



OVERVIEW AND SCRUTINY COMMITTEE

Notice of a Meeting, to be held as a Virtual Meeting on Microsoft Teams in accordance with Regulation 5 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England and Wales) Regulations 2020 on Tuesday, 13th April 2021 at 7pm.

The Members of the Overview and Scrutiny Committee are:-

Councillor Ovenden (Chairman)
Councillor Chilton (Vice-Chairman)

Cllrs. Blanford, Burgess, Campkin, Farrell, Hayward, Howard-Smith, Iliffe, Krause, Ledger, Mulholland.

IMPORTANT INFORMATION ABOUT THIS VIRTUAL MEETING:-

Please note the public cannot physically "attend" a Virtual Meeting. However any member of the press and public may listen-in to proceedings at this 'virtual' meeting via a weblink which will be publicised on the Council's website at www.ashford.gov.uk at least 24 hours before the meeting. Members of the press and public may tweet, blog etc. during the live broadcast as they would be able to during a regular Cabinet meeting at the Civic Centre. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this Virtual Meeting will be the Councillors concerned, the Officers advising the Cabinet, and the Officers designated to address the Cabinet on behalf of any members of the public who have registered in advance to 'speak' on the items to be considered. This will take the place of the usual procedure for public speaking at the Cabinet's regular meetings at the Civic Centre. In order to register for this, written notice must be given on the Council's website at <https://www.ashford.gov.uk/councillors-meetingsandelections/councillorsandmeetings/public-participation/application-to-speak-atapublicmeeting/> or by email to membersservices@ashford.gov.uk by 10am on the Monday before the meeting.

Summary of the Scheme of Public Participation for Virtual Meetings (referred to as "VMs")

The public cannot physically "attend" a VM.

H.M. Government has recently changed the public's legal right to attend meetings into a right to hear, by means of technology, the Councillors attending the VM remotely.

Written notice of a wish to speak (by means of the procedure below) at a VM must be given, either to membersservices@ashford.gov.uk or on the Council's website at <https://www.ashford.gov.uk/councillors-meetingsandelections/councillorsandmeetings/public-participation/application-to-speak-atapublicmeeting/> by 10:00 hours on the Monday before the VM – i.e. 10:00 a.m. on Monday, 12th April 2021.

Those registered to speak must submit to membersservices@ashford.gov.uk by 10:00 hours on the day of the VM, a copy of their speech in written, legible English. It should be no longer than 400 words, on a single side of A4 paper, printed in 12-point non-italic sansserif font (e.g. Arial). Any text above 400 words will not be read out.

Speeches received as above will be read to the VM by a competent Officer for and on behalf of the speakers, at the normal times and in the normal order during the VM (subject to the Chairman's normal discretion).

IMPORTANT:

An Officer reading any speech on behalf of any speaker shall have discretion to omit/edit out any inappropriate language, information or statements.

If any defamation, insult, personal or confidential information, etc. is contained in any speech received from any speaker, and/or is read to the VM by an Officer, each speaker accepts by submitting their speech to be fully responsible for all consequences thereof and to indemnify the Officer and the Council accordingly.

Agenda

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1.	Apologies/Substitutes	
	To receive Notification of Substitutes in accordance with Procedure Rule 1.2 (c)	
2.	Declarations of Interest	1 - 2
	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 2 for further details	
3.	Minutes of the last Meeting	3 - 8
	To approve the Minutes of the last Meeting	
4.	Report on Support given to the Voluntary, Community and Faith Sector	9 - 12
5.	Review of the Overview & Scrutiny Work Programme 2021/22	13 - 20
	Review of the Overview & Scrutiny Work Programme 2021/22, including Tracker and Matrix.	

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Agenda Item 2

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 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 alone, such as:

- Membership of amenity societies, Town/Community/Parish Councils, residents' groups or other outside bodies that have expressed views or made representations, but the Member was not involved in compiling or making those views/representations, 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: Where an item would be likely to affect the financial position of a Member, relative, close associate, employer, etc.; OR where an item is an application made by a Member, relative, close associate, employer, etc., there is likely to be an OSI or in some cases a DPI. ALSO, holding a committee position/office within an amenity society or other outside body, or having any involvement in compiling/making views/representations by such a body, may give rise to a perception of bias and require the Member to take no part in any motion or vote.]

