

COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE MEETING

Date: Tuesday 19 June 2018
Time: 6.30 p.m.
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors M Burton, Joy, D Mortimer (Chairman), Powell (Vice-Chairman),
Purle, Mrs Ring, Mrs Robertson, Rose 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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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 17 April 2018	1 - 4
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10. Presentation of Petitions (if any)	
11. Question and answer session for members of the public (if any)	
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Issued on Monday 11 June 2018

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

PUBLIC SPEAKING AND ALTERNATIVE FORMATS

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In order to speak at this meeting, please contact Democratic Services using the contact details above, by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

To find out more about the work of the Committee, please visit www.maidstone.gov.uk.

Should you wish to refer any decisions contained in these minutes to the **Head of Policy and Resources Committee**, please submit a Decision Referral Form, signed by **three** Councillors, to the **Head of Policy and Communications** by: **1 May 2018**

MAIDSTONE BOROUGH COUNCIL

COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 17 APRIL 2018

Present: Councillors Barned (Chairman), M Burton, Field, Joy, D Mortimer, Perry, Mrs Ring, Mrs Robertson and Springett

146. APOLOGIES FOR ABSENCE

It was noted that apologies had been received from Councillor Garten.

147. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:-

- Councillor Mrs Springett for Councillor Garten
- Councillor Perry for Councillor Webster

148. URGENT ITEMS

There were no urgent items.

149. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

150. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

151. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

152. EXEMPT ITEMS

RESOLVED: That the agenda items be taken in public as proposed.

153. MINUTES OF THE MEETING HELD ON 20 MARCH 2018

RESOLVED: That the Minutes of the meeting held on 30 March 2018 be approved as a correct record and signed.

154. PRESENTATION OF PETITIONS

There were no petitions.

155. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

156. REFERENCE FROM STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE - AFFORDABLE GYPSY AND TRAVELLER SITES

The Committee considered the Reference from Strategic Planning, Sustainability and Transportation Committee.

The following comments were made by Members:-

- That the Gypsy, Roma and Traveller community were not segregated into isolated rural locations within the Borough.
- That representatives from the Gypsy, Roma and Traveller Community should be invited to attend a meeting of this Committee to advise on what their vision for the future would be.

RESOLVED: That the Committee consider the operational housing aspects of the reference in consultation with the Strategic Planning, Sustainability and Transportation Committee.

Voting: For: 8 Against: 0 Abstentions: 1

157. KEY PERFORMANCE INDICATORS FOR COMMUNITIES HOUSING AND ENVIRONMENT COMMITTEE 2018-19

The Committee considered the report of Ms Anna Collier, the Policy and Information Manager which set out key performance indicators for consideration.

In response to questions by Members, Officers advised:-

- That in terms of the target for 'Households living in nightly paid temporary accommodation last night of the month', this was set for the last night of the month due to historic government data requirements.
- That the target for 'percentage spend and allocation of disabled facilities grant' was set at 100% but as this was a rolling programme of works, sometimes the funds were not spent within the same financial year as they were requested and would roll over to the next year.
- That the target for 'the percentage of fly tips with evidential value which resulted in enforcement action' had been set at 20% as this was a new target last year and Officers did not have baseline data to back it up. As the team was not yet fully staffed, there was not sufficient time to fully assess the service delivery.

- That the target for 'what percentage of all homes are delivered as affordable homes' should not be included due to the fact that different areas create different outcomes.
- That a target for 'the number of eligible applicants for sheltered accommodation' not be included as the KCC contract with the current provider had expired at the end of March and a review was being carried out at the moment so it was not practicable to have this as a target.
- That should the target for 'recycling rates' be given a stretch target, this could result in the target not being met in the majority of cases due to the complexities surrounding recycling.

RESOLVED:

- 1) That the key performance indicators be agreed subject to the change identified by this Committee for 2018-19 which cover the three action areas prioritised in the refreshed Strategic Plan.

Voting: Unanimous

- 2) That the target for 'number of litter reports attended to' should be changed to a percentage (but will include expected outcome)

Voting: For: 5 Against: 2 Abstentions: 1

158. PUBLIC REALM CCTV SERVICE UPDATE

The Committee considered the report of Mr Matt Roberts, the Community Partnerships and Resilience Manager, which provided an update on the tendering process that had been due to begin in January but had been delayed due to the impact of the flooding which occurred in the Town Hall.

Mr Roberts advised that a Consultant had been commissioned to look for another suitable location to relocate the CCTV equipment and an update on this would be reported to Members at the June Committee meeting.

In response to questions from Members, Mr Roberts advised that the cost of the shared infrastructure had yet to be explored and the merged desk approach would be the Council's cost to bear alone. Finally the shared service agreement still needed to be explored and would also be reported back to Members at the June meeting.

However, if the Council were to stay within with the existing agreement then there would be some minor savings.

The Director of Regeneration and Place, Mr William Cornall also confirmed that a fully worked up proposal would come back to the Committee in the Summer.

In view of this, Members did not feel that they could consider the item until a fully costed option had been presented to them.

RESOLVED: That Option 1 be adopted as set out in the report of the Community Partnerships and Resilience Manager until a fully costed proposal had been brought forward to the Committee.

Voting: Unanimous

159. HOUSING AND INCLUSION - HOMELESSNESS REDUCTION ACT

Mr John Littlemore, the Head of Housing and Community Services introduced his report on the Homelessness Reduction Act which reviewed the preparations for the implementation of the Act.

In response to questions from Members, Mr Littlemore advised that:-

- Indications so far from central government had been positive about the steps taken by the Council to implement the Act, and that grants had already been received and were likely to continue.
- There was a process for early notification to the Council when a landlord is due to evict a tenant.
- That there was due to be a change in the advice given regarding homeless prevention.
- That central government had acknowledged that there was an increase in rough sleepers and had increased the grant available to Councils to deal with this problem.

RESOLVED:

- 1) That the Committee notes the progress made towards implementing the Homelessness Reduction Act.
- 2) That Officers discuss the process with central government for applications to the fund for rough sleepers and explore with appropriate partners the preparation of the bid against the criteria and report back on progress to this Committee.

Voting: Unanimous

160. DURATION OF MEETING

6.30 p.m. to 8.15 p.m.

MAIDSTONE BOROUGH COUNCIL

Communities, Housing and Environment Committee

MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2018

Present: Councillor Mortimer (Chairman), and
Councillors M Burton, Joy, Powell, Purle, Mrs Ring,
Mrs Robertson, Rose and Webb

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Mortimer be elected as Chairman of the Committee for the Municipal Year 2018/19.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor Powell be appointed as Vice Chairman of the Committee for the Municipal Year 2018/19.

5. DURATION OF MEETING

6.40 p.m. to 6.42 p.m.

