

**GROWTH, ECONOMIC DEVELOPMENT AND  
COMMUNITIES CABINET COMMITTEE**

**Tuesday, 17th November, 2020**

**10.00 am**

**Online**







## AGENDA

### GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES CABINET COMMITTEE

Tuesday, 17 November 2020 at 10.00 am  
Online

Ask for: **Emma West**  
Telephone: **03000 412421**

#### Membership (18)

Conservative (15): Mr M C Dance (Chairman), Mr N J Collor (Vice-Chairman),  
Mr A M Ridgers, Mr S Holden, Mrs R Binks, Mr A Booth,  
Mr A H T Bowles, Mr D L Brazier, Mr A Cook, Mr J A Kite, MBE,  
Mr G Lymer, Mr S C Manion, Mr D D Monk, Mr J Wright and  
Mr J P McInroy

Liberal Democrat (2): Mr I S Chittenden and Mr A J Hook

Labour (1) Mr D Farrell

#### **UNRESTRICTED ITEMS**

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

- 1 Introduction
- 2 Apologies and Substitutes
- 3 Declarations of Interest by Members in items on the Agenda
- 4 Minutes of the meeting held on 25 September 2020 (Pages 1 - 10)
- 5 Verbal updates by Cabinet Members and Corporate Director
- 6 Performance Dashboard (Pages 11 - 22)
- 7 Design in Kent's Built Environment (Pages 23 - 36)
- 8 20/00103 - Regional Growth Fund Administrative Changes (Pages 37 - 56)
- 9 Regional Growth Fund Monitoring Report - Q1 2020/21 (Pages 57 - 62)
- 10 KCC Public Protection Intelligence Team (Pages 63 - 68)
- 11 Trading Standards Activity and Preparations for the end of Transition (Pages 69 - 82)

12 District Visits Programme 2021 (Pages 83 - 84)

13 Covid-19 Economic Update

*A series of slides will be presented during the meeting.*

14 Work Programme 2020-21 (Pages 85 - 92)

### **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)*

Benjamin Watts  
General Counsel  
03000 416814

**Monday, 9 November 2020**

**KENT COUNTY COUNCIL****GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES  
CABINET COMMITTEE**

MINUTES of a meeting of the Growth, Economic Development and Communities Cabinet Committee held Online on Friday, 25 September 2020.

PRESENT: Mr M C Dance (Chairman), Mr N J Collor (Vice-Chairman), Mr M A C Balfour (Substitute for Mr J P McInroy), Mrs R Binks, Mr A Booth, Mr A H T Bowles, Mr I S Chittenden, Mr A Cook, Mr D Farrell, Mr S Holden, Mr A J Hook, Mr J A Kite, MBE, Mr G Lymer, Mr S C Manion, Mr R A Marsh (Substitute for Mr D L Brazier), Mr A M Ridgers and Mr J Wright

ALSO PRESENT: Mrs T Dean, MBE, Mr P M Hill, OBE and Mr M Whiting

IN ATTENDANCE: Mrs B Cooper (Corporate Director of Growth, Environment and Transport), Mr D Smith (Director of Economic Development), Mrs S Holt-Castle (Interim Director of Environment, Planning and Enforcement), Mr L Burchill (Major Capital Programme Manager), Ms J Forster (Business Intelligence Officer), Mr S Grimshaw (Strategic Programme Manager), Ms R Kennard (Chief Analyst, Strategic Commissioning Analytics), Mr D Pugh (Head of the Kent Brussels Office), Mr C Seamark (Local Growth Fund Programme Manager), Ms J Taylor-Smith (Strategic Manager, Business Development - Libraries and Registration Service), Miss T A Grayell (Democratic Services Officer) and Miss E West (Democratic Services Officer)

**UNRESTRICTED ITEMS****235. Apologies and Substitutes**

*(Item 2)*

Apologies for absence had been received from Mr D Brazier and Mr J McInroy.

Mr M J Balfour was present as a substitute for Mr McInroy and Mr R A Marsh as a substitute for Mr Brazier.

**236. Declarations of Interest by Members in items on the Agenda**

*(Item 3)*

There were no declarations of interest.

**237. Minutes of the meeting held on 3 July 2020**

*(Item 4)*

It was RESOLVED that the minutes of the meeting held on 3 July 2020 are correctly recorded and a paper copy be signed by the Chairman as soon as this can be done safely. There were no matters arising.

**238. Verbal updates by Cabinet Members and Corporate Director**

*(Item 5)*

1. The Cabinet Member for Communities, Mr M Hill, gave a verbal update on the following issues:-

- Public Protection's new '**Trading Standards Checked**' fair trader scheme had now successfully signed up over 500 checked and vetted traders from a wide range of trade sectors. On 21 September the website was launched to consumers and, together with Public Protection's Alternative Dispute Resolution service, provides a significant contribution to supporting vulnerable homeowners and tackling rogue traders in Kent.
- **Visits** – Mr Hill had visited libraries across Kent, including Tenterden and the Kent History and Library Centre, as well as Shorne Country Park and the Southborough Hub project, which was now moving ahead well.