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
- (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 alongside the Council's Good Practice Protocol for Councillors dealing with Planning Matters. See <https://www.ashford.gov.uk/media/2098/z-word5-democratic-services-constitution-2019-constitution-of-abc-may-2019-part-5.pdf>
- (c) Where a Member declares a committee position or office within, or membership of, an outside body that has expressed views or made representations, this will be taken as a statement that the Member was not involved in compiling or making them and has retained an open mind on the item(s) in question. If this is not the case, the situation must be explained.

If any Member has any doubt about any interest which he/she may have in any item on this agenda, he/she should seek advice from the Director of Law and Governance and Monitoring Officer, or from other Solicitors in Legal and Democracy as early as possible, and in advance of the Meeting.

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Ashford Borough Council: Overview and Scrutiny Committee

Minutes of a Virtual Meeting of the Overview and Scrutiny Committee held on Microsoft Teams on the **9th March 2021**.

Present:

Cllr. Ovenden (Chairman)
Cllr. Chilton (Vice-Chairman)

Cllrs. Blanford, Burgess, Campkin, Farrell, Hayward, Howard-Smith, Iliffe, Krause, Ledger, Mulholland.

Apologies:

Cllr Shorter.

Also Present:

Cllrs. Bartlett, Clarkson, Clokie, Feacey, Sparks, Wright.

In Attendance:

Head of Corporate Policy, ED and Communications, Compliance and Data Protection Manager, Policy and Scrutiny Officer, Head of Planning and Development, Team Leader - Spatial Planning – Plan Making and Infrastructure, Head of Corporate Property and Projects, Commercial Development and Regeneration Manager, Procurement and Contracts Manager, Member Services Liaison Manager.

270 Declarations of Interest

Councillor	Interest	Minute No.
Bartlett	Made a 'Voluntary Announcement' as was a Trustee of the Ashford Central Community Forum.	274

271 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 9th February 2021 be approved and confirmed as an accurate record.

272 Section 106 Process

The Team Leader – Spatial Planning – Plan Making and Infrastructure introduced his report and explained that it broadly outlined the Section 106 process and explained the roles played by both Members and Parish Councils. It was a four stage process involving the identification of the need; the amount of funding required; the collection of the monies; and the final stage which was the allocation and spend of the funds received. He drew particular attention to paragraphs 10, 11 and 12 of the report which set out the basic principles which underpinned the S106 process and also the role of the Local Plan and the ability of Members to get involved in that process which was outlined in paragraphs 14 to 32.

The Head of Planning and Development then referred to the Development Management Process and explained that planning permissions for development were not issued until the Section 106 agreement had been signed and he also drew attention to the issue of viability which was governed by national planning guidance. Spend also had to be consistent with the agreement itself. He also explained that the administration of the process was the responsibility of the Spatial Planning Team and a dedicated officer acted as the S106 Monitoring Officer. The overall process would be improved by the Planning IT system upgrade which was now in progress.

The report was then opened up to the Committee and the following is a summary of Members questions and the Officers responses: -

- In response to a question about how Members could get projects included in S106 agreements, the Head of Planning and Development advised that the ideal opportunity existed at the Local Plan stage when infrastructure needs for an area could be identified. Rural Members would also be able to contribute as part of the Neighbourhood Plan process. In terms of complaints from residents that spend occurred in locations in different parts of the town, this was because some schemes were large scale and were provided to serve a wider town and catchment area. Local play schemes would, however, be usually delivered in the location of the development itself. The involvement of Members at the early stage of Local Plan preparation was emphasised, it being acknowledged that over time local community priorities might change
- In view of Members concerns about not being involved or consulted on proposed S106 contributions prior to a report being submitted to the Planning Committee, and the fact that S106 this was such a wide subject area, the

Chairman suggested that the issue be referred to a Task and Finish Group. This was supported by the Committee. He undertook to look at the possible timeframe for this to happen with the Policy and Scrutiny Officer and requested that Members consider volunteering to join that Group.

