

**COMMUNITIES POLICY OVERVIEW AND SCRUTINY
COMMITTEE**

Wednesday, 11th November, 2009

10.00 am

**Darent Room, Sessions House, County Hall,
Maidstone**





AGENDA

COMMUNITIES POLICY OVERVIEW AND SCRUTINY COMMITTEE

**Wednesday, 11 November 2009 at
10.00 am
Darent Room, Sessions House, County
Hall, Maidstone**

Ask for: **Denise Fitch**
Telephone: **01622 694269**

Tea/Coffee will be available 15 minutes before the meeting

Membership (12)

Conservative (11): Mrs E M Tweed (Chairman), Mr A R Chell (Vice-Chairman),
Mr H J Craske, Mr D A Hirst, Mrs J Law, Mr J Ozog, Mr K Smith,
Mr R Tolputt, Mr C T Wells, Mr A Wickham and Mr A Willicombe

Liberal Democrat (1): Mr I S Chittenden

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

Item No

A. COMMITTEE BUSINESS

- A1 Substitutes
- A2 Declarations of Interests by Members in items on the Agenda for this meeting
- A3 Minutes - 17 September 2009 (Pages 1 - 6)

B. ITEMS FOR CONSIDERATION

- B1 Portfolio Holder and Managing Director's Verbal Update
- B2 Turner Contemporary - 6 month update (Pages 7 - 10)
- B3 Financial Monitoring Report : Community Services 2009/10 (Pages 11 - 34)
- B4 Medium Term Financial Plan - 2010-11 to 2012-13 (to follow)
- B5 Cultural Olympiad (Pages 35 - 46)
- B6 Kent History Centre (Pages 47 - 50)
- B7 Crime and Disorder Committee (Pages 51 - 62)

C. SELECT COMMITTEE WORK

C1 Select Committees - update (Pages 63 - 64)

EXEMPT ITEMS

(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)

Peter Sass
Head of Democratic Services and Local Leadership
(01622) 694002

Tuesday, 3 November 2009

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

KENT COUNTY COUNCIL

COMMUNITIES POLICY OVERVIEW COMMITTEE

MINUTES of a meeting of the Communities Policy Overview Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Thursday, 17 September 2009.

PRESENT: Mrs E M Tweed (Chairman), Mr A R Chell (Vice-Chairman), Mr D L Brazier (Substitute for Mr A Wickham), Mr I S Chittenden, Mr H Craske, Mr D A Hirst, Mrs J Law, Mr J Ozog, Mr K Smith, Mr R Tolputt, Mr C T Wells and Mr A Willicombe

ALSO PRESENT: Mr P M Hill, OBE, Mr A J King, MBE and Mr A Sandhu, MBE

IN ATTENDANCE: Mr C Bainbridge (Director of Community Safety & Regulatory Services), Mr D Crilley (Director of Community Cultural Services), Ms J Edwards (Director of Policy and Resources, Communities Directorate), Ms D Fitch (Assistant Democratic Service Manager (Policy Overview)), Mr I Forward (Head of Adult Education), Ms A Honey (Managing Director Communities), Ms C McKenzie (Greener Kent Manager), Ms A Slaven (Director Youth Services and KDAAT), Ms P Smith (County Manager - Supporting Independence Programme) and Mr K Tilson (Head of Finance for Policy and Resources)

UNRESTRICTED ITEMS

16. Minutes - 7 July 2009

(Item A3)

RESOLVED that the minutes of the meeting held on 7 July 2009 are correctly recorded and that they be signed by the Chairman.

17. The Potential to Refocus and Restructure the Overview and Scrutiny Function

(Item B1)

(1) Mr King introduced a discussion paper which would be considered by each of the Policy Overview Committees (POC's), the Cabinet Scrutiny Committee and the Health Overview and Scrutiny Committee prior to a report being submitted to County Council on 15 October 2009.

(2) Members comments and suggestions were invited which included the following (NB some of these comments were put forward by Members later in the meeting when discussing other business but have been included here for ease of reference).

- Priority should be given to media training for Members (particularly valuable at a local level where press are in attendance and for promoting Select Committee topic reviews).
- The challenges of working with Partnership colleagues to deliver the outcomes of Select Committee topic reviews were highlighted. Some partners are less

willing to work with KCC and therefore it is necessary to find effective ways of working.

- There was a definite role to play in scrutinising the Police, and other Crime and Disorder partners and discussions were to be held with partners to agree the way that this would operate.
- Disappointment was expressed at the apparent lack of a method to identify co-optees.
- e-government was acknowledged as a positive way forward in engaging with local people.
- There were occasions where projects overlapped with other Directorates and Members would like to be privy to more information on the outcomes, with a view to informing local people. An example of this was the Turner Contemporary project, which was regularly discussed at the Communities POC, but Members of this Committee would like more information on the work of regeneration in this respect, so that outcomes could be properly identified.
- Mention was made of the quantity of papers circulated with POC agenda and it was questioned whether this was the most effective way of working.

(3) RESOLVED that the views expressed by Members as set out above be noted.

18. Portfolio Holder and Managing Director's Update

(Item B2)

(1) Mr Hill and Ms Honey gave an update on the following topics:-

- Turner Contemporary
- Capital Programme
- Cultural Strategy
- Sports Leisure and Olympics
- Community Safety
- Total Place
- Future Jobs Fund

(2) Members requested that a briefing paper be circulated on "Total Place"

(3) RESOLVED that the update be noted and that a progress report on the Kent History Centre be submitted to the next meeting of the Committee.

19. Financial Monitoring 2009/10

(Item B3)

(1) Mr Tilson presented the financial monitoring report for the first quarter in 2009/10 for the Communities portfolio. The report covered revenue and capital expenditure which had been considered by Cabinet on 14th September 2009.

(2) Members were invited to ask questions and make comments, which covered the following:-

- In response to questions Mr Bainbridge set out the background to the overspend on the Coroners budget, which was outside of the County Council's Control, and the action that had been taken mitigate this.
- Mr Hill confirmed that the County Councils commitment to the Marlowe theatre was a £2m grant.
- Ms Slaven confirmed that there were currently no plans to relocate the Maidstone Info zone.
- Ms Edwards explained that decisions on vacancy management were based on individual service requirements.
- Mr Tilson confirmed that the Communities Directorate was on course to achieve its efficiency savings.

(3) RESOLVED that the budget variations for the Communities Portfolio for 2009/10, based on the monitoring report to Cabinet, be noted.

20. Towards 2010 - Third Annual Report

(Item B4)

(1) Ms Edwards presented a paper which set out the process for finalising the third *Towards 2010* Annual Report prior to approval by County Council on 15 October 2009 and attached a draft of the report (concerning the 17 targets led by the Communities Directorate). Each of the Directors responsible for these targets gave a brief overview and invited comments from Members.

(2) Members comments and responses to questions included the following:-

- Ms Smith explained the way in which the apprentice scheme operated including how it was funded, the training provided and the success of the KCC scheme.
- It was suggested that 16+ disaffected young people should be benchmarked by the directorates who have responsibility for them and that Directorates should be encouraged to work together to support this group. Ms Slaven agreed that the data in this area was not robust and that more work needed to be done with colleagues in other directorates and other agencies to monitor the figures.
- The variation in the success of PACT meetings in across the County was discussed.
- The work being carried out by Community Wardens was commended.

(3) RESOLVED that (a) the report and the comments made by Members, as set out in the Minutes, be noted; (b) that there be a presentation on the Cultural Olympiad to the next meeting of the Committee.

21. Draft Annual Performance Report 2008/09

(Item B5)

(1) Mr Hardy introduced a report which provided an overview of the draft Annual Performance Report 2008/09 (APR) and an up to date draft of the report was circulated. Members were invited to submit their comments direct to Mr Hardy.

- (2) RESOLVED that the draft report be noted.

22. Communities Directorate Annual Report on consultation activity 2008/09
(Item B6)

(1) Ms Edwards introduced a report which provided Members with information about Communities Directorate's activities and outcomes relating to consultation and survey activity during 2008/09.

- (2) RESOLVED that the report be noted.

23. Annual Complaints Report 2008/09
(Item B7)

(1) The Committee received a report which provided information arising from the operation of the Communities Complaints Procedure for 2008/09.

- (2) RESOLVED that the report be noted.

24. A summary of progress in delivery of KCC's Environment Policy, including climate change and an overview of next steps for KCC and the Communities.

(Item B8)

(1) Ms McKenzie presented a report highlighted the significant progress that had been made to date on delivering the Environment Policy (including climate change) and set out priorities for the next three years (2009-2012), together with the specific roles and contribution of the Communities Directorate. Mr Forward, the Communities Directorates lead on environmental issues, updated the Committee on the work being undertaken.

(2) Members requested that the next update report in six months time include details of progress with the recommendations of the Select Committees on Climate Change and Water & Waste Water.

RESOLVED that (a) the progress to date and the general shape of the 'Sustainability and Climate Change Action Plan' be noted ; and (b) the proposed next steps for the Communities Directorate be approved.

25. Select Committee - Provision of Activities for Young People (PAYP) - Action Plan

(Item C1)

(1) Ms Slaven introduced the action plan arising from the Select Committee on PAYP was presented to Members for approval. Mr Chell, chairman of the Select Committee stated that he was happy with the action plan which would be monitored

by the Select Committee at a meeting one year after the recommendations had been submitted to Cabinet.

(2) RESOLVED that the action plan for implementing the recommendations of the Select Committee report on Provision of Activities for Young People be noted.

26. Select Committees - update

(Item C2)

(1) The Committee received a report which updated them on the process for approving a Select Committee topic review work programme. To date one topic had been put forward for consideration which partly fell within the remit of the Committee, which was "Extended Schools". All proposed topics would be considered by the Policy Overview Co-ordinating Committee on 16 October 2009.

(2) RESOLVED that the process for agreeing a Select Committee topic review programme be noted.

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To: Communities Policy Overview and Scrutiny Committee – 11th November 2009

From: Mike Hill, Cabinet Member and Amanda Honey, Managing Director, Communities

Subject: **Turner Contemporary Update**

Classification: Unrestricted

Summary To update members of the committee of the latest position regarding the construction of the gallery, operational developments and transition to the Turner Contemporary Trust.

FOR INFORMATION

1. Introduction

- 1.1 This is the third regular report to this Committee, providing an update on all aspects of the project including the building, operational issues and the transition to the Turner Contemporary Trust.

2. Background

- 2.1 Turner Contemporary is a visual arts organisation based in Margate, founded in 2001, which celebrates JMW Turner's association with the town

Turner Contemporary aims to:

- Construct a landmark gallery on the seafront at Margate, providing a new facility for the visual arts in the South East
- Offer visitors unsurpassed opportunities to see first class exhibitions of historical and contemporary art and to participate in our programmes
- Ensure there will be works by JMW Turner in the gallery at all times
- Make a major contribution to the regeneration of Margate, Thanet and East Kent
- Be a commercially viable organisation.

- 2.2 We have successfully applied for £4.1m of capital funding from Arts Council England (ACE) and £4m from the South East England Development Agency (SEEDA). We are also working to raise £2.9m through the Turner Contemporary Arts Trust (TCAT) and the remaining £6.4m necessary to fund the capital project will be provided from the KCC capital programme.

3. Gallery Construction

- 3.1 Work is proceeding well on the building contract with the underground services, the main structure of the retaining wall to Fort Hill and the substructure works, including piling and completion of the ground floor slab, now completed.

- 3.2 Work is also well advanced on the superstructure works with the walls from ground to first floor virtually completed and approximately 70% of walls from First Floor to the roof completed. First floor slabs have been constructed over almost the entire building, with the inclusion of both pre-cast concrete floor beams and in-situ concrete beams. It is now possible to walk through the building and gain a good appreciation of the sequence of rooms and the size and character of the different spaces. On current planning the building will be fully watertight in early 2010, with the building complete by autumn 2010. It is anticipated that the building will open to the public in spring 2011.
- 3.3 A 'topping out' ceremony will be held on site on 1st December to mark the occasion of reaching the highest point of gallery construction. The ceremony will be a good opportunity to celebrate progress on the construction project to date. A further significant celebration is being planned for late autumn 2010, to mark the completion of the construction programme and the handover of the building to the Turner Contemporary Trust.
- 3.4 The development of the external landscape design by Gross Max Landscape Architects and David Chipperfield Architects has been finalised and the design team are working on the completion of the RIBA Stages E and F (Production Information). The landscaping is primarily a hard landscape comprising basalt setts, cast iron steps leading to the sea front, a chalk garden on Fort Hill, new seating and public furniture and improved connectivity with the Harbour Arm.
- 3.5 There are now opportunities for KCC members / officers and other partners / stakeholders to be able to make site visits to review progress.

4. Operational Developments

4.1 Staffing

- 4.1.1 Paul Gray has been appointed as the new Head of Operations and Resources and will start in post on 2nd November 2009. Paul is currently Head of Venue Hire and Commercial Events at Kew Gardens Enterprises Limited and will bring a great deal of experience, energy and expertise to the team.
- 4.1.2 A final review of the staffing structure is currently underway, following which a series of key posts within the marketing, fundraising and education functions will be appointed to the Turner Contemporary Trust. The personnel arrangements are currently being put in place to enable these posts to be recruited and for the Trust to be able to operate independently after 1st April 2010.
- 4.1.3 The existing KCC staff within Turner Contemporary will TUPE (Transfer of Undertakings and Protection of Employment) from KCC to Turner Contemporary on 1st April 2010. A staff consultation is being planned which will take place in the coming months. The TUPE of KCC staff will be subject to a Cabinet Member decision and will shortly be on the forward plan of key decisions.

