

# OVERVIEW & SCRUTINY COMMITTEE MEETING

Date: Tuesday 20 February 2024  
Time: 6.30 pm  
Venue: Town Hall, High Street Maidstone

Membership:

Councillors Mrs Blackmore, Cannon, Clark, Cleator (Vice-Chairman), Conyard, Eagle, English (Chairman), Mrs Gooch, Hastie, Hinder, Round, S Thompson and Webb

*The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.*

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## **AGENDA**

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information
8. Minutes of the Meeting Held on 23 January 2024 (to follow)
9. Presentation of Petitions (if any)
10. Question and Answer session for Local Residents (if any)
11. Questions from Members of the Council to the Chairman (if any)
12. Cabinet Forward Plan 1 - 10
13. Committee Work Programme 11 - 16
14. Annual Report of the Overview and Scrutiny Committee 17 - 27

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**Issued on 12 February 2024**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

## **PART II**

**To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.**

### **Head of Schedule 12A and Brief Description**

- |   |                                |
|---|--------------------------------|
| 15. Exempt Minutes of the Meeting Held on 23 January 2024 (to follow) | 3 – Financial/Business Affairs |
|---|--------------------------------|

### **INFORMATION FOR THE PUBLIC**

In order to ask a question at this meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 16 February 2024). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on 16 February 2024). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

To find out more about the work of the Committee, please visit the [Council's Website](#).

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2024 TO 31 MAY 2024

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current Cabinet Members are:

 <p style="text-align: center;"> <b>Councillor David Burton</b>            Leader of the Council  <a href="mailto:DavidBurton@maidstone.gov.uk">DavidBurton@maidstone.gov.uk</a>            07590 229910         </p>	 <p style="text-align: center;"> <b>Councillor Paul Cooper</b>            Deputy Leader and Cabinet Member for Planning,            Infrastructure and Economic Development  <a href="mailto:PaulCooper@Maidstone.gov.uk">PaulCooper@Maidstone.gov.uk</a>            01622 244070         </p>	 <p style="text-align: center;"> <b>Councillor John Perry</b>            Cabinet Member for Corporate Services  <a href="mailto:JohnPerry@Maidstone.gov.uk">JohnPerry@Maidstone.gov.uk</a>            07770 734741         </p>
 <p style="text-align: center;"> <b>Councillor Claudine Russell</b>            Cabinet Member for Communities, Leisure            and Arts  <a href="mailto:ClaudineRussell@Maidstone.gov.uk">ClaudineRussell@Maidstone.gov.uk</a> </p>	 <p style="text-align: center;"> <b>Councillor Patrik Garten</b>            Cabinet Member for Environmental Services  <a href="mailto:PatrikGarten@Maidstone.gov.uk">PatrikGarten@Maidstone.gov.uk</a>            01622 807907         </p>	 <p style="text-align: center;"> <b>Councillor Lottie Parfitt-Reid</b>            Cabinet Member for Housing and Health  <a href="mailto:LottieParfittReid@Maidstone.gov.uk">LottieParfittReid@Maidstone.gov.uk</a>            07919 360000         </p>

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), or you may contact the Democratic Services Team on telephone number **01622 602899** for further details.

**David Burton**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
<p>1000 Homes Programme - Individual Scheme Updates</p> <p>Report seeking approval to enter into works contracts for the 5 sites acquired as part of the 1000 affordable homes programme.</p> <p>Ω</p> <p>(Formally titled Property Acquisition 1000 affordable Homes Programme)</p>	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	Yes	No Part exempt	<p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p> <p>Previous reports for site acquisitions have been to HHE committee.</p>	Property Acquisition 1000 affordable Homes	<p><b>Philip Morris</b></p> <p>philipmorris@maidstone.gov.uk</p>
Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Corporate Services	7 Feb 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p>	Biodiversity and Climate Change Action Plan Update	<p><b>James Wilderspin</b></p> <p>Biodiversity and Climate Change Manager</p> <p>jameswilderspin@maidstone.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
						Corporate Services Policy Advisory Committee 5 Feb 2024  Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024		
Enter into demolition contract ➤ Enter into demolition contract following tender to demolish the buildings at the former Royal Mail Sorting office site and Cantium House	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 30 Jan 2024  Previously been to PAC on 21st September 2021 to acquire Cantium house and submit planning application.	Enter into demolition contract	<b>Philip Morris</b>  philipmorris@maidstone.gov.uk
Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	Cabinet	Cabinet Member for Corporate Services	7 Feb 2024	Yes	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and	<b>Mark Green, Adrian Lovegrove</b> Director of Finance, Resources & Business Improvement, Head