- The Head of Planning and Development explained that the 10 year rule commenced from the date of receipt of the funds, which could be later than the completion of the development, particularly if trigger points were involved. In terms of the communication with Parish Councils on the process, he explained that this was the responsibility of the S106 Monitoring Officer and that the upgraded IT system would help to improve this liaison and to also respond to requests for information from both Parish Councils and Members.
- If Parish Council S106 priorities changed, these could be accommodated provided that they were within the original scope of the agreement and still met the statutory legal tests for developer contributions, for example, general community facilities within the locality. The current statutory legislation gave Local Authorities more latitude and flexibility on the precise nature of such facilities than had been possible under the previous planning regime.
- The Discovery Park was a strategic development designed to meet the recreational and leisure needs of the population of South Ashford and the wider town area. This was an example of a facility being delivered as part of the S106 process rather than via financial contributions to the Council.
- In terms of how Members would have input on the S106 process which could arise from delegated Officer decisions rather than by way of a Committee report to the Planning Committee, the Head of Planning and Development considered that this issue could be ideally explored as part of the proposed work of the Task and Finish Group.
- The Team Leader – Spatial Planning explained how the level of S106 contributions were determined, which involved the consideration of a range of evidence the Council was required to produce in terms of the needs arising from the development coming forward. The overall cost of the provision of such facilities or contributions was then converted into a cost per dwelling. He gave an example of how this process worked in relation to the provision of sports facilities. The Head of Planning and Development also explained that long term maintenance and the management of such infrastructure was also relevant.
- With reference to how resources were distributed when a development straddled more than one Parish, the Head of Planning and Development commented that firstly Officers would assess whether there was an actual need for facilities to be provided. If there were no needs arising from the development, S106 contributions could not be sought. He also said that residents were not tied by parish or ward boundaries and would therefore be in a position to use facilities in other areas if they so wished.

The Chairman thanked the Head of Planning and Development and Team Leader Spatial Planning for attending the meeting.

Resolved:

That the report be received and noted and the matter be further considered by a dedicated Task and Finish Group.

273 Update Report on Procurement Process

The Procurement and Contracts Manager introduced her report which she explained stemmed from questions raised following her presentation to the Committee in November 2020. The report detailed information on three specific questions regarding; Member involvement on high value procurement; centralised procurement and procurement procedures; and the ability to negotiate on price.

The Procurement and Contracts Manager said that Members had a major role to play in terms of the approval of Contract Procedure Rules, Budget setting, Portfolio briefings and also in procurement exercises for the recent Leisure Services contract and Vicarage Lane project. She also explained about the work of the Centralised Procurement Team and the current restrictions in terms of the ability to negotiate. The latter would be likely to change arising from the current government white paper issued following the EU exit.

In response to a question about how Officers procured goods, the Procurement and Contracts Manager said that work was being undertaken on category management and it was intended that guidance would be made available to Officers to aid the procurement of certain items across the Authority. Historical data was also being analysed with a view to reducing the choice of the number of different suppliers.

In terms of the procurement from local suppliers, it was noted that under the current Contract Procedure Rules this was often difficult but the team were able to give advice to help with small scale purchases. The White Paper, however, contained a section which dealt with local procurement, so the situation could change.

Resolved:

That the report be received and noted.

274 Vicarage Lane Project

The Commercial Development and Regeneration Manager explained that the project had been considered by the Design Review Panel and had received positive feedback. It was now proposed that the project would be reported to the April Cabinet meeting (rather than March) which would allow time for the scheme to be

considered at a meeting of the Ashford Town Centre Redevelopment Advisory Committee.

In response to a request from a Member that a presentation be given to the AGM of the Ashford Central Community Forum, the Commercial Development and Regeneration Manager said that she would be happy to liaise with the Chairman of that Forum over this request. She also undertook to check that the Churchyard Residents Group was included within the consultation list.

The Portfolio Holder confirmed that the Design Review Panel were very complimentary about the scheme and he also said that it would be possible under this design to view the Church from Station Road. He also praised the performance of the Development Managers appointed by the Council to progress this scheme.