2018/19 WORK PROGRAMME

Report Title	Committee	Month	Lead	Report Author
Q4 Budget Monitoring 2017/18	CHE	Jun-18	Ellie Dunnet	Paul Holland
Q4 Performance Report 2017/18	CHE	Jun-18	Angela Woodhouse	Anna Collier
Heather House Update	CHE	Jun-18	John Littlemore	Matt Roberts
Outside Bodies - Nominations	CHE	Jun-18	Angela Woodhouse	Caroline Matthews
Waste and Recycling Strategy 2018-2023	CHE	Jul-18	Jennifer Shepherd	Elizabeth Hazell
CCG Update - Local GP Provision	CHE	Jul-18	Alison Broom	
Public Toilets in Town Centre	CHE	Jul-18	Jennifer Shepherd	John Edwards
Crime and Disorder Overview and Scrutiny Committee	CHE	Jul-18	John Littlemore	Matt Roberts
CCTV Update	CHE	Jul-18	John Littlemore	Matt Roberts
Q1 Budget Monitoring 2018/19	CHE	Sep-18	Ellie Dunnet	Paul Holland
Q1 Performance Report 2018/19	CHE	Sep-18	Angela Woodhouse	Anna Collier
Crime and Disorder Overview and Scrutiny Committee	CHE	Sep-18	John Littlemore	Matt Roberts
Environmental Services - Commercial developments	CHE	Sep-18	Jennifer Shepherd	Jennifer Shepherd
Homelessness Strategy Review	CHE	Nov-18	John Littlemore	Hannah Gaston
Q2 Budget Monitoring 2018/19	CHE	Nov-18	Ellie Dunnet	Paul Holland
Q2 Performance Report 2018/19	CHE	Nov-18	Angela Woodhouse	Anna Collier
Fees & Charges 2019/20	CHE	Jan-19	Mark Green	Ellie Dunnet
Medium Term Financial Strategy & Budget Proposals 2019/20	CHE	Jan-19	Mark Green	Ellie Dunnet
Waste Contract Review	CHE	Jan-19	Jennifer Shepherd	Jennifer Shepherd
Draft Strategic Plan	CHE	Jan-19	Angela Woodhouse	Angela Woodhouse
Safeguarding Policy Review	CHE	Feb-19	John Littlemore	Matt Roberts
Q3 Budget Monitoring 2018/19	CHE	Feb-19	Ellie Dunnet	Paul Holland
Q3 Performance Report 2018/19	CHE	Feb-19	Angela Woodhouse	Anna Collier
Litter Enforcement Review	CHE	Feb-19	Jennifer Shepherd	John Edwards / Jamie Duffy
Crime and Disorder Overview and Scrutiny Committee	CHE	Mar-19	John Littlemore	Matt Roberts
Adoption of the new Homelessness Strategy 2019-2024	CHE	Mar-19	John Littlemore	Hannah Gaston
Environmental Health Annual Report	CHE	Apr-19	John Littlemore	Tracey Beattie
Housing Delivery Partnership	CHE	TBC	William Cornall	
CCG Local Care Hubs	CHE	TBC	Alison Broom	

Communities, Housing & Environment Committee

19 June 2018

Key Performance Indicator Update Quarter 4 2017/18

Final Decision-Maker	Communities, Housing & Environment Committee
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications, and Governance
Lead Officer and Report Author	Anna Collier, Policy and Information Manager and Ashley Sabo, Performance and Business Information Officer
Classification	Public
Wards affected	All

Executive Summary

Communities, Housing & Environment Committee are asked to review the progress of Key Performance Indicators that relate to the delivery of the Strategic Plan 2015-2020. The Committee is also asked to consider the comments and actions against performance to ensure they are robust.

This report makes the following recommendations to Communities, Housing & Environment Committee:

1. That the summary of performance for Quarter 4 of 2017/18 for Key Performance Indicators (KPIs) be noted.

Timetable

Meeting	Date
Communities, Housing & Environment Committee	19 June 2018

Key Performance Indicator Update Quarter 4 2017/18

1. INTRODUCTION AND BACKGROUND

- 1.1 Having a comprehensive set of actions and performance indicators ensures that the Council delivers against the priorities and actions set in the Strategic Plan.
 - 1.2 Following the refresh of the Strategic Plan for 2017/18 the Committees agreed 28 Key Performance Indicators in April 2017.
 - 1.3 Performance indicators are judged in two ways. Firstly on whether performance has improved, sustained or declined, compared to the same period in the previous year. This is known as direction. Where there is no previous data, no assessment of direction can be made.
 - 1.4 The second way is to look at whether an indicator has achieved the target set and is known as PI status. If an indicator has achieved or exceeded the annual target they are rated green. If the target has been missed but is within 10% of the target it will be rated amber, and if the target has been missed by more than 10% it will be rated red.
 - 1.5 Some indicators will show an asterisk (*) after the figure. These are provisional values that are awaiting confirmation. Data for some of the indicators were not available at the time of reporting. In these cases a date has been provided for when the information is expected.
 - 1.6 Contextual indicators are not targeted but are given a direction. Indicators that are not due for reporting or where there is delay in data collection are not rated against targets or given a direction.
-

2. Quarter 4 Performance Summary

- 2.1 There are 28 key performance indicators (KPIs) which were developed with Heads of Service and unit managers, and agreed by the four Service Committees for 2017/18. 11 are reported to the Committee for this quarter.
- 2.2 Overall, 89% (8) of targeted KPIs reported this quarter achieved their target for quarter 4. For 75% of indicators, performance improved compared to the same quarter last year, where previous data is available for comparison.
- 2.3 There are 2 contextual indicators (indicators without targets) represented in the chart below as N/A, these indicators were requested for inclusion as they are important to assessing how the council is performing by examining the outcomes. These indicators are number of litter reports attended to and the number of households living in temporary accommodation on the last night of the month.

RAG Rating	Green	Amber	Red	N/A	Total
KPIs	8	1	0	2	11
Direction	Up	No Change	Down	N/A	Total
Last Year	6	0	2	3	11
Last Quarter	5	0	6	0	11