4.2 Turner Contemporary Trust and Transition of Operational Responsibility

- 4.2.1 The Turner Contemporary Trust is established and fully operational and is working towards the transfer of operational responsibility from KCC on 1st April 2010. A variety of transitional arrangements are being implemented, including the staffing and personnel requirements, IT planning, Finance and Grant arrangements.
- 4.2.2 KCC intends to enter into a Grant Agreement with the Turner Contemporary Trust. The Grant Agreement is currently under preparation and will be completed by January 2010 and will be effective from 1st April 2010. The Grant Agreement sets out the various conditions upon which the KCC funding is contingent, including the monitoring and review arrangements. The Grant Agreement will be subject to a Cabinet Member decision and is currently on the forward plan of key decisions.
- 4.2.3 KCC intends to lease the gallery building to the Turner Contemporary Trust. The Lease is currently under preparation, will be completed by January 2010 and effective from autumn 2010 upon completion of the gallery building. The Lease governs the use of the building and sets out the responsibilities both of Turner Contemporary as the Tenant and KCC as the Landlord. The Lease will be subject to a Cabinet Member decision and is currently on the forward plan of key decisions.
- 4.3 Artistic and Educational Programme
- 4.3.1 Turner Contemporary continues to offer a lively and varied programme of contemporary art, learning and outreach work. Until 6th September Turner Contemporary operated from the Project Space in the former Marks and Spencer building on Margate High Street; however this space has now closed to enable detailed planning to take place for the new gallery once it opens.
- 4.3.2 Turner Contemporary will retain a significant profile in the period prior to the gallery opening through an ongoing programme of outreach and audience development work within the community and through key events. A recent joint commission with Stour Valley Arts showing the work of Bethan Huws, was held on 26 and 27th September in Kings Wood near Ashford and two text pieces are currently showing in Margate. Turner Contemporary is also working with BBC Radio Kent and the University of Kent, delivering a programme called Time of Our Lives, which is being funded through a successful application to the Transformation Fund. The project will enable young people and older people to work together to explore their experiences of being a teenager. This artist led project will run from September 2009 to March 2010 with free sessions taking place every two weeks.
- 4.3.3 Turner Contemporary, Margate and Thanet have continued to be the recipients of good national press, including recent articles in the Observer and the Guardian. Turner Contemporary is also pursuing the opportunity of being part of a BBC documentary charting the progress of the organisation in the period prior to the gallery opening in 2011.

5. Recommendations

- 5.1 Members of the POC are asked to note the latest developments on the Turner Contemporary project.

Amanda Honey
Managing Director

Contact

Victoria Pomery
Director Turner Contemporary
Tel: 01843 280268

To: Communities Policy Overview & Scrutiny Committee – 11th November 2009

From: Mike Hill, Cabinet Member and Amanda Honey, Managing Director

Subject: **Financial Monitoring Report: Community Services 2009/10**

Classification: Unrestricted

Summary: This is a regular report to this Committee on the forecast outturn against budget for the Communities portfolio.

FOR INFORMATION

1. Introduction

- 1.1 This is a regular report to this Committee on the forecast outturn against budget for the Communities portfolio.

2. Background

- 2.1 Policy Overview & Scrutiny Committees (POSCs) consider the draft Medium Term Financial Plan at their November and January meetings. To enable a more informed discussion, three reports are presented to the Committee on a regular basis:

a) Budget Monitoring reports

A detailed quarterly budget monitoring report is presented to Cabinet, usually in September, December and March, and a draft final outturn report in June. A section of the Cabinet Report relates to each directorate which is then presented to this Committee at the next available POSC meeting. These reports are intended to inform members about current trends, pressures and management actions in advance of the following year's budget setting.

The timing of these quarterly reports to Cabinet, and of subsequent POSC meetings, leads on occasion to considerable gaps but this has to be treated as a corporate issue and cannot be easily resolved by individual POSCs.

As an example, there has not been a full Cabinet budget monitoring report since the last meeting of this POSC and thus the annex to this report is the same as was presented to the POSC meeting in September.

An exception report was however made to Cabinet on 12th October and details of this are included in section 3 below. The next full quarterly report for Cabinet is due in December and will be reported to this POSC in January 2010.

b) Performance Monitoring reports

These are reported to this Committee twice a year, in January and July.

c) Unit level outturn reports

Effectively an amalgam of the above two, the outturn reports summarise financial and performance information at unit level for the whole of the preceding year. The first of these, the outturn report for 2008/09, was reported to the July POSC meeting.

- 2.2 In light of the information provided in these reports, Members are in a stronger position to question and comment on the future budget and medium term proposals, as they will be asked to do at this and the January meeting.

3 Quarterly monitoring report

- 3.1 Attached is the monitoring report for the first quarter in 2009/10 for the Communities directorate, as reported to the September POSC. The table has been amended to show net variance as an amount and percentage as requested by Members.

3.2 Revenue

The latest forecast outturn for Communities – based on August's outturn - is a net overspend of £0.085m, as reported in the October exception report to Cabinet.

The gross pressure on this portfolio has reduced by £0.104m this month from £0.189m to £0.085m, also the net pressure. The main movements are:

- -£0.100m following the virement from the Finance portfolio, as agreed by Cabinet in September, to fund our contribution towards the construction programme at Maidstone Museum.
- -£0.085m Coroners – a reduction in the pressure from £0.277m to £0.192m which is partly due to management action to mitigate the previously reported pressure surrounding toxicology fees.
- +£0.041m Trading Standards – a reduction in the underspend from £0.076m to £0.035m following a revision to the forecast for fees chargeable to reflect the continued ability of customers to self verify liquid fuel measurements which has presented a pressure in excess of what has been reported previously.

- +£0.040m Turner Contemporary – the service has identified two small pressures this month in relation to their premises and staffing budgets. The service is reviewing various options to mitigate this pressure.

A review is underway with regard to current commitments, revenue expenditure that could potentially be transferred to the capital programme and also the services ability to generate more income with a view to mitigating this position by the end of the financial year.

The main components of the net overspend of £0.085m are set out below:

Adult Education and KEY Training: - £0.142m

- a. As reported in September, an underspend of £0.160m was forecast in respect of staff pay within the Adult Education service, with an off-setting adverse variance of £0.018m within the KEY Training service.

Coroners: + £0.192m

- b. The October exception report identified a reduction in the forecast overspend on the Coroners Service, from £0.277m to £0.192m.

The pressure from prior years has continued into the present year with further pressure arising from long inquests and analytical tests, principally in the Mid Kent and Medway district.

There are four Coroner's districts in Kent and the position remains that the authority can do very little to direct the work of the Coroners and therefore control expenditure as the Government control the Coroners Service.

The four Coroners are part-time, with their salary established and based upon an estimate of the number of cases referred to them, with additional payments due for long inquests (hearing and preparation time), as well as additional payments for premises.

The Coroners conduct investigations and determine whether post mortems and other analytical tests are needed in order to determine the cause of death.

We are continuing to work with other local authorities and the Local Government Association to lobby for changes to the funding/organisation of the Service but in the meantime, we are actively monitoring costs and exploring all avenues in order to secure or generate additional income to mitigate this pressure.

Kent Scientific Services: + £0.050m

- c. A pressure has arisen in relation to the service's current inability to meet the income targets established within the previous MTP process for generating income from internal sources.

The service is committed to meeting this target, although the future income targets will look to focus on generating additional external income as and when other local authority laboratories are forced to close, which has been the trend in recent years.

Trading Standards: - £0.035m

- d. The service is forecasting an underspend for the year, as vacancies are being held prior to a planned recruitment in the coming year. This underspend has been offset by a forecast reduction for generating income as a change in legislation now permits the self verification of liquid fuel measurements which the service provided a certificate for in prior periods.

Turner Contemporary: + £0.040m

- e. A new pressure arose this month in relation to Turner's staffing and premises budget. Every effort is being made to formulate management action to mitigate this.

3.3 Capital

The authority's capital programme has been reviewed as a result of the current economic situation and of the impact this had on property prices and our ability to raise capital receipts.

The result of the ongoing review is that certain planned expenditure has been deferred into later years on a number of projects due to declining receipts, lower land transfer values or increased tendered prices. However there has been much progress made on a number of our projects, which will be shared with POSC in January 2010 when certain outcomes are more certain.

The forecast for the portfolio has moved by -£2.409m since last month, partly attributable to re-phasing and partly due to additional costs identified concerning our projects. The main movements are detailed below:

- Ashford Gateway Plus (-£0.501m): Re-phasing of £0.501m from 2009/10. Due to various enhancements to the design, additional costs to KCC of £1.623m have been identified although the majority of this funding has been secured from various partners involved.
- Grove Green (-£0.175m): Re-phasing into 2010/11. This project is subject to ongoing review and with minimal costs likely to be incurred this year.
- The Beaney (-£1.219m): Re-phasing into 2010/11 and 2011/12. The budget has been adjusted to reflected delay to the start on site from August 2009 to February/March 2010 due to archaeological problems

- Kent Library & History Centre: Additional costs in 2010-11 and 2011-12 totalling £1.332m have been identified by the developers. This combined with the lower land value for James Whatman Way has identified a pressure of £2.562m. A report on how this funding shortfall will be resolved is being prepared and Members will be kept informed of the options/proposals.

4 Recommendations

- 4.1 Members of the POSC are asked to note the projected outturn figures for the directorate for 2009/10 based on the first quarterly monitoring report, presented to POSC in September, and the subsequent exceptions reported to Cabinet in October.

Amanda Honey
Managing Director

Contact

Kevin Tilson
Head of Finance & Asset Management
Tel: 01622 696136

Appendix: Communities Directorate Summary July 2009-10 Full Monitoring Report

**COMMUNITIES DIRECTORATE SUMMARY
JULY 2009-10 FULL MONITORING REPORT**

1. FINANCE

1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered “technical adjustments” i.e. where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- Cash limits have been adjusted since the budget was set to reflect the new portfolio structure, a number of technical adjustments to budget and the roll forward of £0.017m from 2008-09, as agreed by Cabinet on 13 July 2009.
- The inclusion of a number of 100% grants (i.e. grants which fully fund the additional costs) awarded since the budget was set. These are detailed in Appendix 2 of the executive summary.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Table 1

Budget Book Heading	Cash Limit			Variance			Variance	Comment
	G	I	N	G	I	N	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	
Turner Contemporary	1,122	-332	790	0	0	0	0%	
Kent Drug & Alcohol Action Team	17,193	-14,904	2,289	-57	57	0	0%	
Youth Offending Service	6,813	-2,986	3,827	0	0	0	0%	
Youth Services	12,964	-5,829	7,135	334	-334	0	0%	Unbudgeted one-off income - and resulting expenditure - mostly concerning Contactpoint (£111k) and ToGoGo (£152k) projects.
Adult Education (incl KEY)	17,319	-17,530	-211	70	-211	-142	-1%	Net variance relates to £160k vacancy management within AE and £19k deficit on KEY that cannot be mitigated in year. Additional LSC & ESF income for Response to Redundancy/ Skills Development & associated costs
Arts Unit	1,407	-91	1,316	0	0	0	0%	
Libraries, Archives & Museums	23,337	-2,861	20,476	-189	189	0	0%	Underachievement of AV & merchandising income targets and further forecast reductions given declining demand, offset by increased income from prisons. Gross variance relates to extended vacancy management/ freeze in order to deliver balanced budget.

Table 1

Budget Book Heading	Cash Limit			Variance			Variance	Comment
	G	I	N	G	I	N	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	
Sports, Leisure & Olympics	2,486	-1,287	1,199	177	-177	0	0%	Additional income from partner agencies to fund new projects, with associated spend on contracts with private/public sectors
Supporting Independence	1,616	0	1,616	0	0	0	0%	
Kent Community Safety Partnership	4,203	-283	3,920	-32	32	0	0%	
Coroners	2,421	-384	2,037	277	0	277	10%	Continuation of 2008-09 pressures on Mortuary fees/long inquests, Pathology costs and new pressure regarding body removal, toxicology & histology
Emergency Planning	807	-168	639	0	0	0	0%	
Kent Scientific Services	1,327	-752	575	0	50	50	4%	Unachievable internal income target
Registration	4,224	-3,140	1,084	-14	14	0	0%	
Trading Standards	3,820	-340	3,480	-90	14	-76	-2%	Extended vacancy management policy to contribute to divisional overspends, with view to appoint to posts in 2010-11. Reduced fees due to self verification of liquid fuel measurements
Policy & Resources	1,349	-77	1,272	-14	14	0	0%	
Business Development & Support	650	-220	430	0	0	0	0%	
Strategic Management	997	0	997	0	0	0	0%	
Centrally Managed directorate budgets	811	-1,320	-509	100	0	100	11%	Contribution to Maidstone Museum, in relation to joint working projects and capital cost of extension
Support Services purchased from CED	4,109	0	4,109	-21	0	-21	-1%	Reduced charge for KPSN
Total Communities cont	108,975	-52,504	56,471	541	-352	189		
Assumed Management Action				-100	0	-100		£100k virement requested from Finance portfolio regarding funding for Maidstone Museum pressure

1.1.3 **Major Reasons for Variance:** *[provides an explanation of the 'headings' in table 2]*

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

1.1.3.1 Youth Service: £334k Gross and -£344k Income

The Youth Service has received one-off funding of £152k from CFE with regard to the ToGoGo projects and the redevelopment of its website, (the ongoing annual maintenance costs are funded and included within the existing budget). Gross expenditure has also increased accordingly in line with the planned expenditure on the ToGoGo project.