2. The Cabinet Member for Economic Development, Mr M J Whiting, gave a verbal update on the following issues:-

- **The Straits Committee** - the tourism agencies of Pas-de-Calais, West Flanders and Kent had met recently and agreed to draw up an outline business case for marketing the Straits as a near and safe destination for longer-term recovery, digital acceleration of tourism businesses, and greater sharing of intelligence and good practices. Earlier this week, MPs from Kent and northern France signed a joint letter to President Macron and The Prime Minister, stressing the importance of cross-border trade between the UK and France and the need for fluidity across the Straits at the end of the transition period. Problems caused by restrictions to cross channel traffic and the importance of keeping traffic moving had recently been demonstrated. The next Straits Executive Committee meeting would take place on 7 October.
- **The new Employment Task Force**, a vital arm of the Kent and Medway Renewal and Resilience Plan, would hold its first meeting on 1 October, under the chairmanship of Roger Gough. The Task Force would work over the next 12 - 18 months to help ensure young people leaving education and those made redundant as a result of covid-19 would have the best opportunity to find work or to access the training they need to meet the requirements of employers. One of the first areas of focus would be maximising the benefits for Kent of the Government's Kick Start scheme.
- **High-Speed Rail** - The County Council would be contributing to a study by HS1 to help make the business case for additional high-speed rolling stock to serve Kent. The target would be to secure £90 million of Government funding to provide ten new, five-carriage trains to improve services and increase capacity.
- **The Kent Developers' Group** had met recently to discuss the Government's proposed changes to the planning system. The County Council's response to the consultation had yet to be finalised but would be detailed and robust. One area of concern shared by the County Council, district partners and developers was the effect any change in policy may have on the delivery of much-needed affordable homes. Mr Whiting had requested a substantive item on affordable housing at a future meeting of the Developers' Group.

- **Produced in Kent** and **Visit Kent** worked together to encourage people to 'buy local' and 'eat and drink local'. The campaign included a series of competitions, and Mr Whiting had been pleased to present a £100 Shepherd Neame voucher to the first winner at the Boat Yard, Yalding, last week.
3. Mr Whiting also recorded his congratulations and best wishes to Mr James McInroy and his fiancée for their wedding. The Committee added its best wishes.
  4. There were no questions and the updates were NOTED, with thanks.

### **239. Performance Dashboard**

*(Item 6)*

1. Ms Kennard introduced the report and advised that this was the first dashboard to show the impact of the covid-19 pandemic. Performance against all targets was rated green.
2. In response to a question about adjusting or setting new targets, Ms Holt-Castle advised that, due to the level of disruption to services caused by the covid-19 pandemic, and the resulting difficulty of setting meaningful new targets at this time of uncertainty, monitoring would continue to use last year's targets.
3. It was RESOLVED that the information set out in the report be noted, with thanks.

### **240. 20/00083 - Local Growth Fund Round 3b Third Party Scheme - East Malling Advanced Technology Horticultural Zone**

*(Item 7)*

*Mrs T Dean was present as the local Member for the Malling Central division.*

1. Mr Smith introduced the report and reassured the committee that there would be no adverse financial consequences for the County Council in the event of the project not delivering the desired outcomes. He responded to comments and questions from the committee, including the following:-
  - a) Members praised the pioneering research and development work undertaken at the East Malling research facility and noted its excellent reputation as a research pioneer and a leading international provider of agricultural training;
  - b) asked by the local Member for clarification about the progress of planning permission for the new housing, which would finance the development, Mr Smith undertook to look into the latest situation and update the committee; and
  - c) asked by the local Member about the possible negative impact of Britain leaving the European Union upon East Malling's international lead in agricultural training, Mr Smith assured the committee that no negative impact had yet been seen. Monitoring would continue with the aim of identifying any future issues, and the committee would be kept abreast of these.

2. The committee RESOLVED to endorse the decision proposed to be taken by the Cabinet Member for Economic Development, to:
  - a) approve the progression, via the County Council's Local Growth Fund arrangements, for the East Malling Advanced Technology Horticultural Zone, allowing it to progress to the stages of development and delivery,  
to facilitate this, to:
    - i) confirm that the County Council will act as the accountable body for the project;
    - ii) enter into a Local Growth Fund (LGF) funding agreement; and
    - iii) enter into legal agreements with the relevant third parties delivering the schemes to transfer the conditions of the LGF spend and project management to them; and
  - b) delegate authority to the Corporate Director of Growth, Environment and Transport, in consultation with the Corporate Directors of Finance and Strategic and Corporate Services, to enter into relevant legal agreements and take other actions necessary to implement the decision.

**241. 20/00086 - Investment of Getting Building Funding in Third-Party Projects**  
(Item 8)

1. Mr Whiting introduced the report, advised that the proposed decision was to be taken by the Leader of the Council and urged the committee to endorse it.
2. Mr Smith set out the four projects covered by the Getting Building Funding (GBF) project and advised that each of these had already been the subject of a key decision. He responded to comments and questions from the committee, including the following:-
  - a) Members welcomed the four projects and the work undertaken to bring GBF funding into Kent;
  - b) asked for more detail about the four projects, Mr Smith undertook to send summary information to the committee outside the meeting; and
  - c) concern was expressed about the timing of the projects and whether or not they would be at the right stage to use the GBF funding by the required deadline of the end of March 2022. Mr Smith advised the committee that a condition of GBF funding approval was that any scheme not able to meet the required timetable would have to return its funding, so the County Council had ensured that projects chosen were those which could be ready in time.
3. The committee RESOLVED to endorse the decision proposed to be taken by the Leader of the Council, to:



- a) agree that Getting Building Funding (GBF) be used to support the third-party projects which the South East Local Enterprise Partnership's (SELEP) Strategic Board prioritised to receive GBF at its Board meeting on 16 July 2020;
- b) agree that the County Council act as the accountable body for third-party projects within Kent's geographical boundaries which are selected by the SELEP to receive GBF grant funding; and
- c) delegate to the Section 151 Officer the authority to sign, on the County Council's behalf, a grant agreement - or equivalent, where this is required - to draw down funds, following business case approval.