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Details of the proposed budget for 2024/25. Revenue budget including savings and updates on government financial settlements and C/Tax increases. Capital programme for 2024/2029							Final Saving Proposals	of Finance  markgreen@maidstone.gov.uk  adrianlovegrove@maidstone.gov.uk
<b>M</b> aidstone Local Bus Focus Group  A report on the options to for the successor to the Maidstone Quality Bus Partnership.	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 13 Feb 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	Maidstone Local Bus Focus Group	<b>Tom Gilbert</b>  tomgilbert@maidstone.gov.uk
Shared Revenues and Benefits Service - Consideration of expansion  Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service	Cabinet	Cabinet Member for Corporate Services.	14 Feb 2024	No	No Part exempt	Corporate Services Policy Advisory Committee 5 Feb 2024  Consultation with the Revenues and Benefits staff	Shared Revenues and Benefits Service - Consideration of expansion	<b>Zoe Kent</b>  Interim Head of Revenues & Benefits  zoekent@swale.gov.uk

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<p>Over-arching Conservation Management Plan</p> <p>The over-arching Conservation Area Management Plan has been drafted to address concerns that there was limited guidance on conservation areas that do not have either a conservation area appraisal or management plan.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 6 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2023	Over-arching Conservation Management Plan	<p><b>Janice Gooch</b></p> <p>JaniceGooch@Maidstone.gov.uk</p>
<p>Bearsted Road Improvements MBC Contribution</p> <p>To recommend and seek approval that Maidstone Borough Council uses £500,000 of Councils infrastructure budget within the Councils capital programme, to match investment from the National Productivity Fund secured by Kent County Council for the</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 8 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Bearsted Road Improvements MBC Contribution	<p><b>Chris Inwood</b></p> <p>chrisinwood@maidstone.gov.uk</p>

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Bearsted Road improvement works.								
<p>Town Centre Greening and Lighting UK Shared Prosperity Fund</p> <p>✓</p>	Leader of the Council	Leader of the Council	Before 15 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Town Centre Greening and Lighting UK Shared Prosperity Fund	<p><b>Katie Exon, Jennifer Stevens</b></p> <p>Head of Property and Leisure, Head of Environmental Services &amp; Public Realm</p> <p>katieexon@maidstone.gov.uk, jenniferstevens@maidstone.gov.uk</p>
<p>Strategic Assessment 2023/24 and Partnership Plan Update</p> <p>The report provides the annual Community Safety Partnership Strategic Assessment including updates on the current SMP Community Safety Partnership Plan.</p>	Cabinet Member for Housing and Health	Cabinet Member for Housing and Health	19 Mar 2024	Yes	No	Housing, Health and Environment Policy Advisory Committee 12 Mar 2024	Maidstone Community Safety Partnership Plan 2022-2025 (FINAL) Strategic Assessment 2023/24 and Partnership Plan Update	<p><b>Martyn Jeynes</b></p> <p>martynjeynes@maidstone.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
3rd Quarter Finance, Performance and Risk Monitoring Report  ∞	Cabinet	Cabinet Member for Corporate Services.	20 Mar 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Mar 2024</p> <p>Corporate Services Policy Advisory Committee 13 Mar 2024</p>	3rd Quarter Finance, Performance and Risk Monitoring Report	<p><b>Paul Holland, Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk</p>
Elephant House  A report on the Elephant House at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	The Leader of the Council	20 Mar 2024	No	No Part exempt	Cobtree Manor Estate Charity Committee 20 Mar 2024	Elephant House	<p><b>Mike Evans</b></p> <p>MikeEvans@Maidstone.gov.uk</p>

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<p>Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback</p> <p>Delivering the new strategic priorities for the Council in relation to homelessness and rough sleeping. A review of the themes and priorities for the Council.</p>	Cabinet	Cabinet Member for Housing and Health	20 Mar 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 12 Mar 2024	Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback	<p><b>Hannah Gaston</b></p> <p>hannahgaston@maidstone.gov.uk</p>
<p>Key Performance Indicators</p> <p>Key performance indicators are reviewed annually. This report proposes the KPIs for the period 2024/25.</p>	Cabinet	Leader of the Council	20 Mar 2024	No	No Open	<p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p>	Key Performance Indicators	<p><b>Carly Benville, Anna Collier</b></p> <p>carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
						Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024		
Preventing Financial Exclusion  10	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Mar 2024	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024	Preventing Financial Exclusion	<b>Anna Collier, Orla Sweeney</b>  annacollier@maidstone.gov.uk, orlasweeney@maidstone.gov.uk