3. Performance by Priority

Priority 1: Keeping Maidstone Borough an attractive place for all

- 3.1 A total of 128 litter reports were attended to this quarter. This has reduced slightly compared to previous quarters which is very positive considering the figure could be expected to increase this quarter due to the die back of vegetation exposing historical litter. The positive impact can be attributed to the revision of the cleansing schedules and the work of the team to target areas where litter accumulates and can't be cleaned with mechanical sweepers.
- 3.2 The percentage of land and highways with acceptable levels of litter was 99.2% against a target of 93.5%. This is exceptionally good this quarter and reflects the hard work carried out by the Street Cleansing Team to review and revise schedules. The new schedules have resulted in greater manual presence in areas where vehicles or the street layout prevents mechanical cleansing which has improved the levels of littering witnessed during the inspection.
- 3.3 The percentage of land and highways with acceptable levels of detritus was 95.5% against a target of 84%. The levels of detritus were lower this quarter and within target. This is also due to the changes within street cleansing which have resulted in revised schedules and a more targeted approach to areas with higher levels of detritus.
- 3.4 Percentage of fly tips resulting in enforcement action was 63.6% against a target of 20%. This quarter showed that the service is maintaining the high number of enforcement actions. Recruitment is now taking place for 3 additional staff which it is hoped will help further increase this number.
- 3.5 94.97% of fly-tips were cleared within 2 working days during quarter 4 against a target of 88%. Performance has significantly improved this quarter as result of two actions within the environmental services. Firstly a dedicated resource within Street Cleansing to clear the fly tips more quickly. Secondly greater collaborative working between the waste crime and street cleansing teams now they are both based at the Depot.
- 3.6 47.3% of household waste was sent for reuse, recycling, or composting during January and February. We are currently awaiting figures for March from Kent County Council. The recycling rate is below target this quarter and it is likely to remain below target when the data for March is available. Performance is low due to Christmas catch up and collections after the snow. Whilst performance is also down on the same quarter last year the

fall is minimal at 0.33% and overall the percentage for 2017/18 is up by 1.98%.

- 3.7 The Housing and Enabling team have spent or allocated 100% of the Disabled Facilities Grant budget in quarter 4 against a target of 100%. The actual performance is ahead of target with demand still strong for this form of assistance. A new post will be recruited in 2018/19 to meet demand for the service.

Priority 2: Securing a successful economy for Maidstone Borough

- 3.8 The quarterly target of 150 for the number of applicants housed through the housing register has been exceeded by 18 due to an increase in the amount of available vacant and new build properties received from our Registered Providers. The annual target has also been exceeded.
- 3.9 There were 61 affordable homes delivered during quarter 4. The year-end target (200) for affordable completions has been exceeded by 26 completions, resulting in 226 affordable completions overall, comprising of 95 for shared ownership (42%) and 131 (58%) for affordable rent.
- 3.10 A total of 97 homeless preventions were made during quarter 4 against a target of 75. This represents 44 homeless preventions completed within the Housing Advice Team; 41 with assistance from Discretionary Housing Payments; and 12 Sanctuary Scheme support.
- 3.11 Of the 99 households living in temporary accommodation on the last night of this quarter, 48 are in nightly paid accommodation and the remainder are in stock owned by MBC or units of accommodation provided by Register Providers (Housing Associations). The rise can be attributed to fewer households moving on from temporary accommodation in the last quarter into the social sector or private rented sector compared to the quarter before (only 33 in quarter 4 compared to 53 in quarter 3).

4. RISK

- 4.1 This report is presented for information only, committees, managers and heads of service can use performance data to identify service performance and this data can contribute to risk management.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Key Performance Indicator Update is reported quarterly to the Service Committees; Communities Housing and Environment Committee, Strategic Planning, Sustainability and Transportation Committee, and Heritage Culture and Leisure Committee. Each Committee receives a report on the relevant priority action areas. The report is also presented to Policy & Resources Committee, reporting only on the priority areas of: A clean and safe environment, regenerating the Town Centre, and a home for everyone.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The Council could choose not to monitor the Strategic Plan and/or make alternative performance management arrangements, such as frequency of reporting. This is not recommended as it could lead to action not being taken against performance during the year, and the Council failing to deliver its priorities.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The key performance indicators and strategic actions are part of the Council's overarching Strategic Plan 2015-20 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas, for example waste and recycling.	Head of Policy, Communications & Governance
Risk Management	The production of robust performance reports ensures that the view of the Council's approach to the management of risk and use of resources is not undermined and allows early action to be taken in order to mitigate the risk of not achieving targets and outcomes.	Head of Policy, Communications & Governance
Financial	Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any proposed changes are also identified and taken into account in the Council's Medium Term Financial Plan and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.	Senior Finance Manager (Client)

Staffing	Having a clear set of targets enables staff outcomes/objectives to be set and effective action plans to be put in place	Head of Policy, Communications & Governance
Legal	There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council Services. Regular reports on the Council's performance assist in demonstrating best value and compliance with the statutory duty.	Keith Trowell, Interim Team Leader (Corporate Governance)
Privacy and Data Protection	We will hold data in line with the Data Quality Policy, which sets out the requirement for ensuring data quality. There is a program for undertaking data quality audits of performance indicators.	Keith Trowell, Interim Team Leader (Corporate Governance)
Equalities	The Performance Indicators reported on in this quarterly update measure the ongoing performance of the strategies in place. If there has been a change to the way in which a service delivers a strategy, i.e. a policy change, an Equalities Impact Assessment is undertaken to ensure that there is no detrimental impact on individuals with a protected	Equalities & Corporate Policy Officer

	characteristic.	
Crime and Disorder	None Identified	Policy & Information Manager
Procurement	Performance Indicators and Strategic Milestones monitor any procurement needed to achieve the outcomes of the Strategic Plan.	Head of Policy, Communications & Governance, & Section 151 Officer

8. REPORT APPENDICES

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

- Appendix 1: Key Performance Indicator Update Quarter 4 17/18





9. BACKGROUND PAPERS




None

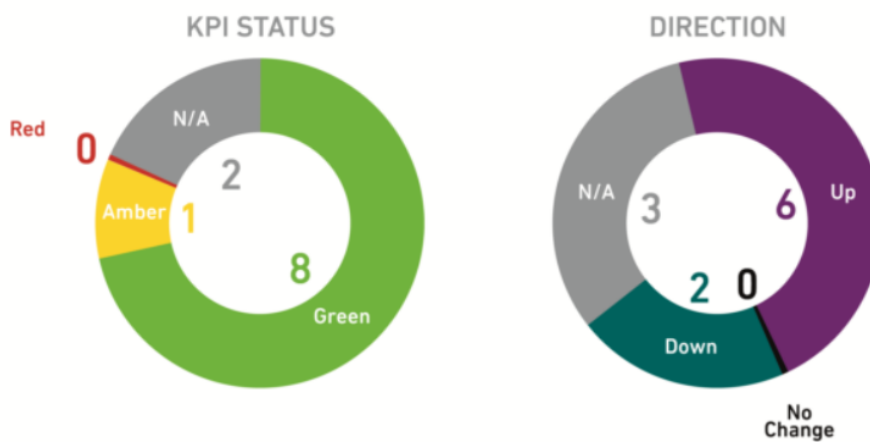
Performance Summary

This is the quarter 4 performance update on Maidstone Borough Council’s Strategic Plan 2015-20. It sets out how we are performing against Key Performance Indicators that directly contribute to the achievement of our priorities. Performance indicators are judged in two ways; firstly, whether an indicator has achieved the target set, known as PI status. Secondly, we assess whether performance has improved, been sustained or declined, compared to the same period in the previous year, known as direction.