In addition the Youth Service has received an additional one-off contribution of £111k from DCSF in relation to increased expenditure on its Contactpoint project, with the resulting increase in gross expenditure. Other variances on gross and income are below £100k.

1.1.3.2 Adult Education incl. KEY: -£142k net (+£70k gross, -£211k income)

a) KEY Training: £19k Net pressure (+£191k gross, -£172k income)

The KEY training service has made progress with regard to addressing the 2008-09 overspend and has managed all base pressures, as well as making a small contribution to the rolled forward deficit. Part of the 2008-09 deficit was caused by a timing delay in relation to the Entry to Employment programme where costs were incurred in 2008-09 but that income was not received until the first quarter of 2009-10 due to LSC changing their profile of payments mid year.

The remainder of the deficit in 2008-09 was caused by LSC changing to a demand led approach when allocating funding for Apprenticeships and when the maximum contract values were quantified late in the year, this led to reduced income but left little scope for the service to reduce expenditure levels to address the income shortfall in such a short timeframe when certain commitments were already in place.

A management action plan has been drafted to address the underlying 2008-09 overspend and will be delivered over a two year period. Following the overspending last year, the service has been reviewed and has profiled its gross and income budgets, which now include a monthly contribution to reserves based on 5% of annual income target. This reserve is to provide for possible under achievement of performance indicators that are linked to external funding. There is also a monthly contribution to reserves of £7.5k to mitigate any potential future funding changes. However, these contributions, will not be made until KEY is able to deliver a balanced budget.

Although this service is currently forecasting a net pressure of £19k, within this is a gross and income variance of +£191k and -£172k respectively. The main reason for this is additional income of £172k from LSC and ESF (European Social Fund) in relation to new contracts for Response to Redundancy and Skills Development, but there are also matching additional costs of £172k in relation to servicing these new contracts.

b) Adult Education: £160k Net underspend (-£121k gross, -£39k income)

A saving is forecast of £160k in relation to vacancy management of support staff. This strategy was developed in order to provide capacity to make annual contributions to a reserve to meet planned renewals of plant and equipment rather than meet the full cost of these renewals from the annual budget in the year in which they occur.

As the Communities portfolio as a whole is currently forecasting a net pressure, this contribution will not be made until a balanced position is reported.

The £160k gross saving is partially offset by £39k pressures in relation to IT replacement needs in the Skills Plus Centre and an increase in contracts with the private sector.

The income variance of -£39k is due to forecast growth in income with regard to tuition fees. Fees carried forward from the 2008-09 financial year for courses in the 2008-09 academic year (to Aug 09) have exceeded plans and whilst enrolments are lower than expected for the first quarter of 2009-10, they are expected to increase in the second quarter, which is the busiest period for enrolments.

1.1.3.3 Libraries: -£189k Gross and £189k Income

Libraries are forecasting a reduction in their Audio Visual (AV) income streams of £125k (which is supported by the activity indicators in section 2.2) and a shortfall in their merchandising income of £100k. This is partially offset by increased income from access services, which includes prisons. The service has made a compensating saving on gross expenditure through vacancy management in order to balance their budget.

1.1.3.4 Sports, Leisure and Olympics: £177k Gross and -£177k Income

Additional one-off income of £177k was received in relation to the Active Sports programme with both the grant and income from internal clients increasing. Contracts with the private and voluntary sectors have increased accordingly and are the reason for the variance on gross expenditure.

1.1.3.5 Coroners: +£277k Gross

The service continues to experience pressures arising from pathology and Mortuary costs despite providing an additional £150k into the budget in 2009-10. Increased costs arising from the re-tender of the body removal contract are estimated at £70k during 2009-10, and full year costs of £100k will impact in 2010-11.

There is also a pressure on Histology, Toxicology and Mortuary costs arising from increased activity, as more deaths are being investigated, currently forecast at £152k. The pressure is being exacerbated because one of the coroners has opted to use a private sector provider instead of Kent Scientific Services, thus attracting increased costs.

The Head of Service will be meeting with Coroners in an attempt to agree a solution, but Coroners are governed by central government and not the Communities directorate, which makes this budget very difficult to control.

1.1.3.6 Centrally Managed Budgets: +£100k Gross

The Council was approached by Maidstone Borough Council to contribute towards the construction programme at Maidstone Museum and a £100k contribution has been agreed. This is currently showing as an overspend within Communities Centrally Managed budgets, but **Cabinet is asked to approve a virement** from the underspending within the Finance portfolio (as reported in annex 6) to cover this cost. This is currently shown as management action in table 1 and in section 1.1.7.2 below.

Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CMY	Additional contracts entered into with private and voluntary sectors in relation to Active Sports programme.	+177	CMY	Libraries: staff savings to mitigate reduced income from AV issues and merchandising.	-189
CMY	Additional staff costs and contracts with private sector to service the new contracts commissioned by LSC and ESF within Key Training.	+172	CMY	Additional non recurring funding received from external and internal sources in relation to Active Sports programme.	-177
CMY	Coroners: Mortuary, Histology and Toxicology fees that are not governed by CMY	+152	CMY	New funding secured from LSC with regard to Response to Redundancy contract and from ESF with regard to Skills Development within KEY Training	-172
CMY	Youth: increased expenditure on ToGoGo project and website covered by contribution from CFE	+152	CMY	Adult Education support staff savings.	-160
CMY	Reduced forecast in relation to Libraries' Audio Visual income streams due to declining demand and alternative sources of supply.	+125	CMY	Youth: Contribution from CFE towards ToGoGo project and revamp of website.	-152
CMY	Youth: increased expenditure on Contactpoint covered by increase in funding from DCSF.	+111	CMY	Youth: Additional one-off funding from DCSF towards additional Contactpoint expenditure.	-111
CMY	Libraries: shortfall in merchandising income	+100			
CMY	Contribution to Construction programme at Maidstone Museum	+100			
		+1,089			-961

1.1.4 Actions required to achieve this position:

In order to mitigate the underlying rolled forward deficit on KEY Training from 2008-09 of £454k, the Directorate has reviewed the structure of the service and that of Adult Education in order to achieve synergies and better working practices. A thorough review was undertaken concerning staffing levels and premises costs given the reduction in funding available and a management action plan was enacted which will result in a £199k net saving in year, with the full year effect being £534k. This

removes the base pressure facing KEY Training and the service is on schedule to present a balanced position by the end of 2010-11.

1.1.5 Implications for MTP:

The on-going pressures faced by the Coroners Service and the impact of the full year effect of the body removal contract, are medium term financial pressures for the portfolio. Rising costs concerning mortuary fees, increases in the number of long inquests being held and increased fees for pathology, toxicology and histology all present a base pressure for the Directorate.

Other pressures for the Directorate relate to their property portfolio as there is deemed to be inflationary pressures on energy, premises and other property related expenses.

1.1.6 Details of re-phasing of revenue projects:

N/A

1.1.7 Details of proposals for residual variance:

1.1.7.1 Both KEY Training and Adult Education reviewed their structures in an attempt to address the previous year's deficit in KEY so that the service is able to respond more quickly to changes in LSC funding levels. Part of this review included regular annual contributions to reserves as a % of the annual income target of £172.5k and £160k for KEY and Adult Education respectively.

As Communities is currently forecasting a net pressure (mainly in relation to Coroners), these contributions will not start this year as was hoped, but will be factored into the budgets from 2010-11 onwards.

1.1.7.2 The directorate is awaiting approval from Cabinet to a virement from the Finance portfolio to mitigate the £100k commitment relating to Maidstone Museum. This is currently shown as management action in table 1.

1.1.7.3 The directorate will continue to monitor management action on a regular basis and will implement a moratorium on non essential expenditure across the directorate should the position not improve within a reasonable timescale.

1.2 CAPITAL

1.2.1 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.

The capital cash limits have been adjusted since last reported to Cabinet on 13th July 2009, as detailed in section 4.1.

1.2.2 **Table 3** below provides a portfolio overview of the latest capital monitoring position excluding PFI projects.

	Prev Yrs Exp £000s	2009-10 £000s	2010-11 £000s	2011-12 £000s	Future Yrs £000s	TOTAL £000s
Community Services Portfolio						
Budget	35,341	28,556	11,933	3,282	5,670	84,782
Adjustments:						
- roll forward	-4,099	1,959	2,140			0
- Outturn and pre-outturn changes	-7,674					-7,674
- Ramsgate Library						0
- Dover Big Screen						0
- Renewal of Library ICT						0
-						0
Revised Budget	23,568	30,515	14,073	3,282	5,670	77,108
Variance		-6,316	+8,434	+816	0	+2,934
split:						
- real variance		-21	2,555	400	0	+2,934
- re-phasing		-6,295	5,879	416	0	-0

Real Variance	0	-21	2,555	400	0	2,934
Re-phasing	0	-6,295	5,879	416	0	-0

1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2009-10 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.

Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER

Portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Initial Planning Stage
			£'000s	£'000s	£'000s	£'000s
Overspends/Projects ahead of schedule						
CMY	Ramsgate Library	real		+369		
CMY	Moderisation of Assets	phasing	+385			
			+385	+369	+0	+0
Underspends/Projects behind schedule						
CMY	Ashford Gateway Plus	phasing		-3,521		
CMY	Turner	phasing		-1,171		
CMY	Gravesend Library	phasing			-1,000	
CMY	Contribution to Marlowe Theatre	phasing			-1,000	
CMY	Tunbridge Wells Library	real		-391		
			-0	-5,083	-2,000	-0
			+385	-4,714	-2,000	+0

1.2.4 Projects re-phasing by over £1m:

1.2.4.1 Ashford Gateway Plus; -£3.521 million

The latest project cost forecast is based on revisions to the project and its funding both of which have been under negotiation with Ashford's Future and HCA for some months. Assuming the planning application is made this month re-phasing of £3.521m is being reported. The estimated opening date is early 2011 and the total cost of the scheme is now estimated at £7.566m. The Funding of the project has been affected by the economic downturn particularly regarding the expected capital receipts from Associate House and the affordability of prudential revenue borrowing. However, the support from GAF3 that has been noted in previous reports is expected to be £1.95m and this will be partly matched by other KCC monies, details of which will be set out when Approval to Spend is sought.

The revised scheme is as follows:

	Prior Years	2009-10	2010-11	2011-12	FutureYears	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
BUDGET & FORECAST						
Budget*	327	4,661	355			5,343
Forecast*	327	1,140	5,499			6,966
Variance	-	-3,521	5,144	-	-	1,623
* excludes £600k funded by KASS and Gateway						
FUNDING						
Budget:						
prudential		1,000				1,000
prudential/revenue		763	355			1,118
developer cont		157				157
grant						-
capital receipts	327	506				833
general cap receipt		1,000				1,000
PEF2		1,235				1,235
						-
Unfunded						-
TOTAL	327	4,661	355	-	-	5,343
Forecast:						
prudential		634	366			1,000
prudential/revenue			660			660
developer cont			157			157
grant			1,958			1,958
capital receipts	327	506				833
general cap receipt			1,000			1,000
PEF2			650			650
						-
Unfunded			708			708
TOTAL	327	1,140	5,499	-	-	6,966
Variance	-	-3,521	5,144	-	-	1,623

1.2.4.2 Turner Contemporary; -£1.171 million

The latest forecast is based on the estimated schedule of payments from the contractor. £1.171m represents 6.7% of the total value of the scheme, however, despite this the project is still on schedule to be completed in 2010 with an official opening in spring 2011.

Revised phasing of the scheme is now as follows:

Project: Turner Contemporary

	Prior Years	2009-10	2010-11	2011-12	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
BUDGET & FORECAST						
Budget	2,892	10,512	3,774	222		17,400
Forecast	2,892	9,341	5,167	0		17,400
Variance	0	-1,171	+1,393	-222	0	0
FUNDING						
Budget:						
prudential	2,642	7,962	-2,086	-2,118		6,400
other external	250	2,550	5,860	2,340		11,000
TOTAL	2,892	10,512	3,774	222	0	17,400
Forecast:						
prudential	2,642	7,112	-1,733	-1,048	-573	6,400
other external	250	2,229	6,900	1,048	573	11,000
TOTAL	2,892	9,341	5,167	0	0	17,400
Variance	0	-1,171	+1,393	-222	0	0

1.2.4.3 Gravesend Library; -£1.0 million

There have been a number of issues to resolve with design/listed building consent to this project as the library is a Grade II listed building leading to delays of £1.0m (40% of the project cost). These issues have now been resolved and a planning application is expected to be submitted this month, with the project costs being contained within the overall project budget. It is anticipated that work could start on site in January 2010 with the building reopening Spring 2011.