**242. 20/00096 - Kent County Council's participation in the Straits Committee**  
(Item 9)

*Mr D Pugh, Project Manager (Brussels), was in attendance for this item.*

1. Mr Whiting and Mr Smith introduced the report and Mr Pugh set out the background, summarised the work which had gone on over two years to develop the project and establish its working arrangements. Mr Smith and Mr Pugh responded to comments and questions from the committee, including the following:-

- a) asked how the £100,000 funding had been calculated and what it covered, Mr Smith explained that each partner on the Straits Committee would have a small budget to spend on their own local projects and that Kent had allocated £100,000 for this. There was no detailed proposal yet about what this would be spent on, although the background documents to the report set out some initial thoughts;
- b) a view was expressed that the option of commuting from Kent to France was under-used and that young people in particular could be encouraged to take this up as a future work option. Officers were asked to ensure that Kent's young people were included in the Straits Committee's promotional work; and
- c) a view was expressed that it was important that potential commuters from Kent to mainland Europe were suitably trained, not just in languages but in the cultures of European countries.

2. The Chairman thanked Dafydd Pugh, Myriam Caron and the County Council's International team for the work they had put into supporting Kent's involvement in the Straits Committee.

3. Mrs Cooper updated the committee on recent work with partners on traffic management plans and models which would support national trade readiness and smart freight. All-Member briefings would take place in mid-October and late November to keep Members updated on the latest work.

4. Mr A Booth stated that he did not support the proposed decision and asked that this be recorded in the minutes.

5. The committee RESOLVED to endorse the decision proposed to be taken by the Cabinet Member for Economic Development to:
  - a) confirm the participation of Kent County Council in the Straits Committee;
  - b) approve funding of £100,000 from reserves for activities connected to the Straits Committee. These will include support to joint initiatives on economic development, tackling climate change, supporting young people and any initiatives in other policy areas as agreed within the Straits Committee, the development of a strategy for the Straits Committee, the hosting of a Straits conference in Kent and the setting up of a small project support scheme; and
  - c) agree delegated authority for management of that funding to the Director of Economic Development, in consultation with the Cabinet Member for Economic Development.

### **243. Kent & Medway Economic Recovery Dashboard**

*(Item 10)*

1. Ms Forster gave a demonstration of the dashboard and how it could be used and advised that, to record a useful picture and allow comparison of data, the content of the dashboard had necessarily to be complex, but could be adjusted to suit requirements. *The slides used were shared with Members after the meeting.*
2. Mrs Cooper advised the committee about the introduction of the Kent Access Permit, which would support a smart freight service. Hauliers would be able to upload details of their journeys and cargo and access a 'traffic light' system which would issue them with a 'pass' to enter Dover. The Chairman added that the Cabinet Office had taken much interest in Kent's permit scheme and Kent may well be asked to share its work and data to spread the scheme further.
3. It was RESOLVED that the information set out in the dashboard be noted, with thanks.

### **244. Economic Renewal and Resilience Plan**

*(Item 11)*

1. Mr Whiting introduced the report and advised that the Leaders of the County Council, Medway Council and other local councils had signed up to the Plan, and that further councils would be invited to do the same. He and Mr Smith responded to comments and questions from the committee, including the following:-
  - a) concern was expressed about the Plan in the light of the recent announcement about the economic viability of the hospitality sector in the wake of the covid-19 pandemic. Mr Whiting advised that the Plan could be updated to take account of this;
  - b) concern was expressed that the work of the employment taskforce may not allow elected Members time and scope to debate the Plan's development fully, and they may be presented with the final Plan as a *fait accompli*. Mr Whiting advised that Members would continue to be updated and briefed on the Plan's development and on other initiatives; and

- c) it was emphasised that Kent's agricultural sector needed to be taken fully into account. Mr Smith assured the committee that all sectors of Kent's economy would be taken into account to ensure that its recovery from the impact of covid-19 was complete.
2. It was RESOLVED that the Economic Renewal and Resilience Plan and its evidence base be noted, and Members' comments on the actions underway to take the Plan forward be taken into account in developing the Plan.

**245. Front-line Community Services in context of covid-19 (Coronavirus) Recovery**  
(Item 12)

1. Mr Hill introduced the report and recorded his thanks to staff for their resilience in responding to the impact of the covid-19 pandemic and rebuilding services. Ms Holt-Castle emphasised the breadth of services covered by the Communities portfolio and how each of them was managing the impact of the pandemic, for example, the Trading Standard service had advised 175 local companies about covid-19 compliance, Kent's public rights of way (PROW) had seen a three-fold increase in their use and country parks a 60% increase in visits during covid-19 restrictions. Mr Hill and Ms Holt-Castle then responded to comments and questions from the committee, including the following:-

- a) asked for detail about activity at country parks, active and cultural packs and the level of investment in PROW teams, Ms Holt-Castle undertook to provide fuller information to Members outside the meeting;
  - b) the role and excellent work undertaken by community wardens was acknowledged and an update requested on the role of wardens in enforcing covid-19 restrictions, Mr Hill advised that the relationship and partnership working between wardens and the police was strong;
  - c) asked about the number of marriages and civil partnerships conducted by the Libraries and Registration Service service in a 'normal' year compared to 2020, and the number expected to be conducted between now and January 2021, Ms Holt-Castle undertook to provide fuller information to Members outside the meeting; and
  - d) asked if the commitment not to pursue the Covid Marshalls project was consistent across all local councils in Kent, Ms Holt-Castle advised that the County Council's message to all councils had been consistent but that each Town Centre Management body would take its own approach to enforcement and was responsible for adhering to national guidance.
2. It was RESOLVED that the information set out in the report be noted, with thanks.