Resolved:

That the report be received and noted.

275 Future Reviews Tracker

The Policy and Scrutiny Officer explained that since the last meeting she had scored the Grant Funding Process item and advised that a report would be produced for the meeting in April. She also explained that the April meeting would also consider the Committee's Work Programme and therefore asked Members to notify her of any items they would like to be considered for inclusion.

A Member said that he would like to suggest that the performance of the ABC Property Company be considered in view of recent external audit reports on the operation of such companies in Croydon and Nottingham. In response, the Chairman said that he considered initially that the Trading and Enterprise Board was the most appropriate forum for that matter to be raised as the Board was responsible for monitoring the performance of the Company and he therefore asked that the Member concerned raise his concerns with the Chairman of that Board.

In response to a question about the handling of the amendment agreed on the Budget at the Council meeting the previous week, the Chairman said that the Policy and Scrutiny Officer would look into this.

A further Member asked whether there had been any change in the planning consultation process as she said that her residents had commented that it had appeared to have become more restricted. The Chairman said that the Committee had considered this in the past but that he would ask that the issue be scored via the Matrix.

In terms of the proposed Task Group raised earlier in the meeting on the S106 Process, the Chairman said that he would look at a possible timetable for that review

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with the Policy and Scrutiny Officer. In the interim he asked that Members contact the Scrutiny Officer if they wished to take part in the review work.

Resolved:

That the report be received and noted.

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Agenda Item 4

Agenda Item No: 4



Report to Overview and Scrutiny Committee

The Overview and Scrutiny Committee is asked:

1. To note the Council's grant giving processes and procedures to aid the Voluntary and Community Sector help those needing support during the pandemic.
-

Date of O&S meeting: 13th April 2021

Chair of O&S Committee: Cllr Ovenden

Relevant Portfolio(s): Cllr Peter Feacey, Portfolio Holder for Wellbeing and Community Safety
Cllr Matthew Forest, Portfolio Holder for Culture, Tourism and Leisure

Summary: This report has been produced in response to members of the committee requiring reassurance on the processes and contract monitoring of grants to our Voluntary, Community and Faith sector, particularly over the pandemic period. The report aims to address any concern or perception around use of funds to promote religious beliefs or membership.

Exempt from Publication: NO

Background Papers: N/A

Contact: Chris.dixon@ashford.gov.uk – Tel: (01233) 330352

Report Title: General processes involved with granting funding to Voluntary, Community and Faith Sector.

Introduction and Background

1. This report has been produced in response to members of the committee requiring reassurance on the processes and contract monitoring of grants to our Voluntary and Community Sector, particularly over the pandemic period. The report aims to address any concern or perception around use of funds to promote religious beliefs or membership.
2. Across the borough, the VCS delivers a broad range of local services to all kinds of people. Organisations range from large formal charities, to small informal community groups, who all play a crucial role in providing essential services, improving our quality of life and strengthening the fabric of our communities.
3. Our grant funding to the VCS, before the pandemic, was mainly distributed through the Community Grant Fund, with a mix of one-off capital and revenue grants, as well as some longer term funding to key organisations. All of these schemes come with clear eligibility criteria and have identified funding priorities. Member involvement in these decisions is via the Community Grants Panel or an Officer delegation. Where applications are successful the organisation will enter into a contract or service level agreement which will be signed and monitored.
4. In Ashford, like many districts, faith-based bodies and religious organisations make up a significant part of our VCS, and make a real positive contribution to the well-being of our society. They are eligible, like any other suitably qualified body, to be awarded a contract and receive funding to support delivery of required services. This includes being awarded grants to carry out a specific project that is of benefit to a specific community or membership of people requiring support.
5. Since the COVID-19 outbreak, the sector has played a key part in Ashford's recovery, stepping up to provide a significant amount of practical and emotional support to vulnerable residents, dealing with the continued increase in demand for support services, whilst having to manage their own pressures such as loss of income from facility hire, cancellation of fundraising events, and difficulty in retaining staff and volunteers through restrictions.
6. Their contribution at this time of crisis required support from the Council in order to aid their effort. The Council had to act swiftly to secure and distribute funding to maintain and strengthen the sector whilst continuing to put in place sound monitoring controls, which are described and evidenced below.