	Prior Years	2009-10	2010-11	2011-12	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
BUDGET & FORECAST						
Budget	37	1,700	763			2,500
Forecast	37	700	1,125	638		2,500
Variance	-	- 1,000	362	638	-	-
FUNDING						
Budget:						
prudential	37	1,700	763			2,500
						-
TOTAL	37	1,700	763	-	-	2,500
Forecast:						
prudential	37	700	1,125	638		2,500
						-
TOTAL	37	700	1,125	638	-	2,500
Variance	-	- 1,000	362	638	-	-

1.2.4.4 Contribution to The Marlowe Theatre; -£1.0 million

Agreement as to the draw down of this grant has yet to be finalised with Canterbury City Council. The project is underway in Canterbury and this funding will be matched to the cash flow requirements of the project. At present it seems likely that only half the grant will be required in 2009-10. There are no financial implications because it is a City Council project.

	Prior Years	2009-10	2010-11	2011-12	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
BUDGET & FORECAST						
Budget		2,000				2,000
Forecast		1,000	1,000			2,000
Variance	-	- 1,000	1,000	-	-	-
FUNDING						
Budget:						
capital receipts		2,000				2,000
						-
TOTAL	-	2,000	-	-	-	2,000
Forecast:						
capital receipts		1,000	1,000			2,000
						-
TOTAL	-	1,000	1,000	-	-	2,000
Variance	-	- 1,000	1,000	-	-	-

1.2.5 Projects with real variances, including resourcing implications:

- (a) Canterbury High School Adult Education facilities – ‘under spend’ of £30k expected from the final negotiations with the school on the share of costs to be borne by Communities in 2009-10.
- (b) BLF Physical Education & Sport Programme – ‘under spend’ of £20k arising at the end of the programme in 2009-10. This could result in grant being returned to Big Lottery, this has yet to be confirmed.
- (c) Herne Bay Youth & Children’s Centre – ‘over spend’ of £6k in 2009-10 arising from the need to remedy a problem with the air circulation system. This should be funded from developer contributions.
- (d) Ramsgate Library Betterment – ‘over spend’ £369k overall in 2009-10 as a result of delays during construction, some design changes and additional fees as a result of the higher overall cost. There has also been an extension of time claim by the contractor, which has now been settled. The final cost could be slightly lower, but we await confirmation from the QS of the final fee costs. This extra cost will be funded £36k from CFE and the balance from savings in the Modernisation of Assets budget and the Tunbridge Wells project.
- (e) Dover Big Screen – ‘over spend’ of £45k in 2009-10 arising from the additional costs of piling and archaeology. This cost will be funded from savings elsewhere in the programme.
- (f) Tunbridge Wells Library – saving £391k in 2009-10 with the necessary works trimmed back to meet DDA requirements for the library and AEC, with Tunbridge Wells BC making an appropriate contribution. The saving will be used to fund the over spend at Ramsgate Library.
- (g) The Beaney – is forecasting an overspend over the life of the project of £429k arising in 2010-11 and 2011-12. This has been identified from the additional cost of acquiring Kingsbridge Villas and the detailed pre-tender estimate recently completed. Further value engineering has been undertaken pending the results of the tendering process. The additional costs will be funded from the forecast underspend on the Modernisation of assets programme.
- (h) Modernisation of Assets – Under spends of £250k in 2010/11 and £179k in 2011/12 from DDA may be needed in the following 2 years to contribute to the disable access costs of the Beaney project.
- (i) Kent History Centre – the revised proposals have an additional cost of £1.332m in 2010-11 and 2011-12. However, the reduced land value at James Whatman Way means additional funding totalling £2.562m will be required, this is shown as unfunded at this stage. Proposals for closing this gap will be brought forward as part of the MTP process.
- (j) Ashford Gateway Plus – higher cost against the original budget of £1.623m in 2010/11. The project has been revised as a result of negotiations with Ashford’s Future and HCA.

This has resulted in plans now costed at £7.566m with additional funding from GAF3 of £1.95m likely to be approved.

1.2.6 General Overview of capital programme:

(a) Risks

- Ramsgate – financial cost of the extension of time agreement now being assessed but is likely to be less than the £200k previously estimated cost.
- Ashford Gateway Plus – GAF3 funding and final agreement to the proposed design requires sign off from Ashford's Future Board in September. If this is not agreed the project proposal cannot be delivered.
- Turner Contemporary – The profile of funding from ACE has altered in line with the project spend profile. The effect is to change further the upfront funding from £3.75m over 2 years to £3.354m over 3 years.
- Tunbridge Wells – there is a possibility that the costs of the proposals may rise as the AEC and library are listed buildings.
- The Beaney – The project cost forecast is £0.858m above the agreed budget with the KCC share of £0.429m. The £0.4m external funding requirement underwritten by KCC if not achieved will add to the extra resources required. The archaeology works have yet to begin and there is the potential for additional cost and delay.
- Kent Library & History Centre - if project does not proceed KCC would be liable for site survey, design and planning expenses incurred by Bouygues (currently being quantified).

(b) Details of action being taken to alleviate risks

- Ramsgate – financial assessment being completed by the QS and a final cost figure is expected very shortly.
- Ashford Gateway Plus – agreement in principle has been reached with the partners on both design and funding and Approval to Spend will be requested in September.
- Turner – the funding agreement is in place with ACE and SEEDA and we are expecting to claim the remaining £2.9m of external funding required for the project from the Turner Contemporary Arts Trust during 2010-11.
- Tunbridge Wells – the plans will be tendered shortly and the detailed works carefully reviewed to minimise costs.
- The Beaney – The additional costs of £0.429m are factored in to the overall Directorate budget. Work is now in hand with Canterbury City Council to develop and implement a funding strategy. The findings from the initial archaeological investigations have been factored into the project.

- Kent Library & History Centre – new proposals have been carefully assessed and contract negotiations are proceeding with Bouygues. It is expected this will be signed off when Approval to Spend has been secured.

1.2.7 **Project Re-Phasing**

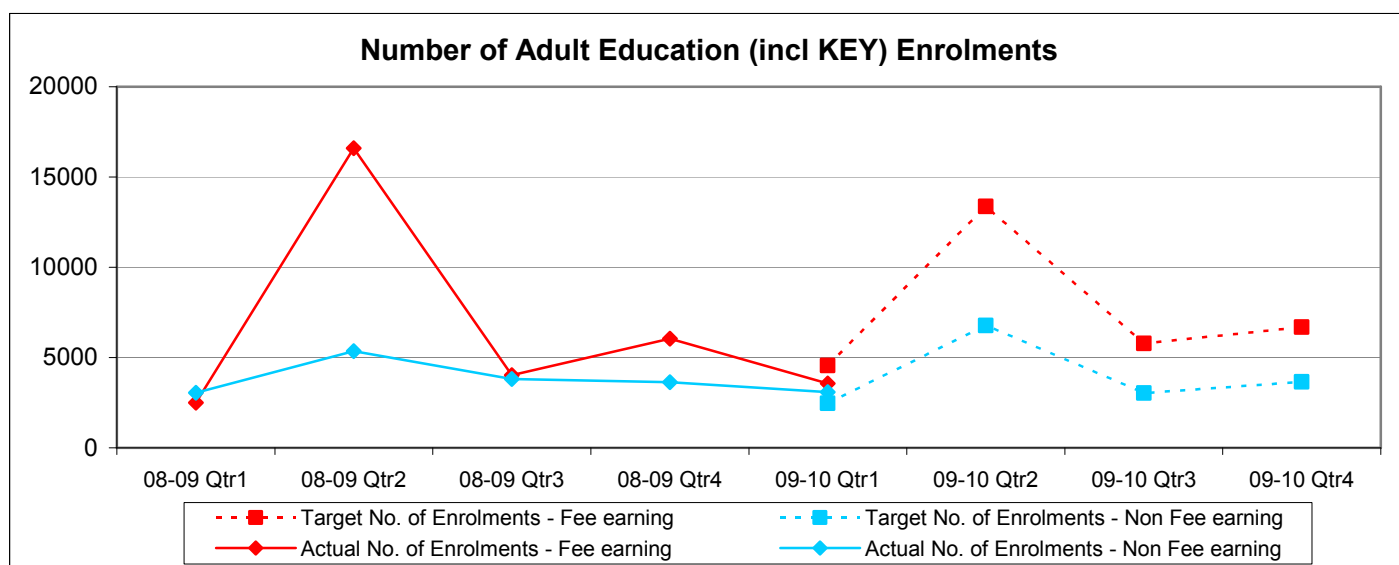
It is proposed that a cash limit change be recommended for the following projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m can be requested but the full extent of the rephasing will have to be shown. The possible re-phasing is detailed in the table below.

	2009-10	2010-11	2011-12	Future Years	Total
	£k	£k	£k	£k	
Modernisation of Assets					
Amended total cash limits	+1,653	+2,400	+1,900	+3,800	+9,753
re-phasing	+385	-385			0
Revised project phasing	+2,038	+2,015	+1,900	+3,800	+9,753
Ashford Gateway Plus					
Amended total cash limits	+4,661	+355			+5,016
re-phasing	-3,521	+3,521			0
Revised project phasing	+1,140	+3,876	0	0	+5,016
Gravesend Library					
Amended total cash limits	+1,700	+763			+2,463
re-phasing	-1,000	+362	+638		0
Revised project phasing	+700	+1,125	+638	0	+2,463
Contribution to Marlowe Theatre					
Amended total cash limits	+2,000				+2,000
re-phasing	-1,000	+1,000			0
Revised project phasing	+1,000	+1,000	0	0	+2,000
Turner Contemporary					
Amended total cash limits	+10,512	+3,774	+222		+14,508
re-phasing	-1,171	+1,393	-222		0
Revised project phasing	+9,341	+5,167	0	0	+14,508
Total re-phasing >£100k	-6,307	+5,891	+416	0	0
Other re-phased Projects below £100k					
re-phasing	+12	-12			0
Revised phasing	+12	-12	0	0	0
TOTAL RE-PHASING	-6,295	+5,879	+416	0	0

2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

2.1 Number of Adult Education & KEY enrolments:

	2008-09			2009-10					
	ACTUALS			TARGET			ACTUALS		
	Fee earning	Non fee earning	TOTAL	Fee earning	Non fee earning	TOTAL	Fee earning	Non fee earning	TOTAL
Apr - Jun	2,496	3,049	5,545	4,560	2,456	7,016	3,572	3,087	6,659
Jul - Sept	16,590	5,360	21,950	13,377	6,774	20,151			
Oct - Dec	4,024	3,816	7,840	5,776	3,029	8,805			
Jan - Mar	6,039	3,639	9,678	6,689	3,651	10,340			
TOTAL	29,149	15,864	45,013	30,402	15,910	46,312	3,572	3,087	6,659



Comments:

- The LSC grants depend partly on enrolments to courses and are subject to a contract agreement with LSC. Students taking courses leading to a qualification are funded via Further Education (FE) grant based upon the course type and qualification. However, students taking non-vocational courses not leading to a formal qualification are funded via a block allocation not related to enrolments, referred to as Adult and Community Learning Grant (ACL) grant. Student enrolments are gathered via a census at three points during the academic year.

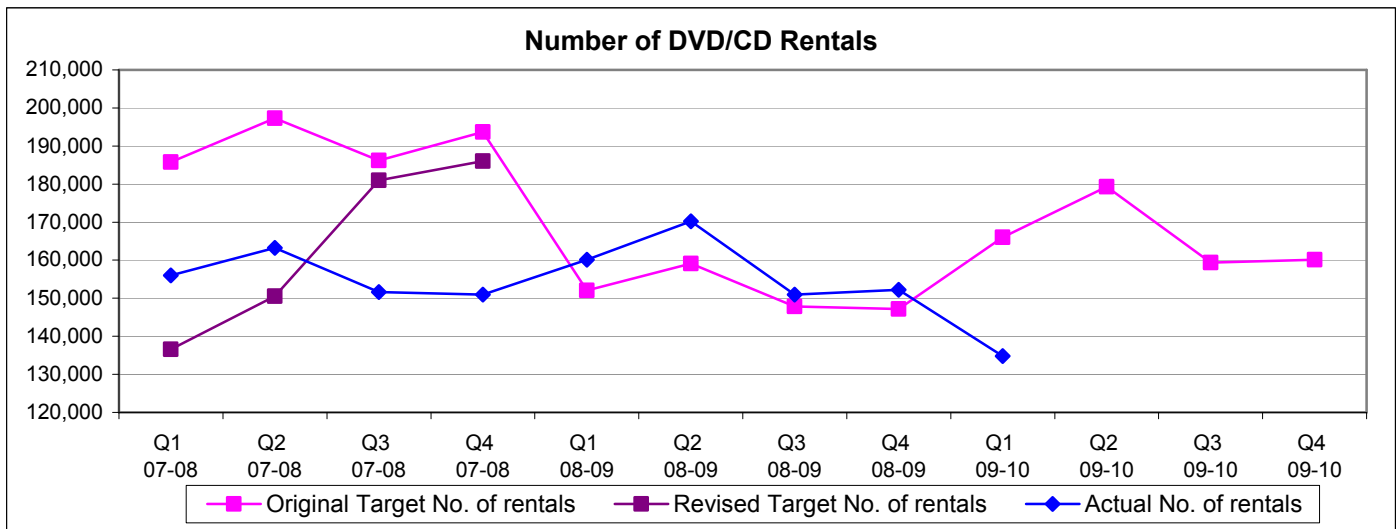
Students pay a fee to contribute towards costs of tuition and examinations. There is a concession on ACL tuition fees for those aged under 19, those in receipt of benefits and those over 60. FE courses are free for those aged under 19 or in receipt of benefits undertaking Basic Skills or Skills for Life Courses.