## Maidstone Borough Council

### Overview and Scrutiny Committee Work Programme, 2023-24 Municipal Year

#### Policy Development & Reviews

<b>Review Title &amp; Objectives</b>	<b>Expected Start Date</b>	<b>Issue Type</b>	<b>Relevant Officer/s</b>	<b>Timetable</b>
<u>Enforcement</u>  To focus on Environmental and Waste Crime Enforcement	October 2023	Committee Review	Jen Stevens, Head of Environment and Public Realm.  Additional Officers to be identified.	Review completed – awaiting SCRAIP.
<u>Health Inequality</u>  To: - focus on the impact of poor-quality housing on health inequality - increase understanding of health inequalities across the borough	To be confirmed.	Committee Review	Alison Broom, Chief Executive,  John Littlemore, Head of Housing and Regulatory Services	To be confirmed.
<u>Review of the Integrated Transport Strategy</u>  Detailed objectives available on scope (see November 2023 Meeting)	Post January 2024, exact date tbc.	To be confirmed.	William Cornall, Director of Regeneration and Place,  Karen Britton, Head of Spatial Planning and Economic Development	To be confirmed.
<u>Water Management Cycle – Second Stage Review</u>  To review the remaining elements identified by the working group through its first review.	July 2023.	Committee Review	Mark Green, Director of Finance, Resources and Business Improvement, Uche Olufemi, Emergency Planning & Resilience Manager, Karen Britton, Head of Spatial Planning and Economic Development	<b>PAUSED.</b>

## Pre/Post Decision Scrutiny & Constitutional Requirements

<b>Review Title &amp; Objectives</b>	<b>Expected Start Date</b>	<b>Issue Type</b>	<b>Relevant Officer/s</b>	<b>Timetable</b>
<u>Annual Scrutiny Report</u>	December 2023	Constitutional Requirement and best practice	Oliviya Parfitt, Principal Democratic Services Officer	Final – February 2024, followed by submission to Full Council.
<u>Forward Plan Monitoring</u>	2023/24 Municipal Year	Pre-decision Scrutiny	As applicable.	N/A
<u>Call-Ins</u>	2023/24 Municipal Year	Post-decision Scrutiny	As applicable.	N/A

## **Committee Work Programme – Update concerning the Integrated Transport Strategy (ITS) Review**

Estimated start date – post January 2024, scope agreed in November 2023: [Your Councillors - Maidstone Borough Council](#)

The review was agreed to start post adoption of the Local Plan Review (LPR), as reviewing the ITS ahead of the LPR's adoption could negatively impact the latter. This was likely to take place in January 2024, however the adoption process has not been completed due to an additional consultation having been introduced by the LPR inspector. The timeline for the LPR's adoption is dependent on the receipt of the Inspector's report.

Officers have therefore advised that the Committee delay commencing the ITS review until the adoption of the LPR, as previously agreed by the Committee.

## Committee Work Programme – Review of the Health Inequality Scope

Estimated start date – tbc, agreed as a review topic at the June 2023 meeting:

[Your Councillors - Maidstone Borough Council](#)

The Chairman has requested that the Committee review the scope of the topic.

<p><u>Proposer Name</u></p> <p>Chief Executive, supported by the Overview and Scrutiny Committee (reviewed during OSC Members Workshop held 30 May 2023)</p>
<p><u>Proposed Topic</u></p> <p>Health Inequality</p>
<p><u>Description and Reason for Review</u></p> <p>Health inequalities are differences in health across the population, and between different groups within society which arise due to conditions in which people are born, grow, live, work and age. The causes of health inequalities are complex, interactive, and simultaneous in their combined actions, with their roots in the wider determinants of health.</p> <p>People living in more deprived areas are more affected by health inequalities which are avoidable and very costly consequences, for example: higher use of healthcare services, lower productivity, and unemployment.</p> <p>The Committee (informally) discussed the review topic and felt that it should focus on housing and its impact on health inequality, as this is an area where the Council has direct influence and involvement. By focusing the review on housing and health inequality, the Committee should be able to identify direct actions and influencing actions it can take to bring about improvements.</p> <ul style="list-style-type: none"><li>• The impact of the Covid-19 pandemic on Health Inequality</li><li>• Access to services (such as GP/frontline/mental health)</li><li>• Food Security</li><li>• Financial Position</li><li>• Obesity</li><li>• Access to activities for Young People</li><li>• The role of employers</li></ul>
<p><u>Link to Priorities:</u></p> <p>Strategic Plan Priority and Cross Cutting Objectives: Homes and Communities Health Inequalities are addressed and reduced.</p> <p>National/Regional Priorities: Reducing Health Inequality</p>