Process by which COVID-19 grants were allocated:

7. Council officer's proactively identified groups and local organisations in need, deserving of funding, or those in the best strategic position to deliver services - through liaison with the Ashford Volunteer Centre, existing Council officer knowledge and a dedicated online contact from. From this information the Council maintained a central database of contact numbers and the type of help available, which is publicised on our website.
8. The Council undertook a comprehensive community group risk mapping exercise to identify pressure points and gaps within the borough. Community groups were risk assessed based on a series of standard questions. The community group data was mapped, using IT software, along with vulnerable people data. From this the Council was able to perform a gap analysis. This analysis helped direct local residents seeking assistance.
9. The Council used crowdfunding and government covid grant allocations to help further support local organisations and to strengthen links with community partners. Funding streams included: Voluntary Emergency Response Appeal (VERA) Fund, Emergency Assistance Fund, Covid Grants, Winter Grants; Containment Outbreak Management Fund; and Clinically Extremely Vulnerable funding. A clear eligibility criteria was documented for all funds in reports to the Business Continuity Incident Management Team (BCIMT), and delegation to spend sort accordingly.
10. Furthermore, prior to allocation of VERA and the Emergency Assistance Fund, officers undertook socially distanced site visits to look at potential projects to be supported to get a full picture of the organisation, to check on how facilities were managed, and to gauge capacity to deliver.
11. All recipients of funding from the various streams listed above received and signed a Grant Agreement which outlines the agreed terms, purpose of the grant, prohibited acts, anti-discrimination, and their monitoring and reporting duties.
12. In specific relation to recipients of VERA, they were contracted to:
 - Maintain and develop the provision of food and other essentials to people in the Ashford borough who are in most need.
 - Accept referrals from Ashford Borough Council for any food provision that is operating during this grant agreement period. Emergency food requests will continue to be met and consideration will be given as to a referrals suitability for other forms of food provision that may be developed by the Recipient.
 - Try to find someone to deliver food to them in crisis or extenuating circumstances if the project cannot be accessed directly by the person/family in need.
 - Collect, monitor and supply data (where available and if known) to Ashford Borough Council with regards to numbers of weekly customers; from what wards customers are from; reasons for need

(hardship, health concerns, can't access shop delivery); and how they have heard about the service (word of mouth, referral, website etc). Data will be required each month.

- Display or advertise on the Recipient website and any relevant social media accounts (if appropriate), with clear opening days and times of when Recipient service can be accessed, and clear methods of how to access and contact relevant staff.
13. Further due diligence was undertaken, and controls put in place with Ashford Vineyard prior to funding being awarded, which included reviewing their eligibility criteria; what participants were receiving support and type of wrap-around support offered. This enabled them to appropriately roll out and expand what they were offering, to try and help residents tackle the root causes of food poverty and financial crisis with this funding.
 14. All monitoring data, from all funding recipients has been successfully collected, and continues to be collected. On various occasions this data has been reported and presented back to Management Team, ACER, Recovery Plan Monitoring Advisory Group, as well as KCC's Vulnerable People and Communities Cell.
 15. All recipients of VERA and the Emergency Assistance Grant have formed a regular online network group, chaired by ABC, to report on services being provided, ask for support with any issues, work closer together on serving residents and collaborate where appropriate.
 16. Recently, all of the Council's COVID-19 Community Support has been reviewed and audited by *Mid Kent Audit*, and received a 'Strong' - relating to controls put in place to manage its risks and support achievement of its objectives, including effective identification of local groups, mapping of risks, partnership working, grant administration, approvals and monitoring.

Conclusion

17. It can be evidenced that clear processes are in place and that strong due diligence is undertaken when granting funding has been distributed to our Voluntary and Community Sector.