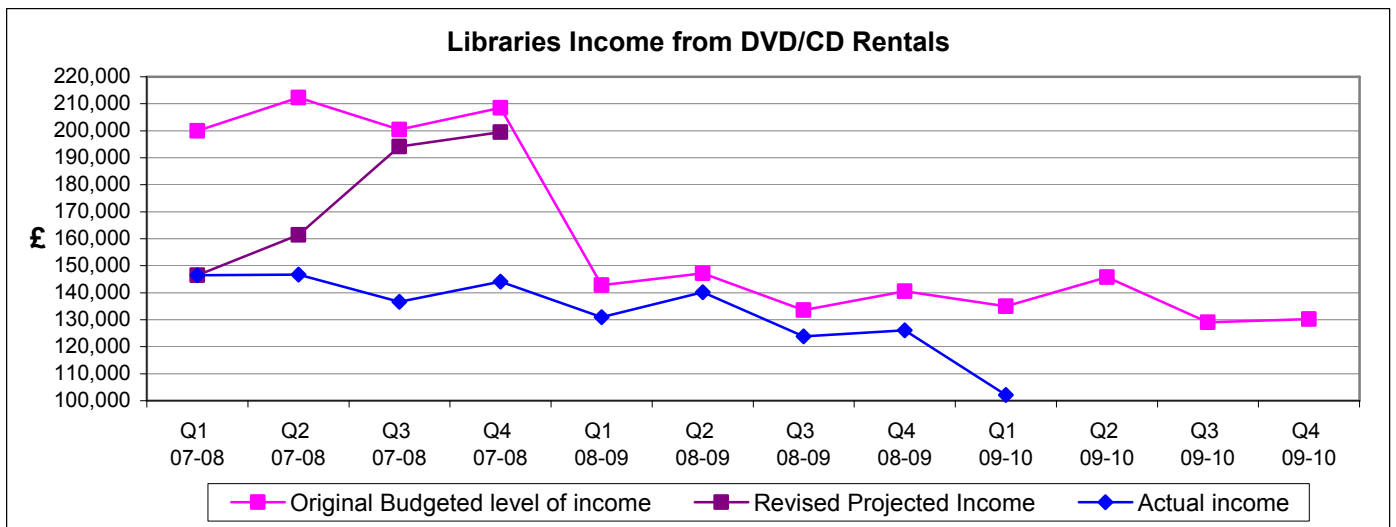
- The enrolment figures reported this year represent actual enrolments in the quarter rather than enrolments for courses started during the quarter, which is what has previously been reported. This should resolve the issue of previous quarter's figures constantly changing. The figures also now include KEY training enrolments as well as Adult Education enrolments.
- The actual enrolment figures for the year to date are below initial expectations but this is expected to correct itself in quarter two, which is the busiest enrolment period. Should enrolments not increase then the need for budgeted sessional staff will be reviewed to ensure that costs are controlled in line with any projected decline in income.

2.2 Number of Library DVD/CD rentals together with income generated:

	2007-08						2008-09			
	No of rentals			Income (£)			No of rentals		Income (£)	
	Budgeted target	revised target	actual	budget	revised projected income	actual	Budgeted target	actual	Budget	actual
April–Jun	185,800	136,556	155,958	200,000	146,437	146,437	152,059	160,162	142,865	130,920
July–Sep	197,300	150,500	163,230	212,300	161,390	146,690	159,149	170,180	147,232	140,163
Oct–Dec	186,200	181,000	151,650	200,400	194,096	136,698	147,859	150,968	133,505	123,812
Jan–Mar	193,700	186,000	150,929	208,500	199,458	144,136	147,156	152,249	140,533	126,058
TOTAL	763,000	654,056	621,767	821,200	701,381	573,961	606,223	633,559	564,135	520,953

	2009-10			
	No of rentals		Income (£)	
	Budgeted target	actual	Budget	actual
April–Jun	166,000	134,781	135,000	102,152
July–Sep	179,300		145,800	
Oct–Dec	159,400		129,000	
Jan–Mar	160,100		130,200	
TOTAL	664,800	134,781	540,000	102,152





Comments:

- Rentals of audio visual materials (especially videos and CDs) continue to decline as videos become more obsolete and alternative sources for music become more widely available, which has resulted in the forecast reduction in AV income of £125k as identified in tables 1 & 2 and paragraph 1.1.3.3. Demand for spoken word materials and DVDs has remained reasonably stable.
- Research undertaken by the service in order to mitigate this actual and forecast decline, indicates issues can be increased if loans are offered for longer periods at a reduced fee. The service has also identified that it has a niche market for certain genres where demand can be sustained and there is little competition e.g. old TV shows.
- The service has reviewed its marketing strategy and set more realistic levels of rentals both in terms of volume and value. The service reduced expenditure on consumables in 2007-08 to offset the estimated loss of £120k income from the original budget.
- The roll out of the revised strategy in 2007-08 was not as successful as the research indicated and we fell just over 30,000 issues short of the revised target. The service was able to generate additional income from other merchandising in libraries not included in the original or revised budget to offset the £127k shortfall against the revised income budget for 2007-08.
- Targets and income budgets set for 2008-09 were based on a continued decline but these were increased slightly for 2009-10. The service increased income budgets from other merchandising to offset the loss of income from AV issues.
- The actual number of rentals includes those from visits to lending libraries, postal loans and reference materials.

To: Communities Policy Overview and Scrutiny Committee – 11 November 2009

From: Mike Hill, Portfolio Holder and Amanda Honey, Managing Director, Communities

Date: 11th November 2009

Subject: **Cultural Olympiad**

Classification: Unrestricted

Summary

This report provides members with an overview of the activity relating to the Cultural Olympiad.

FOR INFORMATION

INTRODUCTION

1. The International Olympic Committee requires every Host City to stage a Cultural Olympiad but provides no further definition as to what such an Olympiad might look like. In the UK, the decision was taken by the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) that the UK's Olympiad be firmly nationwide and also that it lasts for the maximum permissible length of four years, i.e., 2008-2012. The British Cultural Olympiad is structured nationally and loosely around three elements. Described below is the make up of these three elements; how we are working to ensure that Kent makes the most of the opportunities which are presented and progress to date. In Kent, the work on the Olympic and Paralympic Games overall is led by Kent County Council's Sport, Leisure and Olympics Unit.

THE THREE ELEMENTS OF THE CULTURAL OLYMPIAD

2. The Cultural Olympiad is structured into three sections: mandatory ceremonies; major projects and the Inspire Programme of major local events.

3. Mandatory Ceremonies

Delivered by the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG), these will be extraordinary live spectacles watched on television by one in three people around the world. The ceremonies and events for the Olympic Games and Paralympic Games will include:

- Handover Ceremonies at Beijing 2008
- Torch Relays
- Team Welcome Ceremonies
- Medal Ceremonies

- Closing Ceremonies in 2012
- Olympic Youth Camp

4. Major Projects

A number of major cultural projects featured in the London 2012 bid. These world-class cultural events form the initial backbone of the Cultural Olympiad. The nine major projects are listed below.

- Unlimited – led by the Arts Council and celebrating disability art and culture
- Stories of the World – led by the Museums, Libraries and Archives (MLA) people of all backgrounds across the UK will become “curators” of collections and objects held in Museums, libraries and archives
- Festival of Carnivals – This project will be managed in partnership with the Five Borough Partnership - the unit bringing together the London Boroughs of Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest and will consist of a range of outdoor cultural work in London and the wider UK in the years up to 2012 culminating in a spectacular street theatre commission in 2012
- Film Nation – led by the UK Film Council and inspiring new talent to participate in film
- Discovering Places – led by Heritage Link, Commission for Architecture and the Built Environment (CABE) and Natural England, this project encourages young people to explore the buildings and places around them
- Somewhereto – is led by the Legacy Trust and seeks to empower young people to use space around them on their own terms
- Sounds – led by the BBC, Serious and Youth Music, this project will showcase the sounds of the nation in 2012
- World Shakespeare Festival – led by the Royal Shakespeare Company this project will celebrate Shakespeare through a series of international collaborations
- Artists Taking the Lead – led by the Arts Council this project will encourage artists to use the nation as a blank canvas and showcase the UK’s creativity to the world.

5. The Inspire Programme

The 2012 Games and the celebrations leading up to them will not just take place in the many communities of London, or just through the big national institutions. LOCOG is committed to spreading the benefits as far as possible across the UK. The Cultural Olympiad will encompass thousands of local and regional events as part of nationwide celebrations. These celebrations will be supported and led by a network of Creative Programmers and in order for these events to be officially recognised as being a part of the Cultural Olympiad they must successfully apply for the Inspire mark. An Olympic and Paralympic first, the London 2012 Inspire programme officially recognises outstanding non-commercial projects and events inspired by the Games. Sport, culture, education, sustainability, volunteering and business opportunities all feature. Advantages of being awarded the Inspire mark (a version of the 2012 logo) include:

It sets projects apart – projects are assessed by London 2012 and the International Olympic Committee – only the very best are recognised through the Inspire programme.

It is a **badge of excellence** – Inspire projects can carry the London 2012 brand, through the Inspire mark, on a wide range of marketing materials.

Like never before – projects that achieve this status are recognised to reach new audiences, forge new partnerships, and most importantly: to inspire.

Showcases success – regional and national media activity regularly focuses attention on Inspire projects. LOCOG also run regional events to showcase projects, drive inspiration and stimulate new partnerships.

Networking opportunities – there are opportunities to strengthen projects through the Inspire programme network. This is a diverse network of organisations at national and regional level, across culture, sport, education and sustainability, with potential to drive inspiration and opportunities.

Communications support – LOCOG work with recipients to provide communications support that works for each project. This might include:

- inclusion in targeted London 2012 media campaigns
- London 2012 representatives at key events
- blog and feature content on the London 2012 website
- features in one or more of the enewsletters, targeting specific audiences
- project video or photographs appear on London 2012 social network pages and groups
- media relations advice provided.

6. Hosted in this region by Arts Council England South East, the Creative Programmers are the regional representatives of the London 2012 Culture team and lead on bringing the Cultural Olympiad to life in each region. Creative Programmers will be the first point of contact for people in the nations and regions, giving information and advice on how to join in with the Cultural Olympiad. They work alongside regional agencies, producers and individuals, brokering partnerships and producing joint events, projects and activities. The Creative Programmer for the South East, Caterina Loriggio, was appointed in October 2007 and Kent County Council and many others in the creative sector in Kent have established a close and effective working relationship with her. Caterina recently secured a visit from Bill Morris the LOCOG Director of Culture, Ceremonies and Education to the county to see the range of high quality work we are doing around the Cultural Olympiad.

OBJECTIVES, VALUES AND THEMES OF THE CULTURAL OLYMPIAD

7. Objectives

London 2012 will integrate the cultural aspects of the Olympic and Paralympic Games into a single cultural programme, while taking the opportunity to showcase the increasingly vibrant

disability arts movement.

It will:

- inspire and involve the widest range of London and UK-wide communities
- generate sustainable long-term benefits to our cultural life
- create outstanding moments of creative excellence across the full range of performing arts and creative industries
- connect future generations with the UK's artistic communities and with their peers around the world
- promote contemporary London as a major world cultural capital
- drive tourism and inward investment and use the creative industries to boost economic regeneration
- embrace the Olympic movement values of 'excellence, respect and friendship' and the Paralympic movement vision to 'empower, achieve, inspire'.

8. Values

The Cultural Olympiad is for everyone.

It will:

- celebrate London and the whole of the UK welcoming the world – our unique internationalism, cultural diversity, sharing and understanding
- inspire and involve young people
- generate a positive legacy – for example through cultural and sports participation, audience development, cultural skills, capacity building, urban regeneration, tourism and social cohesion and international links.

9. Themes

The Cultural Olympiad will also reflect and support a number of themes.

It will:

- bring together culture and sport
- encourage audiences to take part
- animate and humanise public spaces – through street theatre, public art, circus skills, live big screen sites
- use culture and sport to raise issues of environmental sustainability, health and wellbeing
- honour and share the values of the Olympic and Paralympic Games
- ignite cutting edge collaborations and innovation between communities and cultural sectors
- enhance the learning, skills and personal development of young people by linking with our education programmes.

It is expected that every project in the Cultural Olympiad will have to fully display the three core values and adopt at least three of the themes.