Key to performance ratings

RAG Rating	
	Target not achieved
	Target slightly missed (within 10%)
	Target met
	Data Only


















Direction	
	Performance has improved
	Performance has been sustained
	Performance has declined
N/A	No previous data to compare





RAG Rating	Green	Amber	Red	N/A	Total
KPIs	8	1	0	2	11
Direction	Up	No Change	Down	N/A	Total
Last Year	6	0	2	3	11
Last Quarter	5	0	6	0	11

Priority 1: Keeping Maidstone Borough an attractive place for all

Providing a clean and safe environment














Performance Indicator	Value	Target	Status	Last Year	Last Quarter
Number of litter reports attended to	128			N/A	
The percentage of land and highways with acceptable levels of litter	99.16%	93.50%			
The percentage of land and highways with acceptable levels of detritus	95.50%	84.00%			
Percentage of fly tips resulting in enforcement action	63.63%	20.0%		N/A	
Percentage of fly-tips cleared or assessed within 2 working days	94.97%	88.00%			
Percentage of household waste sent for reuse, recycling and composting (NI 192)	47.31%	52.50%			

Encouraging good health and wellbeing

Performance Indicator	Value	Target	Status	Last Year	Last Quarter
Percentage spend and allocation of Disabled Facilities Grant Budget (YTD)	100.2%	100.0%		N/A	

Priority 2: Securing a successful economy for Maidstone Borough

A home for everyone

Performance Indicator	Value	Target	Status	Last Year	Last Quarter
Number of households housed through housing register	168	150			
Number of affordable homes delivered (gross)	61	50			
Number of households prevented from becoming homeless through the intervention of housing advice	97	75			
Number of households living in temporary accommodation last night of the month	99				

Communities, Housing & Environment Committee

19 June 2018

4th Quarter Budget Monitoring 2017/18

Final Decision-Maker	Communities, Housing & Environment Committee
Lead Head of Service/Lead Director	Mark Green, Director of Finance & Business Improvement
Lead Officer and Report Author	Ellie Dunnet, Head of Finance
Classification	Public
Wards affected	All

Executive Summary

This report sets out the financial position for this Committee at the end of 2017/18 against the revenue and capital budgets. The figures included within the report are still subject to external audit so should be considered provisional at this stage.

This Committee has ended 2017/18 with an overall positive variance of £0.27m. The individual variances which make up this total are detailed by service area in **Appendix 1**.

The position for the Council as a whole at the end of 2017/18 was an underspend of £0.2m, after deducting resources to be carried forward.

This report also details spending against the planned capital programme during 2017/18. Unspent resources required in subsequent years will be carried forward.

This report makes the following recommendations to this Committee:

1. That the Committee notes the financial performance of the services within its remit for 2017/18.
2. That the Committee notes the revenue resources to be carried forward into the current financial year, detailed at **Appendix 2**.
3. That the Committee notes the slippage within the capital programme in 2018/19, detailed in **Appendix 3**.

Timetable

Meeting	Date
Communities, Housing & Environment Committee	19 June 2018

1. INTRODUCTION AND BACKGROUND

- 1.1 The Medium Term Financial Strategy for 2017/18 onwards was agreed by full Council on 1 March 2017. This report advises and updates the Committee on how each service has performed in regards to revenue and capital expenditure against the approved budgets within its remit.
- 1.2 The Director of Finance & Business Improvement is the Responsible Financial Officer, and has overall responsibility for budgetary control and financial management. However in practice, day to day budgetary control is delegated to service managers, with assistance and advice from their director and the finance section.

Revenue Budget

- 1.3 Attached at **Appendix 1** is a table detailing the budget and expenditure position for this Committee's services in relation to 2017/18. The appendix details the net budget per cost centre for this Committee. Actual expenditure is shown to the end of March 2018 and includes accruals for goods and services received but not yet paid for.
- 1.4 The columns of the table in the Appendix show the following detail:
- The cost centre description;
 - The value of the total budget for the year;
 - Amounts to be carried forward from 2017/18 to 2018/19, and amounts which are ring fenced to certain services under legislation;
 - Adjusted budget for the year (original budget less amounts carried forward);
 - Actual expenditure and income for the year; and
 - The variance between the total spend and the adjusted budget.
- 1.5 **Appendix 1** shows that of a net annual expenditure budget of £7,851,540, £7,587,774 has been spent, representing an under spend of £263,766, after deducting resources to be carried forward.
- 1.6 **Appendix 2** details the resources which have not been utilised during 2017/18, but which are required to fund expenditure in subsequent years and are therefore being carried forward into 2018/19. This includes grants and a small number of specific carry forwards which have been agreed by the Director of Finance and Business Improvement in line with the Council's Financial Procedure Rules.
- 1.7 Explanations for variances within individual cost centres which exceed £30,000 have been provided in accordance with the Council's constitution.

	Positive Variance Q4 £000	Adverse Variance Q4 £000
CCTV – the overspend has arisen from a combination of factors including an income budget of £21,000 that was not met, a savings target of £73,300 that wasn't met and approximately £29,000 unexpected expenditure during the year.		-117
Public Conveniences – the overspend has arisen from the transition between direct and contracted out services. The contract is fully funded for 18/19.		-35
Street Cleansing - This overspend relates to overtime and additional contractor costs due to staff sickness and there has been additional spend on fly-tipping and materials.		-64
Commercial Waste – The favourable variance is due to income exceeding the budget, particularly internal trade waste collection.	35	
Recycling Collection – The favourable variance is due to a mixture of income exceeding the budget and an underspend on running cost budgets.	46	
Homelessness – There is an overall underspend on homelessness, following an increase of £235,000 in the budget in 2017/18. The underspend comprises a £22,000 underspend on deposit bond schemes, £123,000 underspend on the Homefinder scheme, £28,000 underspend on professional services and a £15,000 underspend on marketing. This is offset by a £28,000 overspend on overnight accommodation, a £57,000 shortfall on income, and £43,000 provision and write-offs in relation to irrecoverable rent.	63	
Community Partnerships & Resilience – The underspend is largely due to vacant posts and maternity leave.	63	
Fleet Workshop & Management – The favourable variance has been caused by an unspent operating lease budget.	30	
Grounds Maintenance – Commercial - The commercial side of Grounds Maintenance is performing well in	80	

	Positive Variance Q4 £000	Adverse Variance Q4 £000
delivering external projects and the income budget has exceeded the target this year.		

Capital Budget

- 1.8 The capital programme was approved by Council on 1 March 2017. Funding for the programme remains consistent with previous decisions of Council in that the majority of capital resources come from New Homes Bonus along with a small grants budget.
- 1.9 The 2017/18 capital programme for this Committee is set out in **Appendix 3** and shows that the budget includes resources brought forward from 2016/17.
- 1.10 During the year, there has been expenditure of £5.8m against the revised budget of £6.4m. The most significant areas of spending are housing investments, which include the purchase of 15 additional properties to be used for temporary accommodation, and the Brunswick Street Housing Development including the acquisition of properties adjoining the existing car park.
- 1.11 Slippage of £0.6m has been identified for projects where the unspent budget is required during 2018/19 or later. The budget for these projects has therefore been carried forward into next year.