## **246. No Use Empty - Update**

*(Item 13)*

1. Mr Whiting introduced the report and reminded the committee that No Use Empty (NUE) was a well-established and successful scheme which made use of private sector finance to bring vacant and derelict housing stock across the county back into use. It was hoped that the scheme would be able to increase the number of affordable housing units it generated each year. Mr Grimshaw added that the number of units established under NUE now exceeded 6,000, with nine projects currently in progress. The scheme also refurbished empty buildings for residential use. Mr Grimshaw and Mr Smith responded to comments and questions from the committee, including the following:-

- a) asked about the contribution the scheme could make to genuinely affordable housing, for example, at 40 – 60% of market rent, as opposed to the usual definition of affordable housing, which was 80% of market rent, Mr Smith advised that the scheme still used the Government's definition of affordable housing, to make it easier to compare schemes from different projects;
- b) asked about the mechanism for identifying and referring local properties for possible inclusion in the scheme, relating to a specific local example, Mr Grimshaw undertook to liaise with the questioner and look into the example given;
- c) asked how new build properties, former commercial buildings and conversions could be included in the scheme, Mr Grimshaw set out the criteria for each type of site and for mixed developments and advised that local councils should be the first port of call for anyone wishing to propose a new scheme; and
- d) asked about the use of green and brownfield sites, Mr Whiting advised that NUE always sought to reuse brownfield sites to protect greenfield land.

2. It was RESOLVED that the No Use Empty initiative and performance to date be noted and that Members' comments, set out above, be taken into account.

## **247. 2019/20 Equality and Diversity Review of Growth, Environment and Transport Directorate**

*(Item 14)*

It was RESOLVED that the information set out in the report be noted, with thanks.

## **248. Decisions taken between Cabinet Committee Meetings**

*(Item 15)*

It was RESOLVED that the information set out in the report be noted, with thanks.

## **249. Work Programme 2020/21**

*(Item 16)*

1. It was noted that the following changes needed to be made to the committee's future work programme:

- The programme of district visits be postponed to mid-2021.
- A report on Adult Skills Training and Retraining be added.
- A report on the effects of the end of the furlough scheme and the start of the job support scheme on the Kent economy be added.

2. It was RESOLVED that, with the changes suggested above, the committee's work programme be noted.

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From: Mike Whiting, Cabinet Member for Economic Development  
 Mike Hill, Cabinet Member for Community and Regulatory Services  
 Barbara Cooper, Corporate Director for Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 17 November 2020

Subject: Performance Dashboard

Classification: Unrestricted

**Summary:** The Growth, Economic Development and Communities Performance Dashboard shows the progress of Key Performance Indicators (KPIs) and activity indicators.

Due to the Coronavirus pandemic, the Libraries, Registration and Archives (LRA) service has adopted a temporary set of indicators to reflect current delivery of services and have not set targets. Similarly, the Environment, Planning and Enforcement Division have not set targets.

Economic Development have set targets against indicators, which have been RAG (Red/Amber/Green) rated. This quarter of the 4 KPIs, 3 are RAG rated Green having achieved target, and 1 is rated Amber.

**Recommendation(s):**

The Growth, Economic Development and Communities Cabinet Committee is asked to NOTE the performance report.

## 1. Introduction

1.1. Part of the role of Cabinet Committees is to review the performance of those functions of the Council that fall within its remit. To support this role, Performance Dashboards are regularly reported to each Cabinet Committee throughout the year, and this is the second report for the 2020/21 financial year.

## 2. Performance Dashboard

2.1. The current Growth, Economic Development and Communities Performance dashboard provides results up to the end of September 2020 and is attached in Appendix 1.

2.2. The Dashboard provides a progress report on performance for the Key Performance Indicators (KPIs) for 2020/21. The Dashboard also includes a range of activity indicators which help give context to the KPIs.

2.3. For those with targets, KPIs are presented with RAG (Red/Amber/Green) alerts to show progress. Details of how the alerts are generated are outlined in the Guidance Notes, included with the Dashboard in Appendix 1.

### **3. Economic Development**

- 3.1. The number of properties brought back to use through No Use Empty (NUE) over the last 12 months was 519, which is ahead of target; 6,667 in total have been brought back to use since the start of the project in 2005. The target for the number of businesses assisted via the Kent and Medway Growth Hub was exceeded, though fewer required intensive support this quarter and this target was not reached.
- 3.2. The Kent & Medway Covid-19 Helpline phase 2 (Jul-Sep) achieved 826 recovery actions plans, 423 1-2-1s with businesses, 986 completed follow-up surveys, with work ongoing to target 200 businesses with a deep dive survey.