THE CULTURAL OLYMPIAD IN KENT UPDATE

10. Kent 2012 is a partnership of agencies from across Kent and Medway led and managed by Kent County Council's Sport, Leisure & Olympics Service seeking to derive maximum benefit from the Games across the areas of the arts; sport, schools & young people; economic development & regeneration; tourism; volunteering; skills & training; transport; and media & communications. One of the sub-groups of this wide Kent 2012 Campaign is the Kent 2012 Arts group, which is made up of a combination of representatives ranging from the creative industries, film, disability art and ethnic minority organisations to artists and arts organisations. The Arts Group provides the lead on the Cultural Olympiad in Kent and further details of all projects can be found on the Kent 2012 website (www.kent2012.org/london2012). Whilst only those events which achieve the Inspire mark will be formally recognised by LOCOG as part of the Cultural Olympiad this report also highlights some other local initiatives which are inspired by the Games even though they may not have received the Inspire mark.
11. The Arts Sectoral Group has established the following priorities:
 - A1.** Continue to explore/establish an online celebratory and street arts toolkit.
 - A2.** Invest in and grow Kent's existing series of festivals.
 - A3.** Explore the establishment of a Creation Centre or centres in one or more key locations in Kent, including the Thames Gateway Kent – see Creation Centre below.
 - A4.** Use arts to create a sense of place and improve the public realm experience for visitors.
 - A5.** Continue through partners to track/monitor and input to each strand of the Cultural Olympiad Major Projects.
 - A6.** Input and support the County's bid for the Olympic Torch to enter the UK through Dover in 2012.
 - A7.** Explore ways to promote and enhance existing arts activity through using the Olympic and Paralympic values.
 - A8.** Respond to and influence the South East's Accentuate programme for the benefit of Kent.

There have already been a number of successful projects delivered or inspired by the prospect of the Cultural Olympiad and these are shown in the following sections under each of the priorities (A1-A8).

A1. Continue to explore/establish an online celebratory and street arts toolkit

COPOR (Inspire mark achieved)

12. The Celebratory and Outdoor Performance Online Resources (COPOR) has been created to offer information, networking and archiving facilities to people who work in, or are interested in,

the outdoor performance sector; this will include artists, commissioners, students, academics and aficionados. Through this portal visitors can find:

- An archive and database of individuals (including biographies and contacts), companies and projects (including images, movies and media, text and blogs). Links are made between organisations, people and project thus providing a dynamic network and reference tool.
- A calendar of upcoming events including performances, conferences and festivals.
- A helpdesk, providing advice and support for people new to celebratory arts. An assigned project liaison will help community and voluntary groups develop celebratory and projects.

This project is being led by the University of Kent at Medway (UoK) and is supported by KCC, South East England Development Agency (SEEDA), Arts Council England, South East (ACE,SE) and Medway Council. In response to London winning the Games, UoK established a new post graduate course entitled Creative Events and students from this course, the University have created this on-line resource.

A2. Invest in and grow Kent's existing series of festivals

13. Working with SEEDA and ACE,SE, KCC have brought together East Kent Festivals to undertake a joint commission which will benefit all the festivals and allow them to consider how to better work together in future. It comprises a key audience development and marketing component. The results of this project will be seen in 2010.

A3. Explore the establishment of a Creation Centre or centres in one or more key locations in Kent, including the Thames Gateway Kent

14. Creation centres are production resources used by street arts/street theatre companies for the construction and rehearsal of outdoor work. These centres are usually converted industrial buildings (engine sheds, an abattoir, etc) and are either festival or artist-led. There is a developing realisation that unless we are able to develop appropriate production facilities for outdoor work, quality and aspirations will not be given the chance to thrive. A Creation Centre could unlock resources for street artists to make more ambitious work with higher production values. The south east is currently seen as having a national strength in outdoor performance, with a strong festival network, but the region lacks suitable production workspace for large scale street theatre work.
15. LOCOG have confirmed that they are exploring establishing a Creation Centre as a legacy use for one of the stadia in the Olympic Park. There is, however, still a need for such a centre to create many of the large scale carnival structures required for the Opening and Closing Ceremonies, and the wider Cultural Olympiad. In Kent we are keen to pursue hosting such a facility, which would become only the second in the country. It would therefore provide great legacy benefit to the county's creative economy.
16. This is currently being pursued with the Department for Communities and Local Government, with backing from Arts Council South East, to be located somewhere within the Thames Gateway Kent Partnership area. Two sites have been identified: one within the London area

and one at Chatham Historic Dockyard. KCC is working closely with Medway and ACE,SE to champion the Chatham site.

A4. Use arts to create a sense of place and improve the public realm experience for visitors.

17. Dover is the first town chosen by the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) to host a Live Site that is not a city. The Live Site, effectively a big screen, presents an amazing opportunity for the community to use; whether for information or to stage local events around the Live Site, as well as to broadcast national events and the Olympics and Paralympics in 2012. At other Live Sites dotted around the UK, communities have come together to watch a range of cultural, sporting and Olympic related events. The screen was secured for Kent by the County Council's Sport, Leisure and Olympics Service working with LOCOG. The planning for Dover's Live Site included a wide range of partners working together, including Dover District Council, East Kent Primary Care Trust and Dover Pride. The BBC will manage the screen and content along with a programming board consisting of local partners including KCC.
18. A range of dancing for the whole community centred on Dover Market Square and the Live Site took place on Saturday 29 August 2009, a significant date because it marked three years to go until the London Paralympic Games begin. It featured a range of performances from local dancers and dance groups, including Loop Dance and Sign Dance Collective. The day ended with a Hip Hop dance-off.

A5. Continue through partners to track/monitor and input to each strand of the Cultural Olympiad Major Projects

19. Currently two of the shortlisted national proposals have potential to be hosted in Kent and the Kent Arts Development Unit is providing assistance in working up the initial proposals ready for submission for the final stages of shortlisting.

A6. Input and support the County's bid for the Olympic Torch to enter the UK through Dover in 2012

20. The Olympic and Paralympic Torch Relay is a statutory event of any host city's Cultural Olympiad and Kent County Council's Sport, Leisure & Olympics Unit is managing the campaign for the Olympic Torch to enter the UK through Dover in 2012. A range of local and regional partners are backing Dover to be the UK's welcome point for the Olympic Torch in 2012, for a number of reasons including:
 - Dover was the welcome point for the Olympic torch when London last hosted the Games in 1948. It would be fantastic to recreate this part of British Olympic history in 2012
 - Dover is the natural gateway between mainland Europe and the UK. A visitor's first and last impressions of the UK are formed here
 - The white cliffs are recognised by international audiences as one of Britain's most famous landmarks. The torch's arrival at Dover would reinforce international interest and media profile
 - Dover has experience of hosting international sports events, and Dover will host the World Archery Grand Prix later this month, with Lord Sebastian Coe as Patron

- Dover is undergoing significant regeneration. The chance to welcome the torch provides an important opportunity to support Dover's renaissance and reflects the importance of 2012 as a catalyst for regeneration.
21. A group of headteachers, led by the Sport, Leisure & Olympics Service of Kent County Council and Future Creative, held a Dover Schools Torch Conference on 24th April 2008. Demonstrating the involvement of young people in our plans will be critical to any Dover bid, hence a school element of the Torch Campaign has been established and has been active for the past year. Some of the work included 6000 young people submitting designs for a Torch mural, which will be displayed at De Bradelei Wharf in Dover, and a schools' Torch Relay that involved 52 schools in Dover, Deal and Sandwich.
 22. This event was built on between 23 June – 2 October 2009 when local secondary schools came together to design a Schools' Olympic Torch, 6000 local children entering an Olympic Torch Mural Competition, an Olympic Torch Curriculum Resource pack being developed, and a Schools' Olympic Torch Relay run between all 52 schools across Dover, Deal and Sandwich. All of this work is delivered in partnership between a range of KCC services and local partners, and is billed under the campaign title 'Pass the Passion'. Work will continue throughout October with 21 local schools working with Music for Change on developing the existing Pass the Passion theme song.
 23. An event with leading creative partners was also held in March 2009 to pull together a menu of creative ideas for an arrival at Dover and these are currently being drawn together.
 24. To mark the official launch of the Cultural Olympiad, on 26 September 2008 Kent partners delivered Dover's Light Up Open Up, a large scale event, attended by 12,000 people to celebrate the Launch of the Cultural Olympiad over 26-28 September. Tonbridge-based master pyrotechnicians The World Famous were commissioned by Kent County Council to 'light up' Dover's Harbour with a spectacular free fire show celebrating Dover's unique place in history; a beacon welcoming visitors to these shores and proclaiming Dover's ambitions to receive the Olympic Torch when it arrives on UK shores in 2012. This was followed by an Open Up weekend, with places of historic and local interest being opened up to the public with the support of volunteers. Light Up Dover has now become one of the most talked about events of that national weekend of celebration and was attended by London 2012's Olympic Delivery Authority Head of Arts and Cultural Strategy.

A7. Explore ways to promote and enhance existing arts activity through using the Olympic and Paralympic values (see Cultural Baton below)

25. Open Up weekend

The Open Up weekend has become a permanent fixture in the national annual calendar of events and partners across Kent contributed to this year's event. This year's opportunities included:

- Got Talent visual art, music and dance exhibition at Turner Contemporary, Margate

- National Youth Theatre performances celebrating the first flight across the Channel in Dover and the Isle of Sheppey
- live music concerts at the Brenchley Gardens Band Stand, Maidstone
- film and photography exhibition from artist Cathy Rogers at the Hazlitt Arts Centre, Maidstone
- the chance to visit two of Gravesham's top heritage attractions - the 13th Century Milton Chantry and New Tavern Fort
- free taster sessions for different disability sports at Riverside Youth Centre, Canterbury.

26. Bandstand Marathon (Inspire mark achieved)

This national programme took place this year with around 120 bands and around 3,000 musicians playing to between 28,000 and 35,000 people across the UK. KCC were proactive in promoting this opportunity and a number of Kent bandstands including Deal, Folkestone, Gravesend, Ramsgate, Sevenoaks, Dover, Broadstairs, Hythe, Margate, Tunbridge Wells and Maidstone took part in this event.

27. Kent Cultural Baton (awaiting Inspire mark application outcome):

The *Kent Cultural Baton*; a concept designed by the Kent Arts Development Unit, will be a unique, original commissioned artwork that will tour Kent in the period up to the 2012 Games to promote Kent's cultural offer. We are currently commissioning the artwork. Social Enterprise Company *Future Creative* are delivering a programme of work around the shortlisted proposals. Young people from four schools across Kent will work closely with the shortlisted artists and use the early proposals as inspiration to develop their own ideas as well as experimenting with and testing the proposals to help refine and improve the final submissions. Each of the four schools involved in the programme will be featured in a short film that encapsulates their learning and responses which will be premiered at the celebratory event in December 09 hosted by the Assembly Hall Theatre in Tunbridge Wells. The event in December will be designed and led by the young participants, to celebrate the programme and announce the name of the artist selected to create the *Baton*.

28. Pulse (Inspire mark achieved)

PULSE is led by Future Creative (formerly known as Creative Partnerships). The project supports young people aged 11– 24 years to develop partnerships with eight Kent-based cultural organisations. The young people will design and lead public cultural events throughout Kent and Medway, based on the expertise and practice particular to each cultural partner organisation. The events will involve new cultural work being performed or commissioned in each instance and include a variety of dance, theatre, music, community art and sculpture, and street festival.

29. Charivari Day (Inspire mark achieved)

Strange Cargo's Charivari Day, held in Folkestone, is widely recognised to be the biggest and best carnival in the region. Strange Cargo extend invitations to hundreds of people to join in.

This year the Inspire mark added to the excitement of the day. Charivari Day embraces the Olympic values of encouraging everybody to join in, and for many weeks, children, young people, teachers, community groups and artists had worked alongside each other to design and create the fabulous carnival costumes and sculptures that took to the streets of Folkestone on 11th July to celebrate as a community.

30. Kent Small Grants Fund

A small grants fund supports cultural, creative and sports providers to deliver activities and events that will demonstrate at least one of the Olympic Values of Excellence, Friendship and Respect, and will support the Kent 2012 Campaign efforts to promote sporting and cultural activity in the county.

The purpose of the funding is that such activities or events be new, or in some way be significantly be enhanced. The projects will then support Kent Campaign efforts to spread the 'magic dust' of the Olympic and Paralympic Games into the hearts of local communities and activity.

To date the Kent Small Grants Fund has supported 16 projects in the fifteen months or so since being established. In total £11,690 of funding has been provided to Kent projects. Grants range from £500-£1000 and are awarded to "cultural, creative and sporting" projects that engage the community, in particular young people, with the 2012 Games and its themes.

31. Swale Flag

Residents of Swale took part in a unique project to reunite pieces of the Olympic flag as part of the district's Cultural Olympiad celebrations. Local artist Paula Trower created the exciting concept as a way to get residents of Swale inspired by art and involved in a borough-wide sculptural arts project.

Inspired by an Olympic relay race, Swale Borough Council received the flag from London 2012 as part of the handover from Beijing to London on 24 August 2009. The flag was then cut into 200 pieces and posted on to randomly selected Swale residents in golden envelopes.

The reuniting of the flag formed part of the day's activities at the Sittingbourne Spectacular on Saturday 11th July. Over 50 residents returned their pieces to help re-form the flag, where the relay was completed and the flag flown once again.

32. Kent School Games

The Kent School Games is led by the Communities Directorate with Children, Families and Education, involving heats and trials run at school sport partnership level before the finals take place at County level every two years. The first Games in 2008 involved 500 schools, 515 area competitions, 30,000 young people and that led to 1,200 medalists in 23 sports. The 2010 Games was launched on 1 October 2009 and will include more sports and a greater cultural input.

Discussions with Kent's Specialist Arts Colleges are taking place as to the cultural element of these games, revolving around opening and closing celebrations, and recording the games through a variety of media.