2. AVAILABLE OPTIONS

- 2.1 There are no matters for decision in this report. The Committee is asked to note the contents but may choose to take further action depending on the matters reported here.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 In considering the current position on the revenue budget and the capital programme at the end of 2017/18 the Committee can choose to note this information or it could choose to take further action.
- 3.2 The committee is requested to note the content of the report and agree on any necessary action to be taken in relation to the budget position.

4. RISK

- 4.1 This report is presented for information only and has no risk management implications.
- 4.2 The Council has produced a balanced budget for both capital and revenue expenditure and income for 2018/19. This budget is set against a backdrop of limited resources and a difficult economic climate. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives this committee the best opportunity to take actions to mitigate such risks.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 No consultation has been undertaken in relation to this report.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The fourth quarter budget monitoring reports are being considered by the relevant Service Committees throughout June, including a full report to Policy & Resources Committee on 27 June 2018.
- 6.2 Details of the discussions which take place at service committees regarding budget management will be reported to Policy and Resources Committee where appropriate.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council's Medium Term Financial Strategy which is linked to the strategic plan and corporate priorities.	Director of Finance & Business Improvement
Risk Management	This has been addressed in section 4 of the report.	Director of Finance & Business Improvement
Financial	Financial implications are the focus of this report through high level budget monitoring.	Director of Finance & Business

	The process of budget monitoring ensures that services can react quickly to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.	Improvement
Staffing	The budget for staffing represents a significant proportion of the direct spend of the council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.	Director of Finance & Business Improvement
Legal	The Council has a statutory obligation to maintain a balanced budget and this monitoring process enables the committee to remain aware of issues and the process to be taken to maintain a balanced budget for the year.	Mid Kent Legal
Privacy and Data Protection	No specific issues arise.	Director of Finance & Business Improvement
Equalities	The budget ensures the focus of resources into areas of need as identified in the Council's strategic priorities. This monitoring report ensures that the budget is delivering services to meet those needs.	Director of Finance & Business Improvement
Crime and Disorder	No specific issues arise.	Director of Finance & Business Improvement
Procurement	No specific issues arise.	Director of Finance & Business Improvement

8. REPORT APPENDICES

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

- Appendix 1: Fourth Quarter 2017/18 Revenue Monitoring – Communities, Housing & Environment
 - Appendix 2: Carry Forward of Revenue Resources 2017/18 – Communities, Housing & Environment
 - Appendix 3: Capital Programme 2017/18 – Communities, Housing & Environment
-

9. BACKGROUND PAPERS

None

Cost Centre/Service	2017/18 Estimate	Budgets Carried Forward	Final Adjusted Estimate	Actual Outturn for Year			Variance (See note below)
				Expenditure	Income	Net	
				£	£	£	
	£	£	A			B	A-B
				£	£	£	£
Switch Cafe Project	0		0	98	0	98	-98
Social Inclusion	40,510	-30,650	9,860	9,986	-128	9,857	3
Community Development	40,510	-30,650	9,860	10,084	-128	9,956	-96
PCC Grant	0	-4,280	-4,280	32,816	-37,104	-4,288	8
C C T V	191,310		191,310	308,027	-121	307,906	-116,596
Community Safety	66,440	-22,310	44,130	44,125		44,125	5
Community Safety	257,750	-26,590	231,160	384,967	-37,225	347,743	-116,583
Grants	206,270		206,270	202,825		202,825	3,445
Delegated Grants	2,100		2,100	1,050		1,050	1,050
Parish Services	130,170		130,170	130,132		130,132	38
Central Services to the Public	338,540	0	338,540	334,007	0	334,007	4,533
Head of Environment and Public Realm	101,930		101,930	99,011		99,011	2,919
Community Partnerships & Resilience Sect	549,050		549,050	486,546		486,546	62,504
Licensing Section	122,410		122,410	117,453		117,453	4,957
Environmental Protection Section	240,960		240,960	220,833		220,833	20,127
Food and Safety Section	297,220		297,220	276,080		276,080	21,140
Depot Services Section	735,460		735,460	715,520	-3,292	712,228	23,232
Head of Housing & Community Services	121,170		121,170	121,923		121,923	-753
Housing & Enabling Section	236,680		236,680	234,490		234,490	2,190
Housing & Inclusion Section	649,130		649,130	668,336	-43,411	624,924	24,206
Housing & Health Section	314,830	-760	314,070	373,898	-71,486	302,412	11,658
Corporate Support Services	3,368,840	-760	3,368,080	3,314,091	-118,189	3,195,901	172,179
Drainage	31,700		31,700	10,686	-7,145	3,542	28,159
Flood Defences & Land Drainage	31,700	0	31,700	10,686	-7,145	3,542	28,159
Housing Register & Allocations	10,000		10,000	12,441		12,441	-2,441
Housing Advice	10,000	0	10,000	12,441	0	12,441	-2,441
Homeless Temporary Accommodation	416,270		416,270	846,533	-307,703	538,831	-122,561
Homelessness Prevention	285,650	-347,520	-61,870	76,537	-323,712	-247,175	185,305
Aylesbury House	23,080		23,080	85,036	-69,408	15,629	7,451
Magnolia House	-8,270		-8,270	31,071	-40,831	-9,760	1,490
St Martins House	0		0	11,882	-15,829	-3,947	3,947
Marsham Street	40,160		40,160	79,200	-29,683	49,518	-9,358
Sundry Temporary Accom (TA) Propertie	3,980		3,980	11,746	-11,746	0	3,980
Pelican Court (Leased TA Property)	2,450		2,450	86,769	-86,769	0	2,450
2 Bed Property - Temporary Accommodati	3,990		3,990	8,428	-8,428	0	3,990
3 Bed Property - Temporary Accommodati	-80		-80	10,868	-10,868	0	-80
4 bed Property - Temporary Accommodati	-970		-970	1,272	-1,272	0	-970
Homelessness	766,260	-347,520	418,740	1,249,343	-906,248	343,095	75,645
Strategic Housing Role	13,500	-61,460	-47,960	4,500	-61,461	-56,961	9,001
Housing Strategy	13,500	-61,460	-47,960	4,500	-61,461	-56,961	9,001
Licences	-6,800		-6,800	20,331	-27,422	-7,091	291
Licensing Statutory	-71,040		-71,040	79,226	-132,089	-52,863	-18,177
Licensing Non Chargeable	7,030		7,030	6,704		6,704	326
Dog Control	24,150		24,150	35,390	-9,813	25,577	-1,427
Health Promotion	1,750		1,750	0		0	1,750
Health Improvement Programme	8,800		8,800	7,688		7,688	1,112
Pollution Control - General	232,110	-206,000	26,110	19,480	-8,412	11,068	15,042
Contaminated Land	0		0	0	-400	-400	400
Environmental Enforcement	13,580	-30,000	-16,420	57,399	-75,177	-17,778	1,358
Food Hygiene	8,840		8,840	463	0	463	8,377
Sampling	3,300		3,300	240		240	3,060
Occupational Health & Safety	23,670	-24,080	-410	163	-6,131	-5,968	5,558
Infectious Disease Control	1,000		1,000	1,000		1,000	0
Noise Control	1,200		1,200	1,137		1,137	63
Pest Control	-12,000		-12,000		-9,149	-9,149	-2,851
Public Conveniences	133,340		133,340	168,209	-368	167,842	-34,502
Licensing - Hackney & Private Hire	-68,400		-68,400	58,839	-106,201	-47,362	-21,038
Street Cleansing	1,108,490		1,108,490	1,188,481	-16,377	1,172,104	-63,614
Household Waste Collection	1,111,550		1,111,550	1,272,294	-170,511	1,101,784	9,766
Regulatory Services	2,520,570	-260,080	2,260,490	2,917,043	-562,048	2,354,994	-94,504
Marden Caravan Site (Stilebridge Lane)	18,950		18,950	51,508	-34,417	17,091	1,859
Ulcombe Caravan Site (Water Lane)	6,860		6,860	37,063	-34,046	3,017	3,843
Other Council Properties	25,810	0	25,810	88,572	-68,463	20,108	5,702
Public Health - Obesity	0		0	60,684	-75,831	-15,147	15,147
Public Health - Mental Health	0		0	10,000	-10,000	0	0
Public Health - Physical Activity	0		0	13,600	-13,600	0	0
Public Health - Misc Services	13,620	-38,520	-24,900	1,744		1,744	-26,644
Public Health	13,620	-38,520	-24,900	86,028	-99,431	-13,403	-11,497
Private Sector Renewal	-47,370		-47,370	11	-62,500	-62,490	15,120
HMO Licensing	-13,380		-13,380		-10,604	-10,604	-2,776
Private Sector Housing Renewal	-60,750	0	-60,750	11	-73,104	-73,094	12,344
Recycling Collection	638,250		638,250	1,834,679	-1,242,347	592,332	45,918
Recycling	638,250	0	638,250	1,834,679	-1,242,347	592,332	45,918
Commercial Waste Services	-62,340		-62,340	135,758	-232,947	-97,189	34,849
Fleet Workshop & Management	722,250		722,250	694,820	-2,571	692,249	30,001
MBS Support Crew	-38,150		-38,150	145,733	-173,970	-28,237	-9,913
Grounds Maintenance - Commercial	60,760	-30,000	30,760	187,831	-237,541	-49,711	80,471
Trading Accounts	682,520	-30,000	652,520	1,164,141	-647,029	517,112	135,408
Committee Total	8,647,120	-795,580	7,851,540	11,410,593	-3,822,819	7,587,774	263,766