### **4. Libraries, Registration and Archives (LRA)**

- 4.1. During Quarter 2 the focus for Kent LRA was recovery, which entailed a careful, considered approach to re-establishing physical services, ensuring the safety of customers and staff were at the heart of this approach. Running parallel to this was the continued development and promotion of digital offers, including the virtual delivery of the Summer Reading Challenge.
- 4.2. The first customer-facing services to return were birth registrations from 17<sup>th</sup> June, and by the end of Quarter 2 the majority of over 4,000 births unable to be registered during lockdown were completed. Death registrations continue to be delivered over the telephone. Ceremonies resumed from 4<sup>th</sup> July in Covid secure locations and taking a social distancing approach, although numbers are relatively low with many couples having re-booked for 2021 or later as a result of reduced guest numbers and the uncertainty of still being in a pandemic.
- 4.3. On 13<sup>th</sup> July, 12 libraries were opened across the county, offering a 'Select and Collect' service and pre-booked slots on the PCs and Wi-Fi. On 24<sup>th</sup> and 25<sup>th</sup> August a further 12 libraries were opened for socially distanced book browsing and PC usage, and throughout September another 7 libraries opened for browsing, while the initial 12 libraries extended their services to incorporate browsing as well as the 'Select and Collect' service.
- 4.4. Mobile Libraries returned from 15<sup>th</sup> September, also offering a 'Select and Collect' service, visiting stops at their usual location and time, but running on a 4 weekly cycle instead of fortnightly.
- 4.5. The Archive Search Room reopened on 18<sup>th</sup> August with a reduced, social distancing offer of 4 bookable sessions per day. The Archive team continue to maintain online enquiries which are increasing each month.
- 4.6. Customer feedback on the return of physical services has been extremely positive.
- 4.7. In terms of the digital offer, performance of e-Resources is extremely high, with an 81% increase on e-Issues against the same reporting period last year. Both e-Books and e-Newspapers have increased by 91%, while e-Audiobooks have increased by 66% and e-Magazines by 30%.



- 4.8. Virtual Library & Archive events and activities continue, although at a reduced rate due to staff returning to delivering customer-facing services. The Silly Squad Summer Reading Challenge was delivered virtually and saw over 2,400 children in Kent taking part by reading a chosen number of books.
- 4.9. LRA continues to employ temporary KPIs for Quarter 2 to demonstrate the evolving nature of services from lockdown into recovery, for example the introduction of Select and Collect, a completely new bespoke service offer as a result of Coronavirus.

## **5. Environment, Planning and Enforcement**

- 5.1. A high percentage of people continue to report Public Rights of Way (PROW) faults online, with 19% more faults reported in total up to September 2020 compared to the previous year. Over twice as many businesses have been supported by Trading Standards and the Sustainable Business Team at the end of Quarter 2 compared to last year. Income generated and particularly investment secured have both picked up in Quarter 2, with investment now higher than the position at this time last year. Volunteer hours contributing to EPE services have also increased since the first quarter, with the second quarter being approximately 75% of the same period last year.

### **6. Recommendation(s):**

The Growth, Economic Development and Communities Cabinet Committee is asked to NOTE the performance report.

## **7. Contact details**

Report Author: Rachel Kennard  
Chief Analyst  
Strategic Commissioning – Performance & Analytics  
03000 414527  
[Rachel.Kennard@kent.gov.uk](mailto:Rachel.Kennard@kent.gov.uk)

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# **Growth, Economic Development and Communities Performance Dashboard**

## **Financial Year 2020/21**

### **Results up to end of September 2020**

Page 15

**Produced by Strategic Commissioning - Performance & Analytics**

**Publication Date: November 2020**

## Guidance Notes

### RAG RATINGS

Results in this report show either quarterly data or Year to Date (YTD) values.

<b>GREEN</b>	Target has been achieved
<b>AMBER</b>	Floor Standard* achieved but Target has not been met
<b>RED</b>	Floor Standard* has not been achieved

\*Floor Standards are the minimum performance expected and if not achieved must result in management action

### Activity Indicators

Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating; instead they are compared with previous year or tracked within an expected range represented by Upper and Lower Thresholds. The Alert provided for Activity Indicators is whether they are in expected range or not. Results can either be in expected range (**Yes**) or they could be **Above** or **Below**.

## Key Performance Indicators Summary

Economic Development (ED)	RAG
ED05 : Number of homes brought back to market through No Use Empty	GREEN
ED08 : Developer contributions secured against total contributions sought	GREEN
ED10 : Businesses assisted via Kent and Medway Growth Hub contract	GREEN
ED11 : Businesses assisted through intensive support provided via the Growth Hub contract	AMBER

Environment, Planning and Enforcement (EPE)	RAG
DT14 : Percentage of Public Rights of Way (PRoW) faults reported online	<b>No targets set due to Coronavirus</b>
EPE04 : Number of businesses supported by EPE services	
EPE15 : Income generated by EPE charged for services	
EPE16 : Median number of days to resolve priority faults on Public Rights of Way	
EPE18 : Investment secured by EPE services (Grants / EU funding)	
EPE19 : Number of volunteer hours contributing to delivery of EPE services	