RECOMMENDATIONS

- Members are asked to NOTE the scale and range of opportunity around the Cultural Olympiad
- Members are asked to NOTE the projects already successfully delivered by Kent County Council with partners within this context

“The opportunity of the Games is about a catalyst for the future” – Jude Kelly OBE, Artistic Director of the South Bank, and Chair of the London Organising Committee's Culture, Ceremonies and Education Programme

Contact Officer:

Sally Staples
Head of Kent Arts Development Unit
01622 696515
sally.staples@kent.gov.uk

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To: Communities Policy Overview and Scrutiny Committee

From: Mike Hill, Cabinet Member and Amanda Honey,
Managing Director, Communities

Date: 11th November 2009

Subject: **The Kent History Centre**

Classification: Unrestricted

Summary

This report

- Summarises progress made to date on the Kent Library History Centre
- Summarises challenges and changes to the original programme and cost profile
- Outlines the current situation and revised timeline
- Provides information regarding resource implications

Members are asked to NOTE progress made

FOR INFORMATION

1. Background

- 1.1 The Kent Library and History Centre will provide a centre of excellence for the archive service, replacing the current centres at Centre for Kentish Studies, Sessions House and East Kent Archives, Whitfield. The existing archive buildings have inadequate and unsuitable storage facilities for the documents and artefacts which cover over 1000 years of the county's administrative, economic and social history. The public facilities are intimidating and old-fashioned and have inadequate space to cope with the rapidly growing interest in family and local history.
- 1.2 The centre will also replace the existing libraries at Springfield and Maidstone, both of which have significant access and maintenance issues, resulting in a centre of excellence for library services in Maidstone.
- 1.3 Bouygues UK were appointed as preferred contractor for the development of the Library and History Centre in December 2007, with a proposal to build the Library and History centre on James Whatman Way together with an enabling development of apartments on the same site.
- 1.4 Since the original appointment the residential property market and the general economy have both suffered a serious downturn and the anticipated receipts from the enabling development have been considerably reduced. This has led to a revision of the enabling

development and a delay to progress of the scheme. A revised timeline is included in this document.

2. Policy Context

- 2.1 The Library and History Centre project was initially reported to POC in June 2008 when the first designs were launched for public consultation. A paper on the related vision for the archives service was presented to POC in November 2008.
- 2.2 Libraries and Archives leads on Target 26 of Towards 2010: *'Modernise the library service to act as a focal point for KCC services and widen access to Kent's rich culture'*. The Library History Centre development contributes to the achievement of that target as it will provide a centre of excellence for both the archive service in Kent and a modern hub library for Maidstone, aiding the further integration of the library and archive services.
- 2.3 The centre will provide greater access to Kent's historical resources through a fully DDA accessible building, state of the art document search room and Community History areas. It will also provide access to both original documents and digital facsimiles. In addition the centre will have a robust digitisation programme that will widen access to documents through electronic means and enable the dissemination of digitised copies through the network of libraries and Community Archives across the county.
- 2.4 The service is also actively engaged with Kent Agreement 2 (KA2) themes and is supporting a large number of those targets, many of which will benefit from the widening of access to local and family history material. History has the power to change lives and can contribute significantly to targets in education, community cohesion and the health agenda in particular and the Library and Archive service is already engaged in some innovative cross-agency projects in these areas.

3. Process

- 3.1 KCC officers have been working with the preferred developer Bouygues UK and their architects, Astudio, over the last eighteen months to refine the design of the centre and to finalise the details of the enabling developments on James Whatman Way and Springfield.
- 3.2 The original plans included residential accommodation of 66 private apartments and 44 affordable units wrapped around the library and history centre and a mixed residential development was also planned for the Springfield site.

- 3.3 Additional costs in 2010-11 and 2011-12 totalling £1.332m have been identified by the developers. This combined with reduced land values for James Whatman Way, has led to a pressure of £2.562m. Proposals for resolving this funding shortfall are now being developed.
- 3.4 The revised designs left the Library and History Centre largely unchanged but altered the make-up of the enabling development. This now comprises a block of extra care accommodation administered by Housing 21, and a development of affordable housing administered by West Kent Housing Association.
- 3.5 A full planning application for this revised development was submitted to Maidstone Borough Council in June 2009 and was approved by the MBC Planning Committee on 15th October 2009. An outline planning application for a residential development including a community facility was approved at the same time for the Springfield site.
- 3.6 Heads of Terms and the Developer Agreement have been agreed and it is anticipated that the latter will be signed in 2010 assuming a successful outcome to the planning application and the judicial review period. Work could therefore begin on site in early 2010 with the centre opening in late 2011.
- 3.7 Public consultation on the project has been ongoing throughout this period encompassing general consultation on the design, consultation with local history groups and community archives, community groups across Maidstone District and young people and local and county members. The project was also presented at the Maidstone Local Board in July 2008.
- 3.8 Consultation has also taken place with current depositors over proposed changes to their archive storage arrangements.
- 3.9 KCC Officers are now in discussions with Bouygues UK and Astudio on the internal design and layout of the centre which comprises:
- Archive storage of 2100 sq m, to take current holdings and provide 15 years accrual space. This is designed to BS5454 standards of security and climate control
 - Modern search room for access to original documents
 - A modern up to date conservation studio
 - Community History room for access to local history material and digital copies of original documents
 - Public library with lending, information and children's area
 - Meeting room/training suite
 - Shop and refreshment area
 - Staff workroom and office space
 - Public and staff IT facilities throughout the building.
- 3.10 The centre is designed to be open and welcoming with all the public areas on the ground floor. Further consultation will take place with

users and non-users on the exact layout and the facilities to be provided.

4. Revised timeline

- 4.1 September 2009 - Developer Agreement agreed
- October 15th 2009 - Planning application approved by MBC Planning Committee
- January 15th 2010 - end of judicial review period
- Late January 2010 - signing of Developer Agreement
- February 2010 - start on site
- Autumn 2011 - centre opens

5. Resource implications

- 5.1 Paragraph 3.3 notes changing circumstances which have resulted in a gross funding gap of £2.562m, for which funding proposals are being finalised.

6. Recommendations

- 6.1 Members are asked to NOTE the progress on the Kent History Centre.

Contact Officer:

Lesley Spencer
Strategic Manager, Projects
Libraries and Archives
01622 696501
lesley.spencer@kent.gov.uk

By: Mr P M Hill – Cabinet Member for Community Services
Mr P Sass – Head of Democratic Services and Local Leadership

To: Communities Policy Overview and Scrutiny Committee
11 November 2009

Subject: **CRIME AND DISORDER COMMITTEE**

Classification: Unrestricted

Summary: This report updates Members on the process of establishing a protocol for the operation of the County Council's crime and disorder committee functions.

Introduction

1. (1) Members will be aware that at the meeting of the County Council on 30 April 2009, the Communities Policy Overview Committee (POC) was designated as this Council's committee to discharge the functions of scrutiny of crime and disorder strategies in accordance with Section 19 of the Police and Justice Act 2006.

(2) Consequently, the POC has the power to:

- Review and scrutinise decisions made, or other action taken, in connection with the discharge by the authorities responsible for crime and disorder strategies of their crime and disorder functions and make recommendations.
- Consider a Councillor Call for Action relating to crime and disorder matters (the process for this is set out in the draft Councillor Call for Action protocol – copy attached as **Appendix 2** - which is due to be submitted to County Council on 10 December 2009 for approval).

(3) The responsible authorities for the purposes of these functions are:

- The Police Authority
- The Police Force
- The Fire and Rescue Authority
- Primary Care Trusts
- Local Authorities (District and County)

The Probation Service is currently a 'co-operating body', but is likely to be designated a responsible authority from April 2010.

2. (1) In order that there can be clarity for Members, partners and officers about the way that the POC will perform these functions, a draft protocol was produced which formed the basis of discussions held with all responsible authorities, as well as the Kent Probation Service. The draft protocol was amended to take account of the comments made by those authorities. There was general agreement by the authorities that the draft protocol set out a straightforward and pragmatic way of operating this committee's crime and disorder functions, which would ensure that it was effective and made efficient use of resources.

(2) Once the POC has commented and endorsed the protocol it will be submitted to County Council on 10 December 2009 (via Selection and Member Services Committee) for approval.

Draft protocol for the operation of this function

3. (1) The draft protocol (attached as **Appendix 1**) is based on the requirements of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the Home Office Guidance for the Scrutiny of Crime and Disorder matters.

(2) The following provisions in the Regulations are reflected in the protocol:

(a) *Meetings*

(i) The Committee is required to meet at least once every twelve months. It is suggested that there be two programmed meetings a year. The responsible authorities are in agreement with this proposal.

Setting the agenda

(ii) A suggested way of developing the agenda for the Crime and Disorder Committee is that the County Strategy Group, on which all of the responsible authorities are represented and which in effect is the County's Crime and Disorder Reduction Partnership, should have an item on its agenda asking partners to suggest crime and disorder issues that they would like the POC to consider. The Chairman of the County Strategy Group would be invited to the cross party agenda meeting to put forward this suggestion; it would be for the Chairman, Vice Chairman and the Liberal Democratic Spokesman to agree the agenda for the meeting. Further discussion need to be carried out to take this forward and if agreed it will form part of the protocol that is submitted to County Council for approval.

(b) *Co-option*

(i) The Regulations allow for representatives of responsible authorities to be co-opted onto the POC. There is an expectation in the Guidance that the Police Authority *will* be represented on the committee, as an acknowledgment of their scrutiny role.

(ii) It is intended that the Council will ensure that the membership of the POC will include at least one County Councillor who is a member of the Police Authority. Currently, Mr Wickham and Mr Chittenden are both Members of the Police Authority and the POC. There are also County Council representatives of the Fire and Rescue Authority on the POC (currently Mr Chell, Mr Craske, Mr Hirst and Mr Wells). Responsible authorities are happy with this arrangement. The importance of ensuring that there is clarity around their joint role is acknowledged.

(iii) The POC will also reserve the right to co-opt a representative from a responsible authority when a specific matter is discussed.

(c) *Requirement to attend meetings*

(i) There is a requirement for representatives of a responsible authority to attend a meeting of the POC, if requested to do so, in order to answer questions.

(ii) Responsible authorities are in agreement that at least 28 days would constitute reasonable notice for attendance, whilst acknowledging that this may need to be a shorter period in exceptional circumstances (this ties in with the 28

days specified in the Regulations for responding to recommendation (e)(i) below).

(d) *Requesting Information*

(i) The POC may make a written request for written information, which must be provided by the responsible authority subject to the information being depersonalised and not prejudicial to legal proceedings or operational matters.

(ii) Again responsible authorities are in agreement that at least 28 days would constitute reasonable notice for requesting written information, whilst acknowledging that this may need to be a shorter period in exceptional circumstances (this ties in with the 28 days specified in the Regulations for responding to recommendations (e)(i) below).

(e) *Reports and recommendations*

(i) When the POC makes recommendation or produces a report to a responsible authority, that authority is required to respond in writing to the POC within 28 days. If there are reasons why this is not possible then the responsible authority should inform the POC within the 28 day period and seek an extension of time.

(ii) It was suggested to the responsible authorities that an informal meeting should be held with the relevant responsible authorities prior to the recommendations/report being agreed by the POC and submitted to the responsible authorities for response. This is similar to the practice KCC uses for finalising Select Committee reports, where the Directorate, Cabinet Members and partners are given the opportunity to comment on the draft report prior to it being finalised by the Select Committee. This allows an opportunity to deal with any factual errors and amendments to be made at this stage before the recommendations are published. It would also make a time scale of a response within 28 days more practical for responsible authorities.

(iii) This suggestion was put to the responsible authorities who all agreed that it was a constructive way to work.

Recommendations

4. That, subject to any comments made by the Committee, the protocol be endorsed and submitted to County Council, via Selection and Members Services Committee, for approval.

Denise Fitch
Tel No: 01622 694269
e-mail: denise.fitch@kent.gov.uk

Background Information: *Nil*

DRAFT

Protocol for the operation of the Kent Council Council's (KCC's) Crime and Disorder committee functions

Contents

1. Introduction
2. Scope
3. Frequency of meetings/agenda setting
4. Co-option of Members
5. Requirement to attend meetings
6. Requirement to provide information
7. Meeting protocol
8. Responses to Crime and Disorder reports

1. Introduction

- (1) Section 19 of the Police and Justice Act 2006 (which came into force on 30 April 2009) requires all local authorities to identify a Crime and Disorder Committee.
- (2) At the meeting of the County Council on 30 April 2009 KCC identified the Communities POC as its Crime and Disorder Committee.

2. Scope of the Committee

- (1) The Crime and Disorder Committee has the power to:
 - Review and scrutinise decisions made, or other action taken, in connection with the discharge by the authorities responsible for crime and disorder strategies of their crime and disorder functions and make recommendations.
 - Consider a Councillor Call for Action relating to crime and disorder matters (the process for this is set out in the draft Councillor Call for Action protocol – *copy attached for information – due to be approved at County Council on 10 December 2009*).
- (2) The role of the Committee is as a “critical friend” of the community safety partnership, providing it with constructive challenge at a strategic level. Its role is not fault finding at an operational level.
- (3) The Committee's remit is to review and scrutinise the decisions and actions of the partnership as a whole and not individual organisations within it.