Note: A positive number represents a favourable variance, a negative number is an unfavourable variance.

Carry Forward of Revenue Resources 2017/18 to 2018/19 Communities, Housing & Environment Committee

Revised Estimate 2017/18	Actual Spend 2017/18	Carry Forward Requested	Nature of request	Justification
£	£	£		
65,000	0	30,000	Remedial work at Park Wood Depot	The Park Wood Depot is approaching 9 years old and although a small amount is provided annually for limited repainting, there is no budget for larger maintenance work. There is a requirement to carry out refurbishment to the kitchen and toilets, repainting throughout, line marking outside and new signage. The team has also increased over the past year and is continuing to grow with addition of the Waste Crime Team and Parks Project Officer. Therefore changes are needed to accommodate more office staff at the depot. It is therefore requested that £30k from the additional income from TD20 is carried forward to carry out the refurbishment of the depot.
40,000	10,000	30,000	Ringfenced income from Fixed Penalty Notices (FPNs)	The income from FPNs is ringfenced to be spent on street cleansing or initiatives to reduce waste crime. Therefore this needs to be carried forward so it can be spent in 2018/19. This is a government requirement for issuing FPNs.
24,240	163	24,080	Occupational Health	Although the spend for 2017/18 has been negligible, this area can be unpredictable and so amounts are being carried forward as a reserve for potential future costs relating to health and safety requirements.
25,530	0	25,530	Strategic Housing Role	A carry forward of resources into 2018/19 has been requested to cover 2 years out of hours cover that will be a critical part of ensuring the success of the scheme.
41,140	15,382	22,310	Community Safety	To enable the continued funding of a key post within the Community Protection Team for 12 months whilst a permanent solution is implemented. Without the post in place the ability to respond to high visibility and negative impact issues such as unauthorised encampments will be significantly reduced.

Carry Forward of Grants 2017/18 to 2018/19
Communities, Housing & Environment Committee

Revised Estimate 2017/18	Actual Spend 2017/18	Carry Forward Requested	Grant Details	Justification
£	£	£		
206,000	0	206,000	Air Quality Grant (DEFRA)	The Air Quality project is jointly owned and managed by Maidstone and Tonbridge & Malling, and is funded through a grant from DEFRA. It is anticipated that this project will be delivered 2018/19. It was not possible to deliver the project during 2017/18 due to dependence on external delivery factors such as working with the bus company to retro fit buses on specific routes.
184,540	146,020	38,520	Public Health (KCC Funding)	External funding to be used against new posts in 2018/19, as identified and approved in the CLT report on 17 April 2018.
268,420	31,910	236,510	Flexible Homelessness Grant	Allocation of funds is necessary to meet the Council's new duties in relation to the Homelessness Reduction Act, including new posts and other initiatives that are currently being approved and recruited against.
14,710	9,610	5,100	Armed Forces Covenant Grant	This is an external fund which is to be used to promote future events during 2018/19, including WW1 commemoration.
16,260	0	16,260	Troubled Family Grant (Financial Inclusion)	Funding is required in 2018/19 for the Senior Community Protection Officer role which will enable interventions with hard to reach groups.
9,540	250	9,290	Troubled Family Grant (Bal from 15/16)	As above
760	0	760	Lettings agency Redress Scheme	The scheme will be developed during 2018/19, and this fund will contribute towards an awareness raising campaign.
75,470	0	75,470	Homelessness New Burdens	Allocation of funds is necessary to meet the Council's new duties in relation to the Homelessness Reduction Act, including new posts and other initiatives that are currently being approved and recruited to.
35,540	0	35,540	Rough Sleeper Grant	This is a ring-fenced grant to deliver a programme over 2 years (2018/19 being Year 2)
35,930	0	35,930	Custom Build Grant	Grant carry forward to help with the future development of custom grant build as part of the Affordable Housing SPD
37,100	32,816	4,280	Police & Crime Commissioner Grant	External ring-fenced grant which will be used to fund the cost of consultancy work on providing a sustainable CCTV service.