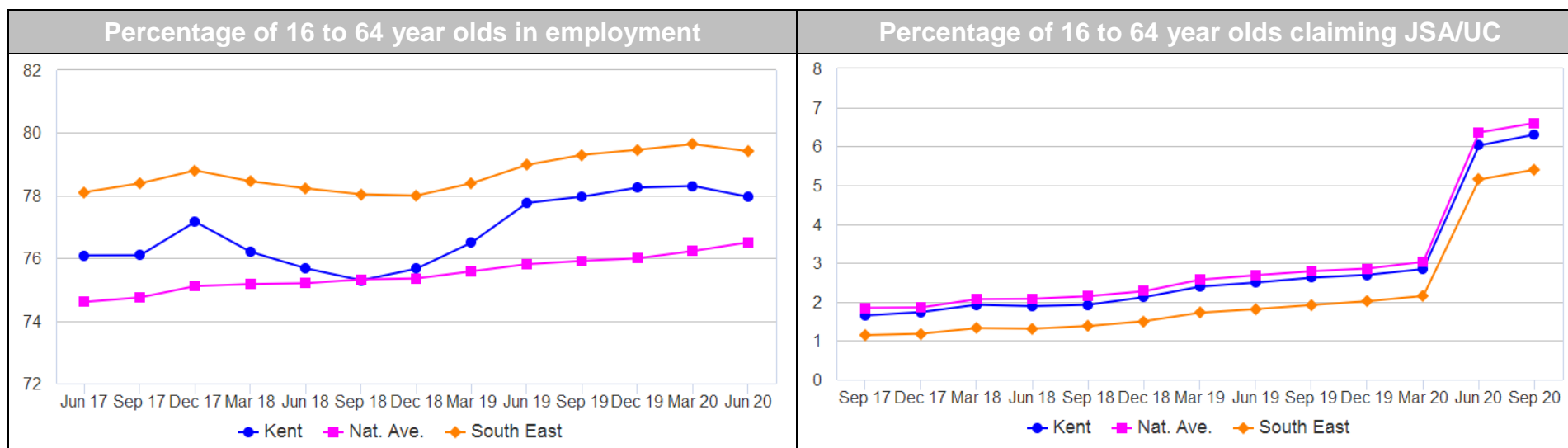
Libraries, Registrations and Archives (LRA)	RAG
LRA06 : Customer satisfaction with Registration Services	<b>No targets set due to Coronavirus</b>
LRA12 : Customer satisfaction with libraries	
LRA13 : Customer satisfaction with archives	
LRA19 : Customer satisfaction with Libraries Direct Services	
LRA20 : Customer satisfaction with PCs and Wi-Fi	
LRA15 : Number of customers attending events in libraries and archives	
LRA17 : Number of volunteer hours adding extra value to the LRA service	
LRA21 : Percentage of registration appointments available within statutory time targets	
LRA22: Percentage of total issues as e-issues	

Division	Director	Cabinet Member
Economic Development	David Smith	Mike Whiting

Ref	Performance Indicators	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21	RAG	Target	Floor
ED05	Number of homes brought back to market through No Use Empty (rolling 12 months)	465	511	551	519	482	GREEN	400	350
ED08	Developer contributions secured against total contributions sought	100%	82%	99%	100%	100%	GREEN	93%	85%
ED10	Businesses assisted via Kent and Medway Growth Hub contract (Cumulative)	2,521	3,264	4,898	552	1,843	GREEN	525	450
ED11	Businesses assisted through intensive support provided via the Growth Hub contract (Cumulative)	135	193	203	26	48	AMBER	50	40

ED11 – To be counted in this indicator, businesses need to have received more than 12 hours of support. Considerable additional support to businesses has been given via the Covid-19 Helpline as detailed in the cover report.

Division	Director	Cabinet Member
Economic Development	David Smith	Mike Whiting



The indicators above provide contextual information on the general state of the Kent economy.

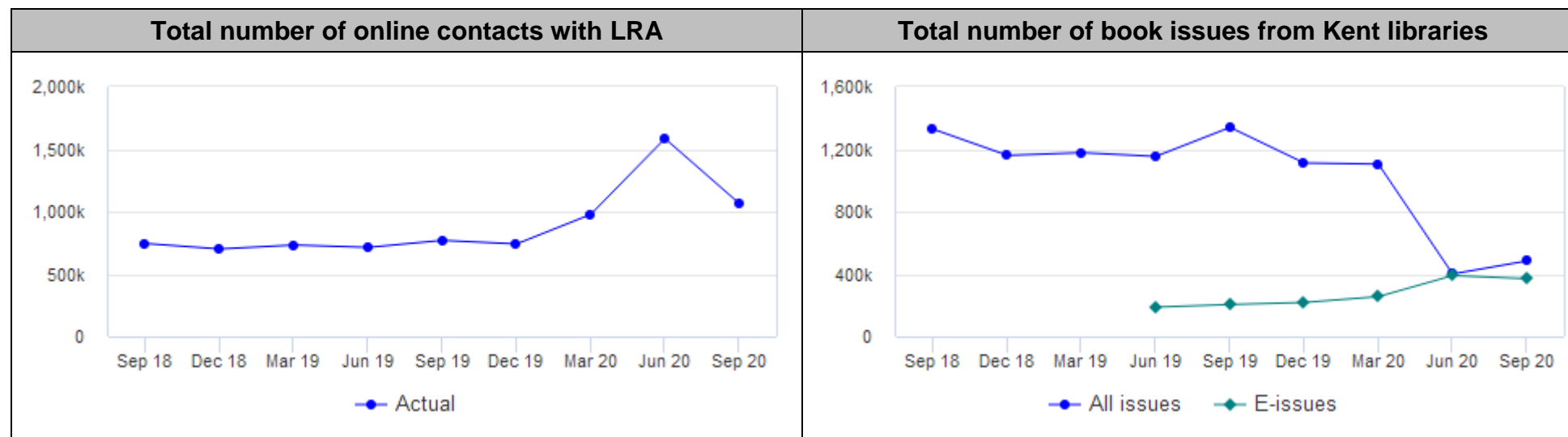
The percentage of 16 to 64 year-olds in employment is derived from the Annual Population Survey (APS) which is a sample survey. The results of the survey come with statistical confidence intervals, which for Kent are plus or minus 2%. Those not in employment include individuals who are students, looking after family/home, temporary or long-term sick, and retired.

The percentage of the population claiming Job Seekers Allowance (JSA) or Universal Credit (UC) required to seek work (the claimant count), is a good proxy measure for unemployment and is a 100% count of claimants. The number of people unemployed, as defined by the International Labour Organisation (ILO) and as estimated by the APS, includes individuals on other benefit types and also those not on benefits but seeking work, and this definition results in a higher percentage than the claimant count. A sharp increase can be seen in the above graph in the Quarter to June as a consequence of the Coronavirus lockdown.

Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives (LRA)	James Pearson	Mike Hill

Ref	Activity Indicators	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21
LRA02	Total number of books issued (includes audio- and e-books) (000s)	1,339	1,111	1,104	400	<b>484</b>
LRA03	Total number of audio and e-books issued (000s)	204	218	255	390	<b>370</b>
LRA04	Number of online contacts to Libraries and Registration services (000s)	695	662	913	1,471	<b>1,047</b>
LRA24	Number of online contacts for Kent archives (000s)	74	78	64	104	<b>134</b>

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Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives	James Pearson	Mike Hill

### Key Performance Indicators (temporary KPIs during Coronavirus)

Indicator	Definition	Q1 20/21	Q2 20/21
Number of Online Joiners	The number of customers who join online to access online and e-resource services	4,991	1,822
Number of Select and Collect requests (static libraries)	Number of Select and Collect requests received online, via email and phone. Service available from 12 library sites from 13.07.20	New indicators in Q2	7,668
Number of visitors to browsing libraries	Number of customers visiting libraries where browsing has been enabled. Browsing available in 12 sites from 24.08.20, and a further 18 during September 2020		49,437
Percentage of available PC time used	Usage of PCs as a percentage of the total time they are available.		24.5%
Percentage Increase in e-Issues	% increase of e-Issues as a comparison with same reporting period in previous year		108%
Number of physical issues	Number of issues of all material other than e-Resources (not including renewals)	-	113,599
Total reach on Libraries Social Media	Total reach on Facebook (central and district pages) + New Twitter followers	1,222,800	750,655
Number of virtual activity sessions	Number of events on Facebook e.g. Storytime	27	25
Number of engagements with virtual activity sessions	Number of post clicks + number of reactions for 4 weeks from date of post	10,783	3,869
Number of Ask a Kent Librarian enquiries answered	Total number of enquiries answered via Email, Govmetric, Out of Kent chat, Qidget chat, Social Media and Kent chat	2,138	4028
Total reach on Archives Social Media	Total reach on Facebook + New Twitter followers	87,770	116,431
Number of Archives enquiries answered	Total number of enquiries answered via Email, Social Media and online	655	1,108
% of Archive Search Room "sessions" booked	From 18.08.20 total of 4 sessions can be booked per day. This KPI reflects percentage of available sessions booked	New Indicator Q2	72.5%

Division	Director	Cabinet Member
Environment, Planning and Enforcement	Stephanie Holt-Castle	Mike Hill

Ref	Performance Indicators	Q2 19/20	Q3 19/20	Q4 19/20	Q1 20/21	Q2 20/21	Q2 20/21 YTD	Q2 Target 19/20 YTD	Q2 Floor 19/20 YTD
DT14	Percentage of Public Rights of Way (PRoW) faults reported online	70%	76%	65%	88%	84%	<b>86%</b>	85%	75%
EPE04	Number of businesses supported by Trading Standards and the Sustainable Business Team	143	163	121	388	342	<b>730</b>	210	189
EPE15	Income generated by EPE charged for services (£000s)	1,435	1,026	1,394	576	923	<b>1,499</b>	1,720	1,572
EPE16	Median number of days to resolve priority faults on public rights of way network (rolling 12 month figure)	16	15	14	13	<b>19</b>	N/a	24	28
EPE18	Investment secured by EPE services (Grants / EU funding) (£000s)	661	1,388	2,165	519	1,461	<b>1,980</b>	1,600	1,446
EPE19	Number of volunteer hours contributing to delivery of EPE services	10,488	10,973	19,899	847	7,752	<b>8,599</b>	27,330	24,600

Ref	Activity Indicators	Q2 20/21 YTD
EPE02	Value of criminal activity investigated by Trading Standards (£000s)	£869,884
EPE03	Value of items prevented from entering or removed from the market by Trading Standards (£000s)	£11,617,438

**From:** Mike Whiting, Cabinet Member for Economic Development  
Barbara Cooper, Corporate Director for Growth, Environment & Transport

**To:** Growth, Economic Development and Communities Cabinet Committee 17 November 2020

**Subject:** **Design in Kent's Built Environment**

**Classification:** Unrestricted

**Electoral divisions:** All

**Past Pathway of Paper:** Environment & Transport Cabinet Committee – 12 November 2020

**Future Pathway of Paper:**

**Summary:** This paper updates Cabinet Committee on activity to raise the quality of design in Kent's built environment. The paper also addresses how this activity responds to the Government's proposed planning reforms in relation to design.

**Recommendation:**

The Cabinet Committee is asked to endorse the current approach and timetable to raising the quality of design in Kent's built environment.

## 1. Introduction

- 1.1 The current Kent Design Guide was published in 2005, and has been used by developers, architects, Local Planning Authorities, and other construction sector professionals to assist the development process. It is a printed document, which now requires updating to reflect changes in planning and design standards.
- 1.2 A refreshed Kent Design Guide in digital format is in development. It will take account of the increased emphasis on design and beauty in the proposed planning reforms outlined in "Planning for the Future" White Paper<sup>1</sup>. It is worth noting, however, that the White Paper 'suggests', but currently lacks significant detail on how local determination of design codes would work in practice or how local communities will be meaningfully engaged.
- 1.3 The refreshed guide aims to ensure there is a County level framework for design quality in building development. This framework directly follows the ten characteristics of well-designed places outlined in the National Design Guide published by MHCLG.

