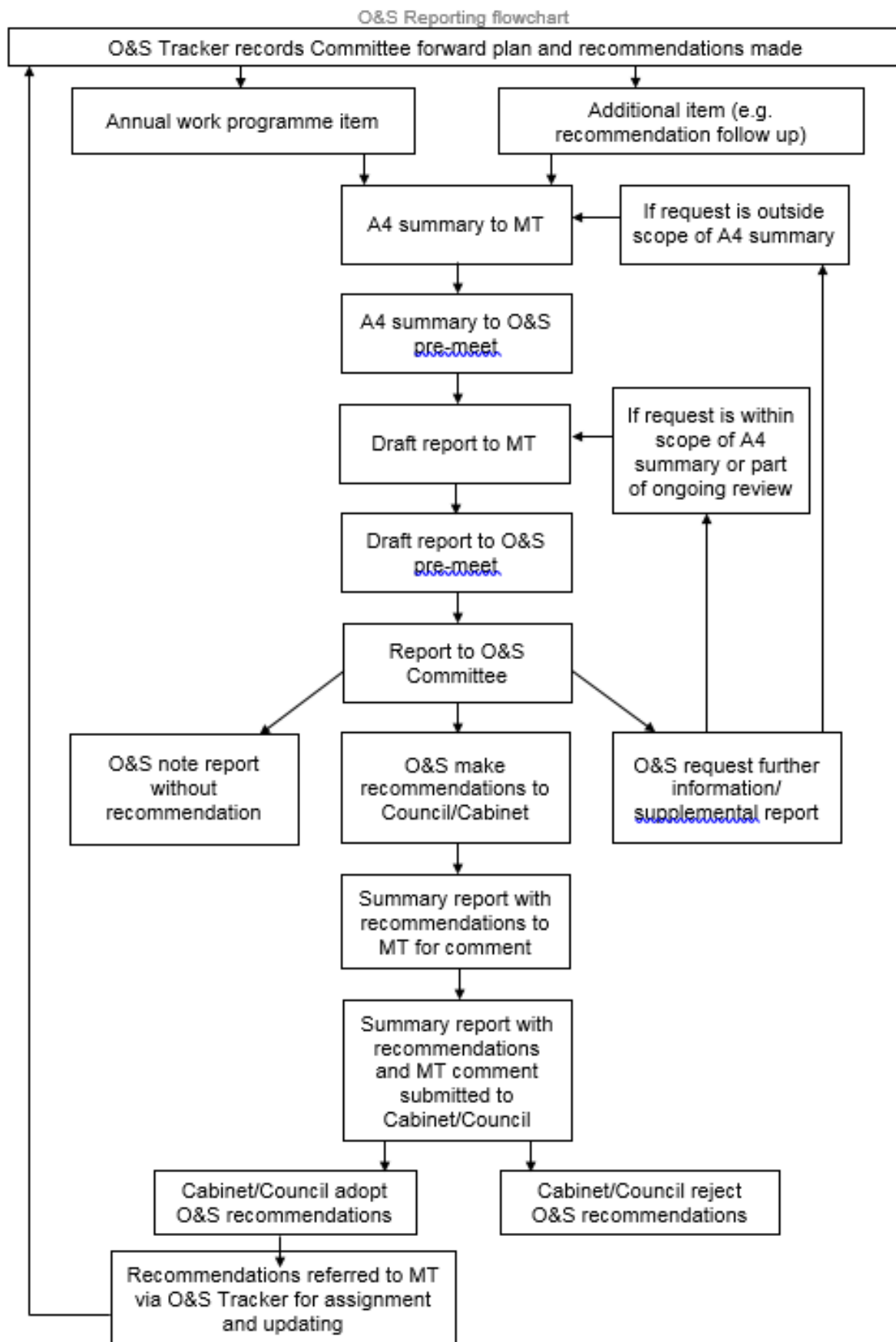
2018/19 municipal year work programme

Month	Agenda items	Details
May	ABC prop co. & TEB	Budget Scrutiny Task Group request for an overview of TEB and the governance arrangements of the Property Company.
	O&S annual report	Statutory requirement. To include work programme for 2018/19.
	Q4 performance	Quarterly and annual performance update for 2017/18 and noting new performance framework.
June	Universal Credit roll-out preparation	A report on preparations made by the council for the wider rollout of UC in Ashford.
	Annual Sickness Report 2018/19	An annual update on sickness absenteeism for the council's employees.
	Credit Unions	Kent Savers (Tenterden Branch) to be asked to update the Committee on the role and promotion of credit unions in the Borough.
July	RMCs and the CMO	Budget Scrutiny Task Group request for an overview of the CMO model compared to standard resident management company practices and the wider potential application of the CMO model.
	Q1 performance	Quarterly performance update.
September	BSTG kick off (MTFP)	A summary of the Medium Term Financial Plan following presentation to Cabinet.
	Air Quality strategy	An update on the implementation of the Air Quality strategy.
October	Housing Statement	An Overview of the council's Housing Statement following consultation.
	Q2 performance	Quarterly performance update.
November	Kent Fire and Rescue	KFRS to be asked to attend and present on their capacity and resources in light of a lack of voluntary support.
January	Universal Credit roll-out progress	An update report on the early impacts of the wider UC rollout in Ashford.
	BSTG final report	Findings of the Task Group for Committee approval and submission to Cabinet.
February	CSP update & Safeguarding	Annual updates to the Committee on the work of the Community Safety Partnership and the council's work on safeguarding adults and children at risk.

2018/19 municipal year work programme

Month	Agenda items	Details
	Q3 performance	Quarterly performance update.
March	Town Centre framework	Budget Scrutiny Task Group request for an overview of the town centre placemaking framework.
April	Void properties	Budget Scrutiny Task Group request for an overview of work undertaken to address void properties within the PSL sector.
	Broadband provision and planning	Committee request for an overview of the council's work on delivering high-speed broadband to new and existing properties within the Borough.
May	O&S annual report	Constitutional requirement. To include work programme for 2019/20.
	Q4 performance	Quarterly and annual performance update.

# O&S reporting flowchart



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