Note: the authorities responsible for Crime and Disorder strategies are: Kent Police Authority, Kent Police, Kent & Medway Fire and Rescue Authority, Primary Care Trusts and District/County Councils (plus Kent Probation Service from April 2010)

3. Frequency of meetings/agenda setting

(1) Meetings of the Communities POC (meeting as the Crime and Disorder Committee) will be programmed to be held at least twice a year.

(2) This will be updated following further discussions (see paragraph 3(2)(a)(ii) of the main report).

4. Co-option of additional Members

(1) The Kent Police Authority and Kent & Medway Fire and Rescue Authority shall be represented on the Committee by members of the Committee who are also members of the Kent Police Authority/Kent & Medway Fire and Rescue Authority.

(2) The Committee has the right to co-opt representatives from responsible authorities onto the Committee when a specific matter is being considered.

5. Requirement to attend meetings

(1) The Committee may require an officer of a responsible authority or of a co-operating body to attend before it in order to answer questions.

(2) A minimum of 28 days notice will be given of the requirement to attend, except in the case of urgent items when the notice period may be shorter.

6. Requirement to provide information to the Committee

(1) Information requested by the Committee from responsible authorities which is relevant to the exercise of the Committee's functions must be provided

(2) The Committee will give at least 28 days notice of information that it requires, except in the case of urgent items when the notice period may be shorter but this will be the exception.

7. Meeting protocol

(1) Committee members should not request detailed information from representatives of a community safety partner or another local authority at meetings of the Committee, unless they have given prior notice through the Democratic Services Officer. If, in the course of a question-and-answer session at a Committee meeting, it becomes apparent that further information would be useful, the representative being questioned may be required to submit it in writing to members of the Committee.

(2) In the course of questioning at meetings, representatives of a community safety partner or another local authority may decline to give information or respond to questions on the ground that it is more appropriate that the question be directed to a more senior officer or Member.

(3) Representatives of a community safety partner or another local authority may decline to give information on the grounds that the answer might disclose information which may not be disclosed under the Local Government (Access to Information Act) 1985 or the Data Protection Act 1998 (in this event, the Committee may resolve to exclude the media and public in order that the question may be answered in private session).

(4) During the course of the meeting, the Committee, and its members, may not criticise or adversely comment by name any individual officer of another local authority or of a community safety partner organisation.

8. Responses to Crime and Disorder Committee reports

(1) If the Committee intends to make a recommendation or a report to a responsible authority it will do so in draft form and give the relevant responsible authority the opportunity to comment on the factual accuracy of it before it makes a formal recommendation or produces a report.

(2) Once a formal recommendation or report is made to a responsible authority, the authority is required to respond in writing to the Committee within 28 days. If there are extenuating circumstances which make this timescale unreasonable, the Committee should be made aware of them in writing as soon as possible and before the end of the 28 day period.

DRAFT

Kent County Council

Councillor Call for Action: Protocol

Contents

1. Key Points
2. Introduction
3. Issues excluded from referral as a Councillor Call for Action (CCfA)
4. Steps to be taken prior to making a CCfA
5. How to make a CCfA
6. Options available to the committee if it accepts the CCfA referral
7. Potential outcomes from the committee meeting hearing the CCfA

1. Key Points

- CCfA applies to all councils in England and Wales;
- The power to initiate a CCfA rests with the Local Member;
- It will be up to individual Members to determine which issues to take forward as CCfAs;
- If a Member decides not to refer a matter, no further action is taken under a CCfA;
- If the committee does not take up a Member's request it has to explain its reasons why;
- There will be no right of appeal for the member of the public via the council's committees;
- The CCfA may cover any matter relating to any function of the authority affecting the Member's electoral division or constituents;
- Any Member may request that the committee considers the inclusion of a CCfA in its work programme, under the terms of this CCfA Protocol. The operation of CCfA should be used only in exceptional circumstances where all other possible avenues for resolution of the issue have been followed by the referring Member, and yet a problem still exists.

2. Introduction

The “Councillor Call for Action” was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 and came into force on 1 April 2009.

The CCfA enables any Member of the Council to refer to the relevant Policy Overview and Scrutiny Committee or Cabinet Scrutiny Committee any local government matter which affects their electoral area.

The power to refer a matter is available only where the matter is of direct concern to the area which the Member represents. A Member can refer a matter even if no constituent has asked them to consider it, and there is no requirement for Members in multi-member divisions to agree – any of them can refer a matter.

3. Issues excluded from referral as a CCfA

The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2008 excludes the following matters from referral as a CCfA:

- any matter relating to a planning decision;
- any matter relating to a licensing decision;
- any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting or the Overview or Scrutiny Committee or at a meeting of a sub-Committee of that Committee.

In addition to the above exclusions, if the matter relates to a crime and disorder issue it should first be referred to the district council.

4. Steps to be taken prior to making a CCfA

Prior to referring a matter as a CCfA, Members should have tried to resolve the issue using all mechanisms and resources available to them. A flowchart has been designed at **Appendix A** to assist Members in deciding whether an issue is ready for referral to an Overview or Scrutiny Committee as a CCfA.

5. How to make a CCfA

If the issue has not been resolved despite alternative mechanisms being explored, a Member can refer it to the relevant Overview or Scrutiny Committee as a CCfA. To do this the Member should complete and submit a CCfA request form (**Appendix B**). The Overview, Scrutiny and Localism Manager will check this to ensure that the issue is not an excluded matter (see paragraph 2 on excluded matters) and will then inform the Chairman of the relevant Committee that the item will be included on their next available agenda. The Member will be informed whether or not their request has been successful. It will then be up to the committee Members to decide whether or not to take the matter further.

In deciding whether or not to take the request further the committee should consider:

- What actions have been taken by the Member in relation to resolving the issue;
- Any representations made by the Member as to why the committee should take the matter up;

- Whether committee Members are satisfied that all reasonable attempts have been made by the elected Member to resolve the issue;
- Whether a similar issue has been considered recently and, if so, whether the circumstances have changed;
- Whether this is an issue which is currently being looked at by another form of scrutiny, e.g. a district Committee;
- Whether the matter referred has the potential to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the referring Member's area;

If the Committee decides not to accept the CCfA referral, it must inform the Member and provide reasons for its refusal.

6. Options available to the Committee if it accepts the CCfA referral

If the committee accepts the CCfA referral, it should then decide how to take the matter forward. The following should be considered by the committee:

- Potential solutions to the issue and how these could be achieved;
- Whether an Informal Member Group should be set up to undertake a more in depth review;
- Further evidence to be requested and relevant witnesses and representatives from partner organisations to invite to the committee meeting;
- Who will decide that the issue is resolved;

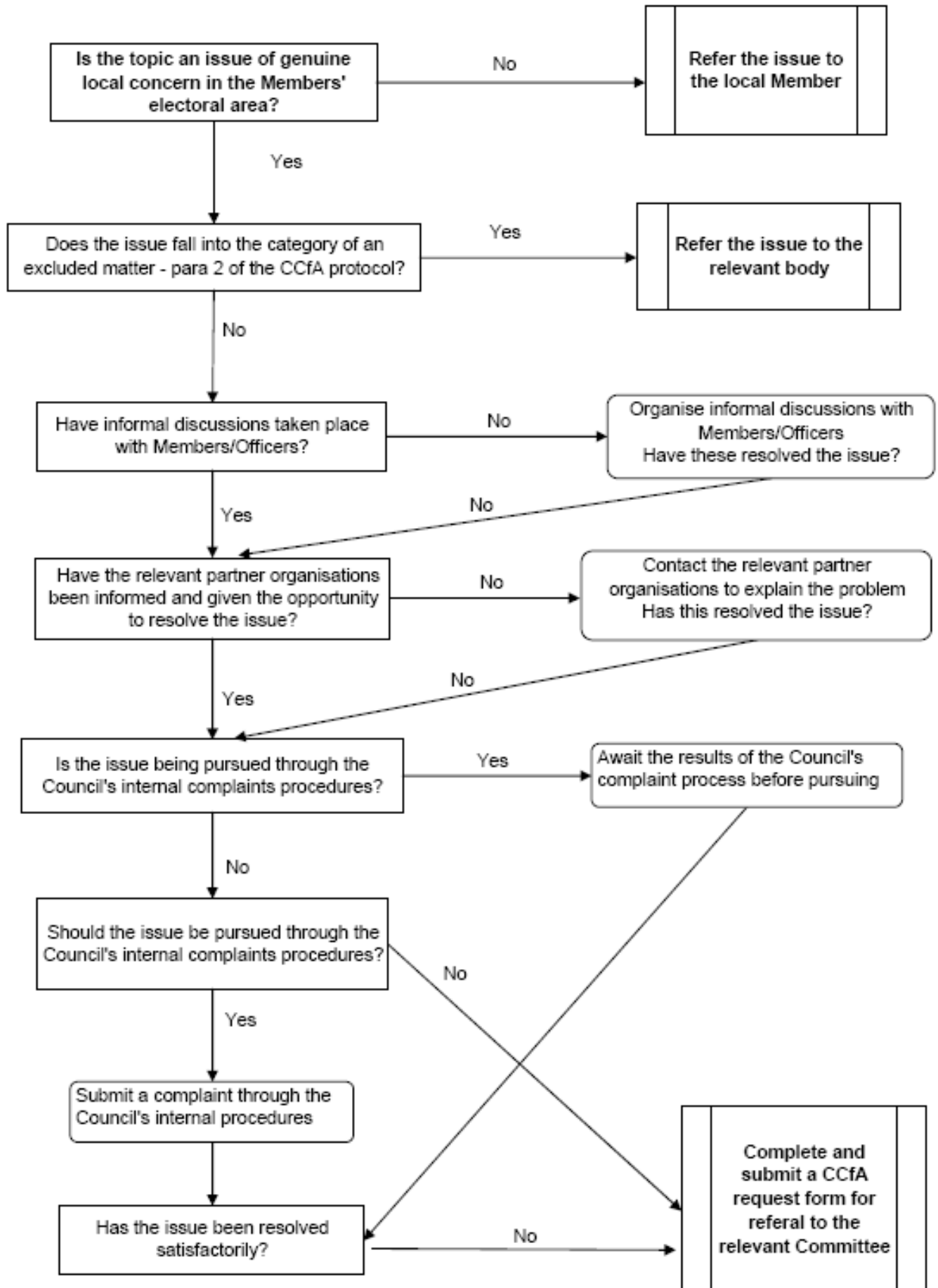
7. Potential outcomes from the committee meeting hearing the CCfA

Following the committee meeting there are a number of potential outcomes:

- The committee could determine not to make a report, with the elected Member notified in writing;
- The committee could determine that it is a complex issue requiring further investigation and commission a Scrutiny review of the issue via the Scrutiny Board.
- The committee could write a report and make recommendations on the CCfA to the Cabinet, full Council, or relevant committee.

Once the committee has completed its work on the CCfA request, the Member who made the request will receive a copy of any report or recommendations made.

CCfA



Call for Action Request Form

This form should be used by any Member of Kent County Council who would like the relevant overview or scrutiny committee to consider a Councillor Call for Action in their area.

Your contact details:
Name (print):
Signature:
Date:

The title of your Councillor Call for Action:

Have you exhausted the steps set out in Annex A to the CCfA protocol?
Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you approached the relevant Scrutiny Committee on the same issue in the past six months?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Please outline your main areas of concern:
What evidence do you have in support of your CCfA:
Which areas or groups are affected by the CCfA?
How have you tried to resolve the issue?

Is the CCfA currently the subject of legal action by any party (to your knowledge) or is it being examined by a formal complaints procedure?

Are there any deadlines associated with the CCfA of which the scrutiny committee needs to be aware?

Please complete and return this form to:

Overview, Scrutiny and Localism Manager
Sessions House
County Hall
Maidstone
ME14 1XQ

Or by email to scrutiny@kent.gov.uk

By: Overview, Scrutiny and Localism Manager

To: Communities Policy Overview and Scrutiny Committee
11 November 2009

Subject: **SELECT COMMITTEE - UPDATE**

Classification: Unrestricted

Summary: This report updates Members on the process with establishing a Select Committee work programme.

Select Committee Topic Review Work Programme

1. (1) At its meeting on 16 October the Policy Overview Co-ordinating Committee (POCC) considered all the suggestions put forward by Members and Officers for possible Select Committee topic reviews. The proposers of the review, Officers and the Cabinet Member or their Deputy's were given the opportunity to put forward their views on the proposals.

(2) POCC agreed that the following topics would form part of the work programme for 2009/10:-

- Extended Schools
- Renewable energy – what should Kent's role be?
- Dementia
- Educational attainment of pupils and schools in areas of high deprivation

If resources allow there may be a short piece of work on Intergenerational interaction, if this is the case then the POC will be kept informed of progress.

(3) The only Select Committee topic agreed which partly within the remit of this POC is a topic review on Extended Schools (which would be a joint review with C, F & E). It is anticipated that this Select Committee will start its work in February/March 2010 and submit its report to County Council on 22 July 2010.

(4) Regular update reports will be submitted to the POC to keep Members informed of the progress of the Select Committee.

Recommendations

2. Members are asked to note the topics to be included in the new Select Committee work programme.

Denise Fitch
Tel No: 01622 694269
e-mail: denise.fitch@kent.gov.uk

Background Information: *Nil*