Cabinet Priorities: The expansion of the Council's programme of financial inclusion, through existing programmes and as part of the UK Shared Prosperity Fund Award.

Desired Outcome(s)

Increase understanding of health inequalities in Maidstone, in relation to housing and the impact on health inequality, particularly poor-quality housing.

To identify the actions the Council can take to address this.

Suggested Approach

The focus of the review will be housing and its impact on health inequality, including physical and mental health.

Prior to the first meeting, produce evidence back containing:

- Available information such as data/statistics, reports, policies, measures and partnerships in place.
- Any other information specifically requested by the Committee that can be readily provided.

Meeting One/Two (evidence collection)

Consulting relevant stakeholders on the topic.

Suggested consultees include:

- Kent Community Health Foundation Trust
- Relevant Kent County Council Officers/Members including Public Health
- Maidstone Age UK
- Local MPs (Helen Whately and Helen Grant)
- MBC Officers, such as:
  - The Chief Executive
  - Head of Housing and Regulatory Services, Helping you Home Team
  - Director of Insight, Strategy and Governance
  - Communications and Governance and/or Policy and Information Teams
- Cabinet Member for Housing and Health
- Engagement with Community Groups
- Golding Homes
- Residents/Voluntary Groups

The above list is not exhaustive, and if chosen as work programme topic, further work will take place to identify further relevant stakeholders.

Written evidence could be submitted if in-person/virtual attendance is not possible.

These requests could focus on questions such as:

- What are the main problems associated with this type of Health Inequality?
- What are the main areas for improvement?
- How could these be improved?
- What would be required to make this improvement and support it in the long-term?
- Is there a greater need for partnership working? If so, which partnership agencies would be included?
- Are there any initiatives that the Council could be involved in communicating?

Meeting three/four (recommendations)

Evaluation of information gained through the previous meetings and creation of recommendations for the Council and/or other bodies.

Report formally presented at next Committee Meeting.

Review Timescale

Across four to five meetings of the Committee.

**Work Programme Impact: High**

Link to CfPS effective scrutiny principles

The following CfPS effective scrutiny principles would be met through conducting the review:

- Provides a constructive 'critical friend' challenge
- Amplifies public voices and concerns
- Is Independently led by Councillors
- Drives Improvement in Public Services

## OVERVIEW AND SCRUTINY COMMITTEE

**20 FEBRUARY  
2024**

### Annual Report of the Overview and Scrutiny Committee

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Overview and Scrutiny Committee	20 February 2024
Council	21 February 2024

<b>Will this be a Key Decision?</b>	No
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Director</b>	Angela Woodhouse, Director of Strategy, Insight & Governance
<b>Lead Officer and Report Author</b>	Oliviya Parfitt, Principal Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### Executive Summary

A report outlining the work undertaken by the Overview and Scrutiny Committee across the 2023/4 Municipal Year, for submission to the Council for information.

#### Purpose of Report

Decision

#### This report makes the following recommendations to the Committee

1. That the report attached at Appendix A be considered, amended as required and submitted to the Council.

# Annual Report of the Overview and Scrutiny Committee

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendations do not impact the Council's ability to achieve its cross-cutting objectives. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
<b>Risk Management</b>	See Section 5 of the report.	Principal Democratic Services Officer
<b>Financial</b>	No impacts identified.	Principal Democratic Services Officer

<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Principal Democratic Services Officer
<b>Legal</b>	<p>The Overview and Scrutiny Statutory Guidance highlights that annual Overview and Scrutiny Committee reports raise awareness of the ongoing work, as part of the 'maintaining the interest of full Council' section of the guidance (11(h)).</p> <p>The Council's Constitution also requires an annual report to be produced and presented to the full Council (Part B4, Rule 1.2.2), and agreeing the report attached at Appendix A will meet this requirement.</p>	Principal Democratic Services Officer
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Principal Democratic Services Officer
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Principal Democratic Services Officer
<b>Public Health</b>	No impacts identified.	Principal Democratic Services Officer
<b>Crime and Disorder</b>	No impacts identified.	Principal Democratic Services Officer
<b>Procurement</b>	No impacts identified.	Principal Democratic Services Officer
<b>Biodiversity and Climate Change</b>	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> <li>• There are no implications on biodiversity and climate change.</li> </ul>	Principal Democratic Services Officer