**COMMUNITIES, HOUSING & ENVIRONMENT COMMITTEE
CAPITAL OUTTURN FOR 2017/18**

Appendix 3

	Original Estimate 2017/18 £	Revised Estimate 2017/18 £	Outturn 2017/18 £	Budget carried forward to 2018/19 £
Housing Incentives	350,000	110,060	46,197	63,860
Housing - Disabled Facilities Grants Funding	450,000	691,810	535,986	155,820
Housing Investments	600,000	3,914,280	3,731,664	182,620
Purchase of Lenworth House		247,500	259,408	
Gypsy Site Fencing Works		42,300		42,300
Brunswick Street	6,025,000	1,081,814	1,011,349	70,470
Union Street	4,000,000	191,962	118,749	73,210
King Street		35,000	7,294	27,710
Street Scene Investment		50,000	48,787	1,210
Flood Defences	50,000	4,330	4,951	
TOTALS	11,475,000	6,369,056	5,764,385	617,200

Agenda Item 15

Communities, Housing & Environment Committee

19th June 2018

Heather House Community Centre

Final Decision-Maker	Communities, Housing & Environment Committee
Lead Head of Service/Lead Director	John Littlemore, Head of Housing & Communities
Lead Officer and Report Author	Matt Roberts, Community Partnerships & Resilience Manager
Classification	Public
Wards affected	Park Wood

Executive Summary

The purpose of this report is to provide members with an update on the situation at Heather House following the report presented to the Communities, Housing & Environment Committee on the 14th November 2017 and subsequent decision to carry out repairs to bring Heather House to a useable standard while plans are developed for a replacement.

This report makes the following recommendations to this Committee:

1. That Heather House remains open, unless there is significant deterioration to the fabric of the building or the roof, and any repairs and maintenance necessary be undertaken.
2. That since the current options for a replacement facility have reached an impasse, plans for a replacement facility should be suspended for the time being.

Timetable

Meeting	Date
Communities, Housing & Environment	19 June 2018

Heather House Community Centre

1 INTRODUCTION AND BACKGROUND

- 1.1 The purpose of this report is to provide members with an update on the situation at Heather House following the report presented to the Communities, Housing & Environment Committee on the 14th November 2017 and subsequent decision to carry out repairs to bring Heather House to a useable standard while plans are developed for a replacement.

2 REPAIRS AND MAINTENANCE

- 2.1 The repairs required to bring the building to a useable standard where it could be reopened included: replacing the two boilers with a single boiler; patching the roof and gutters; and; carrying out external repairs needed. Once complete these repairs would extend the life of the building for around two years and give time for plans to provide a replacement community centre to be developed and a costed proposal presented to the Committee.
- 2.2 As of the date of this report the most essential repairs have been completed at a cost of £23,855 as follows:
- The gutters have been cleared and leaking sections of the roof repaired at a cost of £5,960.
 - A new boiler and controls have been installed at a cost of £15,320.
 - Repairs to the flooring in Chamberlain Hall (the main hall) have been undertaken at a cost of £3,050. This repair was necessary as the cold and damp had caused the floor to warp.
- 2.3 This work has been funded from the corporate property capital maintenance budget.

3 BOOKINGS

- 3.1 With the repairs complete the hall is now heated and is dry. Bookings for the hall are being taken direct via HeatherHouse@Maidstone.gov.uk until the web form goes live.
- 3.2 Reed Hall, the smaller of the two halls at Heather House, will be used in future exclusively by Maidstone Boxing Club. A lease with the club has been agreed in principle and they are in the process of decorating the hall and fitting it out for use as a boxing gym.
- 3.3 The Iman from Maidstone Mosque has been in conversation with us and wishes to use the main hall for prayers from July for a period of a year until the building improvements being carried out to the mosque on Mote Road are completed around July 2019. They will be using the main hall on Friday evenings for two hours from the 6th July and wish to use the hall on Saturday mornings for two hours from September onwards.
- 3.4 The majority of the clubs who frequently used the hall before it closed have now returned. In addition we have received a number of enquiries for bookings for parties and other events; this increase is following the promotion of the hall by Cllr Matt Burton and others in the locality.

4 AVAILABLE OPTIONS - BUSINESS CASE FOR A REPLACEMENT COMMUNITY CENTRE

- 4.1 On the 14 November 2017 the Communities, Housing & Environment Committee took the decision to keep the facility open. When this decision was made it was understood that the potential long-term options to rebuild or refurbish Heather House facility would broadly be as follows;
- A. New community centre and GP surgery / health hub funded by redevelopment of the Royal British Legion (RBL) site, which is owned by the Council, for residential.
 - B. New community centre funded by redevelopment of the Royal British Legion (RBL) site, which is owned by the Council, for residential.
 - C. New community centre and GP surgery / health hub solely on the existing Heather House site.
 - D. New community centre solely on the existing Heather House site.
 - E. Comprehensively refurbished community centre solely on the existing Heather House site.
- 4.2 Officers sought the views from ward members as to the preferred redevelopment option before entering into discussions with relevant parties. Options A, B and C require the cooperation of the RBL and/or the West Kent NHS Clinical Commissioning Group (CCG).
- 4.3 The RBL have a lease of 125 years which does not expire until 2114. Officers have approached their treasurer to explore the possibility of entering into a negotiation with them to re-provide their facility as part of a broader redevelopment of both sites. Regrettably, the RBL are resistant to this concept, and it is understood that Cllr Matt Burton has received a similar response.
- 4.4 Officers have also met with senior officers within the West Kent NHS Clinical Commissioning Group (CCG) to gauge their appetite to either provide a GP surgery, Health Hub, or indeed a hybrid of the two, at the site. Once again, the response was lukewarm at best, as the CCG are currently undertaking a significant review of their estate, and will not be in a position to make decisions on the matter for the time being. Furthermore, they appear to have reservations as to the suitability of the site for their needs.
- 4.5 Therefore, given the impasse with both the RBL and CCG, regrettably options A, B and C are not currently deliverable. If the position of either RBL and /or CCG ever changes, they can of course be revisited.
- 4.6 At this time only options D and E are possible options but neither are financially viable, the reasons are as follows:
- 4.7 Option D – The current Heather House facility is of almost 700m² of size. To demolish and rebuild to a modern standard would cost in the region of £2,000 per square metre, so £1.4m plus fees (of around 5%). Any uplift in bookings and income that this investment could generate would not come close to justifying this quantum of investment from a commercial perspective. There are not presently any S106 contributions that could be applied to this type of community use either, nor does it feature on the CIL S123 list.