Contact and Email

18. chris.dixon@ashford.gov.uk 01233 330 352

Agenda Item 5

Agenda Item No: 5



Report to Overview and Scrutiny Committee

[Overview and Scrutiny Work Programme Review 2021/22]

The Overview and Scrutiny Committee is asked:

1. Agree the Overview and Scrutiny Committee's work programme for 2021/2022 municipal year.
 2. To raise any other issues or topics that would benefit from a scrutiny review.
-

Date of O&S meeting: 13th April 2021

Chair of O&S Committee: Cllr Ovenden

Relevant Portfolio(s): -

Summary: The Overview and Scrutiny Committee reviews its work programme annually. Members have been asked to consider any topics for the scrutiny programme. Topics have been assessed using the Topic Selection Matrix.

The report details the draft work programme for 2021/22, including any annual reports/updates expected to the Committee at various points in the year.

Exempt from Publication: NO

Background Papers: N/A

Contact: Abi Moffatt, Policy and Scrutiny Officer
Abi.moffatt@ashford.gov.uk

Report Title: Overview and Scrutiny Work Programme Review 2021/22

Introduction and Background

1. The Overview and Scrutiny Committee adopts a new work programme each year (Appendix A). Members have been asked to suggest topics that they think would benefit from scrutiny. Topics suggested so far have been assessed by the scrutiny team and the Chairman via the Topic Selection Matrix (Appendix B). Currently there are only two Task and Finish Group topics listed, however, these should take most of the year to carry out and complete outside of the Committee Meetings. The council's Management Team have also been consulted over the work programme and support the future work of the Committee.
2. Details of the Task Groups and annual reports expected this year are outlined in this report. Members are asked to consider any other topics for the main Committee's work programme that can be brought forward as a presentation or written report.

Overview of Topics

S106 process

3. Following requests from Members, a report regarding the S106 process was presented to the Committee in March 2021. Due to the scale of the topic, Members felt that there was scope for further scrutiny and asked this to be examined by a topic specific Task and Finish group. In particular, Members were interested in learning about how Members and Parish Councils could have more involvement in the process.
4. Committee Members expressed that they would like to proceed imminently with setting up this review and the prioritisation of this topic is supported by its high score on the Topic Selection Matrix.

Consultation and Engagement

5. Consultation and Engagement has been an area of interest to the Committee throughout the last year. The Committee are able to include this within the work programme for 2021/22.
6. A Member raised concerns over the restrictions to the Planning consultation process with Parish Councils. It has been recommended that this topic could be covered within the scope of the Consultation and Engagement Task Group.

Mental Health and Wellbeing of Young People

7. Concerns for the mental health and wellbeing of young people in the Borough were raised at the last Full Council meeting in March 2021. Members supported the idea that the Overview and Scrutiny Committee could help to examine this issue and it was agreed that further research was required to deal with this issue properly. The Topic Selection Matrix suggests that this represents a key issue for local people and scrutiny is likely to lead to an effective outcome.

Carbon Neutrality Action Plan and Strategy

8. Last year, the Committee agreed that the Carbon Neutrality Action Plan and Strategy would benefit from scrutiny. Members can expect the Action Plan and Strategy to be presented to the Committee at a later point in 2021 when the policy is at its consultation stage.

Annual Reports – Overview and Scrutiny, Performance, Sickness, Safeguarding and the Community Safety Partnership

9. The Committee will expect to receive five annual reports in the coming year;
 - Overview and Scrutiny Annual Report – A summary of all the work carried out by the Committee during the last year, including any recommendations.
 - Corporate Performance Reports – These are quarterly reports detailing the council's performance and an annual report is also produced to give an overview of the council's performance and achievements during the last year.
 - Annual Sickness Report – A report providing the Committee with annual sickness information for the recent year.
 - Safeguarding – This report provides the Committee with the council's annual safeguarding update. The report pays particular regard to the council's obligation to work in partnership to protect children, young people and adults at risk from abuse or neglect, preventing impairment of their health and development.
 - Community Safety Partnership (CSP) - This report provides the Committee with the community safety annual update. The report pays particular regard to the council's statutory obligation to work in partnership to reduce crime and disorder, this work being progressed through the Ashford CSP.