## **2. INTRODUCTION AND BACKGROUND**

2.1 The Council's Constitution states that (Part B4, Rule 1.2.2, p. 76):

*'The Overview and Scrutiny Committee must report annually to the full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate'.*

2.2 Attached at Appendix A to the report, is a draft annual report. The following information has been included, based on the framework agreed by the Committee at its December 2023 meeting:

- Foreword from the Chairman and Vice-Chairman
- Brief outline of the Committee's Remit and Membership
- Member Workshop undertaken at the beginning of the year
- Number of Committee Meetings held across the year, acknowledging Substitute Member attendance
- Pre-decision Scrutiny
- Call-Ins
- The reviews undertaken, including the aim, attendees and evidence provided, outcomes and next steps
- 2024/25 Municipal Year – e.g., Work Programmes & Training

2.3 As the Overview and Scrutiny function continues to develop, the report format and contents are likely to change to ensure it reflects the Committee's views on its year of work.

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## **3. AVAILABLE OPTIONS**

3.1 Option 1 – Amend and/or Approve the (draft) Committee report as contained within appendix a to the report.

3.2 Option 2 – Do not amend and/or approve the (draft) Committee report as contained within appendix a to the report. This is not recommended, as the Committee is constitutionally required to report its workings to the full Council.

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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 Option 1 as outlined in point 3.1 of the report.

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## **5. RISK**

5.1 As this report and appendix A outline the actions taken by the Committee across this municipal year, there are no risk management implications.

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

6.1 As this is the Committee's first year in operation, there are no consultation results or previous committee feedback to highlight as part of this report.

## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

7.1 The report will be presented to the full Council at its meeting on the 21 February 2024, in accordance with Part B4, Rule 1.2.2 of the Council's Constitution.

7.2 As the agenda for the 21 February 2024 meeting will have been published by the time this report is considered, any amendments made to the report will be reflected in 'moving' the report at that meeting.

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## **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix A: (draft) Annual Report of the Overview and Scrutiny Committee

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## **9. BACKGROUND PAPERS**

Maidstone Borough Council Constitution: [\(Public Pack\)Agenda Document for Maidstone Borough Council Constitution, 11/11/2019 00:00](#)

# Annual Report of the Overview and Scrutiny Committee, 2023-24.

This report will be considered formally by the Overview and Scrutiny Committee at its meeting on the 20 February 2024.

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## Foreword from the Chairman and Vice-Chairman



Committee Chairman,  
Councillor Clive English



Committee Vice-Chairman,  
Councillor Maureen Cleator

As Chairman and Vice-Chairman of the Overview and Scrutiny Committee, we are pleased to present this annual report, detailing the work carried out across the 2023-24 municipal year.

This year the Committee has reviewed **three call-in requests**, carried out **pre-decision scrutiny on five decisions** and completed **one review**. The work programme has been reviewed regularly as Members continued to evaluate the use of the Committee's time and resources.

We would like to thank the Officers and Cabinet Members that attended meetings this year to assist in the Committee's work. However, our deepest thanks go to the Committee Members, for their efforts in supporting the work conducted overall.

As the Overview and Scrutiny Committee prepares to enter into its third year, we look forward to continually developing the skills required to build a strong Overview and Scrutiny function; continuing the Committee's legislative role in being a check and balance to the Cabinet and delving into issues of local importance through our review powers.

## **Committee Remit & Membership**

Councillors English (Chairman), Cleator (Vice-Chairman), Mrs Blackmore, Cannon, Clark, Conyard, Eagle, Mrs Gooch, Hastie, Hinder, Round, S Thompson and Webb.

Members attending as substitutes included Councillors Forecast, Jeffery, Jones, Kimmance, Springett and Trzebinski.

Further information can be found here: [Your Councillors - Maidstone Borough Council](#)

## **Member Workshop**

In May 2023, an informal workshop was held with the Committee to discuss its work programme for 2023/24. This included re-capping on the rights and roles of Overview and Scrutiny Members, a review of the previous year's work and lessons learnt, reviewing remaining work programme items from 2022-23, and a suggestion session (for new reviews).