- 4.8 Option E – To fully refurbish the existing facility to a modern standard would cost in the region of £1,000 per square metre, so £700k plus fees (of around 5%). Any uplift in bookings and income that this investment could generate would not come close to justifying this quantum of investment from a commercial perspective, and ultimately a refurbishment would be unlikely to address all the current design limitations that presently act as a barrier to commercial return on the existing facility.
- 4.9 On this basis, at the present time, there is no commercially viable business case to bring about a significant improvement of the current Heather House facility. This could change as a result of any future decisions made by the RBL and the CCG, and officers will of course continue to engage with them both, and should the situation change, Members would of course be made aware, and then options A & B could be revisited.

5 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 5.1 That Heather House remains open, unless there is significant deterioration to the fabric of the building or the roof, and for any repairs and maintenance necessary to be undertaken.
- 5.2 Given the situation as described in section four above the current options for a replacement facility have reached an impasse. Until circumstances change it is proposed that plans for a replacement facility are suspended for the time being.

6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The repairs are complete and bookings are being taken for the hall. No additional work is required at this time.

7 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities		
Risk Management		
Financial	When the Committee decided in November 2017 to re-open Heather House, it was recognised that it would not be able to manage within its original budget owing to the loss of income. It was therefore agreed as part of the budget-setting process for 2018/19 to add £25,000 per annum to the budget for Heather House, to be offset by savings elsewhere in the	Section 151 Officer & Finance Team

	Committee's portfolio. The ongoing provision of community facilities at Heather House needs to remain within the amended budget.	
Staffing	We will deliver the recommendations with our current staffing.	Community Partnerships and Resilience Manager
Legal	All necessary legal documentation in respect of the permitted occupation of Heather House should be approved by Legal Services before completion. The Local Government Act 1972, section 123(2) requires that the disposal by way of a lease exceeding seven years or more must not be for a consideration or value which is less than the best that can reasonably be obtained. Valuation advice should be obtained to ensure that the Council complies with its obligation under section 123(2).	Head of Legal Partnership
Privacy and Data Protection	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with the Data Protection legislation.	Head of Legal Partnership
Equalities	The recommendations do not propose a change in service and will not therefore require an equalities impact assessment	Community Partnerships and Resilience Manager
Crime and Disorder	The recommendation will have no impact on Crime and Disorder providing the Hall is managed within existing parameters.	Community Partnerships and Resilience Manager
Procurement		

8 BACKGROUND PAPERS

None provided.

COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE

19 June 2018

Nominations to Outside Bodies - CHE

Final Decision-Maker	Communities, Housing and Environment Committee
Lead Head of Service/Lead Director	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Caroline Matthews, Democratic Services Officer
Classification	Public
Wards affected	All

Executive Summary

The Committee is requested to consider the nominations received for the vacancies to Outside Bodies.

This report makes the following recommendations to this Committee:

1. That the Committee consider the nominations received and make an appointment if appropriate.

Timetable

Meeting	Date
Communities, Housing and Environment Committee	19 June 2018

Nominations to Outside Bodies - CHE

1. INTRODUCTION AND BACKGROUND

- 1.1 At its meeting on 28 February 2018 the Council recommended that some of the Council's Outside Bodies be appointed by an appropriate Committee.
- 1.2 The outside bodies vacancies attributable to the Communities, Housing and Environment Committee have recently been advertised to Members and the nominations received are set out below:-

Age Uk – None received

Maidstone Mediation – An application has been received from Councillor English

Cutbush and Corrall – An application has been received from Mrs Smith (*)

Relate West and Mid Kent – None received

* - The Scheme for Cutbush and Corrall does state that although the Council can nominate 4 Trustees they need not be a member of the Council. The nomination received has been received through Cutbush and Corrall from a resident who expressed an interest in being a Trustee of the Organisation.

2. AVAILABLE OPTIONS

- 2.1 The Committee could do nothing. This is not recommended as it could damage the relationships that the Council foster with these organisations.
- 2.2 The Committee could appoint to the various Outside Bodies as appropriate.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 Option 2.2 is recommended as there is a need to ensure that these vacancies are filled as soon as possible.

4. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 4.1 Should any of the vacancies be filled then the relevant outside bodies would be contacted and appraised of the Member/person having been appointed.
- 4.2 In the event that some of the vacancies are not filled then these will be re-advertised at a later stage and brought back to the Committee for consideration should a nomination be received.

5. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendation will by itself materially affect the achievement of the corporate priorities	Democratic Services Officer
Risk Management	There are no significant risks	Democratic Services Officer
Financial	There are no significant financial implications arising from this report	Democratic Services Officer
Staffing	There are no staffing implications arising from this report	Democratic Services Officer
Legal	There are no legal implications unless the Constitutions of these charities change	Democratic Services Officer
Privacy and Data Protection	There are none	Democratic Services Officer
Equalities	There are none	Democratic Services Officer
Crime and Disorder	There are none	Democratic Services Officer
Procurement	There are none	Democratic Services Officer

6. REPORT APPENDICES

- Appendix 1 – Nomination for Maidstone Mediation
- Appendix 2 – Nomination for Cutbush and Corral

7. BACKGROUND PAPERS

NOMINATION FORM TO OUTSIDE BODY

Date 24th May 2018

NAME:	Clive English
ADDRESS:	c/o 4 th Floor Maidstone House, King Street Maidstone, Kent.
TELEPHONE NO:	07922616858
NAME OF ORGANISATION APPLYING FOR:	Maidstone Mediation
REASON FOR APPLYING:	I am currently on the Board and have been a supporter of the organisation for some years. AS well as being the representative of MBC on the Board I am also the Treasurer.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?	A knowledge of governance and procedures, including Human Resources and Health and Safety Policies and Applications. Additionally I have also filled in as Minutes Secretary and am currently the Treasurer.

Please attach further sheet if required

NOMINATION FORM TO OUTSIDE BODY

Date10th June 2018.....

NAME:	Debbie Smith
ADDRESS:	ADDRESS REDACTED
TELEPHONE NO:	INFORMATION REDACTED
NAME OF ORGANISATION APPLYING FOR:	Cutbush and Corral
REASON FOR APPLYING:	I have lived in Maidstone all my life and would like to support a local charity, particularly one that fits well with my knowledge, skills and experience.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	<p>I have worked in social housing and social care for over 25 years. I have worked for supported housing associations and care providers, primarily in the charitable and not for profit sectors. I have a good understanding of the health, welfare and housing needs of disadvantaged or vulnerable people.</p> <p>I am currently working as Director of Care for a company based in Kent, my responsibilities (and key skills that I could bring to benefit the organisation) include resident welfare, budget management, a staff group of 130, and property related matters.</p> <p>I believe through my work I have developed skills and experience relevant to the role of trustee with Cutbush and Corral.</p> <p>I was previously a trustee for the Housing and Support Alliance who provided advice on housing issues to people with a learning disability or their families. I therefore have a good understanding of the role of a trustee.</p>

Please attach further sheet if required