Budget Scrutiny

10. A review of the Budget Scrutiny process is being considered this year. Research will be conducted to see what models are used by other local authorities and will then be presented to the Committee for discussion to consider whether any changes should be made to the process for the coming year. The council's Management Team will also be consulted on any potential changes to the format of budget scrutiny. Following the review, any changes to the scrutiny process could be implemented to scrutinize the draft budget for 2022/23.

Conclusion

11. The Overview and Scrutiny Work Programme for 2021/22 so far looks to prioritise two extensive reviews that will require most of the year to complete. In addition, there are a number of annual reviews expected to the Committee at various points in the year regarding the council's performance, levels of sickness, and also updates on safeguarding and community safety.
12. This report seeks approval of the work programme for 2021/22 and asks Members to recommend any further topics for consideration in the future. It should be noted that Members are able to make suggestions for scrutiny at any point throughout the year by raising the issue at a meeting or by contacting the Chairman or Policy and Scrutiny Officer.

Contact and Email

13. Abi Moffatt, Policy & Scrutiny Officer
Abi.moffatt@ashford.gov.uk

Overview and Scrutiny Committee

Report Tracker – Current Work Programme for 2021/22

Current Work Programme			
Report Title	Date due to O&S	Reporting Service	Scope of what is to be scrutinised
Funding Voluntary Organisations	April 2021	Culture	A review of the grant funding process and policies.
Overview and Scrutiny Work Programme 2021/22	April 2021	Corporate Policy, Economic Development and Communications	To consider the current topics on the report tracker and discuss new ideas to be put forward for the work plan for 2021/22
S106 Process	Start date April 2021	Planning and Development	Members felt that there was scope for further scrutiny of this topic and asked this to be examined by a topic specific Task and Finish group. The scope of this review is to be determined shortly.
Overview and Scrutiny Annual Report	June/July 2021	Corporate Policy, Economic Development and Communications	Annual report of the Overview and Scrutiny Committee outlining work carried out by the Committee in during the last year.
Annual Performance Report	June/July 2021	Corporate Policy, Economic Development and Communications	A report to outline the council's performance and achievements during the last year.
Mental Health and Wellbeing of Young People	TBC	Community Safety & Wellbeing Culture	A report to research and examine the issues surrounding young people's mental health and wellbeing in the Borough.
Carbon Neutrality Action Plan and Strategy	TBC; Later 2021	Corporate Policy, Economic Development and Communications	A review of the council's Carbon Neutral Strategy and action plan.
Annual Sickness Report	Later 2021	HR and Customer Services	A report providing the Committee with annual sickness information for the recent year.
Consultation and Engagement	Later 2021	Corporate Policy, Economic Development and Communications	Set up of a Task and Finish group to examine the council's involvement and engagement of the public and look at the consultation process for corporate issues.

Budget Scrutiny Review	Later 2021	Corporate Policy, Economic Development and Communications Finance and IT	A review of the budget scrutiny process.
Safeguarding	Early 2022	Community Safety and Wellbeing	This report provides the Committee with the council's annual safeguarding update.
Community Safety Partnership	Early 2022	Community Safety and Wellbeing	This report provides the Committee with the community safety annual update.

Each of the topics are scored for degree of ‘fit’, e.g. 1 (low) to 5 (high). The reviews with the best fit achieve the highest score.

1. Represents a key issue for local people.
 2. The issue is strategic and significant.

3. The topic falls within a community or corporate priority area.
4. Scrutiny of the issue will lead to effective outcomes.
5. Has the topic been covered elsewhere in other services? (Yes = low score No = high score)
6. Represents an issue of concern to stakeholders and partners
7. The issue is of community concern or there is a high level dissatisfaction with one or more services.
8. The scrutiny activity is timely.

Review Type:

Each topic has an indicated review type: Task Group (TG), One-off report (R), Member Briefing (B), Other (O)

Score	What the score means
31 to 40	The issue/item has a high likelihood of entering the Scrutiny Work Programme but should be prioritised according to score
20 to 30	Item/issue has less chance of gaining a place on the Scrutiny Work Programme and should be held in abeyance
Under 20	Item/issue should not normally gain a place on the Scrutiny Work Programme