The workshop was beneficial, and contributed to the Committee's work programme which was agreed in June 2023: [Your Councillors - Maidstone Borough Council](#)

## **Meetings and Reviews**

The Overview and Scrutiny Committee's work programme for the 2023/24 Municipal Year included the following, with the Committee having met on 12 occasions by the end of this municipal year:

- Environmental and Waste Crime Enforcement (**completed**)
- Health Inequality (not yet started)
- The Integrated Transport Strategy (not yet started)
- Water Management Cycle (second phase, via a working group) (**paused**)

The Water Management Cycle review was paused due to a lack of engagement from external stakeholders as the review could not be sufficiently progressed without those organisations. This was disappointing given the high level of external stakeholder engagement seen in the first phase of the review.

The reviews not yet started can be rolled over to the next municipal year for the Committee to consider when it sets its work programme.

Additionally, the Committee received two Overview and Scrutiny Recommendation and Action Implementation Plans (SCRAIP) from the Cabinet concerning reviews conducted in the previous municipal year. The response were positive overall. On both occasions the relevant Cabinet Member attended the meeting to present the responses and answer questions from the Committee.

**Review Title & Objectives:** Environmental and Waste Crime Review, to:

*'Identify [any] required actions and/or policies to improve the Council's Environmental and Waste Crime enforcement services'.*

Information relating to the review can be accessed here: [your-councillors \(maidstone.gov.uk\)](http://your-councillors (maidstone.gov.uk))

**Outcomes:** The Group's report was reviewed by the at the 23 January 2024 Meeting and received by the Cabinet on 7 February 2024; a formal response by way of a SCRAIP is awaited to the 11 recommendations made, all of which relate to the Cabinet Member for Environmental Services' portfolio.

It should be noted that the Committee was supportive of the service and the actions proposed by the Officers during the review.

<b>Meetings</b>	<b>Attendees</b>	<b>Evidence Provided</b>
26 17 Oct 23	Cabinet Member for Environmental Services Head of Environmental Services and Public Realm Public Realm Operations Manager Waste Crime Manager	Information Pack: <ul style="list-style-type: none"><li>- Waste Crime Team Structure</li><li>- Fixed Penalty Notices</li><li>- Enforcement Performance</li><li>- Fly Tipping Data</li><li>- Surveillance and CCTV</li><li>- Household Waste Recycling Centres, including policy changes to HWRCs</li><li>- Interna policies</li><li>- Resident Survey Results</li></ul>
21 Nov 23	As Above.	Briefing note based on Q&A from Oct Meeting.
Dec 23	Reviewed draft recommendations put forward across review.	

## **Call-In**

It is a legislative power of the Committee and takes place when **either the Committee Chairman OR any three Council Members** request to call-in a decision for review, after it has been made by the Cabinet (before the end of the call-in period).

The Committee has reviewed three call-in requests this year:

- Archbishops Palace (August 2023)
- Strategic CIL Assessment & Spend (August 2023)
- Kent Minerals and Waste Plan Review – MBC Response (September 2023)

For each, the relevant officers and cabinet members attended the meetings to answer questions on the decisions made.

After reviewing the Archbishops Palace item, the Committee requested that it conduct pre-decision scrutiny on future decisions relating to the building; this was recently put into action in January 2024, where the Committee reviewed the award of a lease and made additional recommendations to the Cabinet before a decision was made.

## **Pre-Decision Scrutiny**

The Committee has focused on its pre-decision scrutiny role this year, reviewing the below items prior to the decisions being made:

- Public Spaces Protection Order (July 2023)
- Medium Term Financial Strategy and Budget Proposals (Sept 2023)
- Public Consultation in relation to the Kent Community Warden Scheme (Sept 2023)
- Medium Term Financial Strategy - Capital Programme (Jan 2024)
- Archbishops Palace – Agreement for Lease (Jan 2024)

## **20243-25 Municipal Year**

A detailed training package will be offered to the Overview and Scrutiny Committee Members in the next year, particularly following the Whole Council Elections in May 2024, to ensure Members are aware of their rights, powers and duties as part of the function.

Consideration has not yet been given to the work programme, but a preferred option would be to hold a work programming day, where the Committee and Wider Leadership Team can meet to discuss issues of importance to add to the work programme.