## 2. "Planning for the Future" White Paper

- 2.1 KCC has responded to the proposed planning reforms outlined in the "Planning for the Future" White Paper, and draws attention to three key themes that feature consistently in its response that are all vital components

<sup>1</sup> Planning for the Future" White Paper; MHCLG August 2020

to get right in any major overhaul of the planning system:

1. Taking an Infrastructure First approach to growth
  2. Working to a Net Zero carbon emissions future, and
  3. Empowering local communities
- 2.2 The proposed reforms include a substantial emphasis on design in the built environment, but with more focus on ‘beauty’ and aesthetics than placemaking, and with what also appears to be a reduction in opportunities for the local community to engage in the planning process. These concerns have been raised by KCC in its response.
- 2.3 There are three pillars to the “Planning for the Future” White Paper. Whilst the focus of design is primarily set out in Pillar Two, implications of the design reforms are inherent in all three of the pillars, as follows:

### **Pillar One (Planning for Development)**

The White Paper’s proposals include simplifying land use plans by way of land categorisation into three broad groups: ‘Growth’ areas for substantial development; ‘Renewal’ areas suitable for development; and ‘Protected’ areas. The use of design codes is proposed as an integral part of this reform.

### **Pillar Two (Planning for Beautiful and Sustainable Places)**

The White Paper promotes a focus on “beauty” in planning and growth, with a proposal to fast track applications that meet high quality design standards.

### **Pillar Three (Planning for Infrastructure and Connected Places)**

Complete reform of the current developer contribution mechanisms is proposed, with mandatory nationally set rates as part of an infrastructure levy.

- 2.4 The Government’s ambitions set out in these planning reforms are to “bring a new focus on design and sustainability.” However, these ambitions are quite high-level and currently lack detail, so it is not clear how they would work in practice. KCC recently outlined key elements of the proposed reforms to Cabinet on 12<sup>th</sup> October<sup>2</sup> before responding formally to the White Paper.

## **3. Pillar Two – “Planning for beautiful and sustainable places”**

- 3.1 Pillar two of the White Paper outlines how the planning system will be used to “actively encourage sustainable, beautiful, safe and useful development”.
- 3.2 The introduction of the notion of “beauty” in the planning system follows conclusions drawn by the Building Better, Building Beautiful Commission<sup>3</sup> published at the start of this year. One significant challenge this pillar presents is how to define what constitutes beauty and how to engage local communities in this effort. High quality design is much more than aesthetics: ‘placemaking’ must be the focus because it is inclusive of everything that makes a well-designed place.

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<sup>2</sup> Cabinet Paper 12<sup>th</sup> October 2020 - “Planning for the Future” White Paper

<sup>3</sup> “Building Better, Building Beautiful Commission”, January 2020

- 3.3 The Ministry for Housing, Communities and Local Government (MHCLG) has published the National Design Guide in October 2019. A National Model Design Code to supplement this Guide is expected later this Autumn.
- 3.4 Whilst KCC has supported in principle the focus on design in the White Paper, we have raised a range of questions on how this will work in practice

#### **4. Kent Design Guide**

- 4.1 KCC organised two workshops in 2018 with a range of partners involved in planning and building. The workshops considered the question of how the county's public and private sector could deliver higher design quality more consistently, particularly in housing development.
- 4.2 Collectively, local authorities, developers, housebuilders, agents, consultants, and statutory consultees concluded that there are several ways to achieve meaningful design guidance for Kent's built environment. Four specific suggestions were made:
- (i) Define clear, consistent expectations for design quality to set a benchmark for the county and a kitemark for new developments.
  - (ii) Develop county wide design guidance.
  - (iii) Planning authorities should proactively promote the design guide's principles.
  - (iv) Engage the public.
- 4.3 The revised Kent Design Guide seeks to address the first and second of these suggestions. Feedback from the workshops, whose attendees included developers, architects, Local Planning Authority and highways infrastructure officers, and County and District Members, emphasised that a county wide design guide was only part of the solution to raising design quality. Other tools were also required such as design review panels and local design codes. It was acknowledged any new design guidance should focus on the technical aspects of design and be less concerned with the vernacular of design across different sub-regions of Kent, which should remain a matter for determination at a local level. The new guide responds directly to this feedback, ensuring it is fit for purpose without extraneous content that is better articulated at a more local level. The new guide's primary audience is developers, architects, planners, and highways infrastructure engineers, but it should also be a resource for all those with an interest in the design of the built environment.
- 4.4 The Kent Design Guide is also relevant to many aspects of Kent County Council's own activities. For example, it will be important for design quality to be considered in the Council's own schemes. The Guide should also consider preventative health measures that can be designed into new developments to respond to the public health agenda such as tackling obesity as well as possible future pandemics. The revised guide also aims to incorporate the ambitions of the Kent Environment Strategy and the Kent Energy and Low Emissions Strategy.
- 4.5 This approach ensures there is a County level framework for quality that is built on the ten characteristics of well-designed places outlined in the National

Design Guide published by MHCLG: the National Guide allows for local determination of design codes with involvement from the community.

4.6 Kent’s revised guide complements guidance with local case studies that illustrate design good practice in Kent. For example, the characteristic “Movement and Connectivity” includes Kent’s revised parking standards.

4.7 At a high level only, the table below summarises how the refreshed Kent Guide can address the Government’s current design proposals within Pillar Two.

Planning Proposal	Kent Design Guide
Set clear expectations for the form of development which we expect to see in different locations.	Use website to set out visual expectations Use case studies from across Kent to illustrate how standards can be achieved Link directly to National Design Guide and any subsequent codes to ensure consistency across 10 key characteristics: Context Public spaces Identity Uses Built form Homes and buildings Movement Resources Nature Lifespan
A fast-track for beauty Where proposals come forward which comply with pre-established principles of what good design looks like (informed by community preferences), then it should be possible to expedite development through the planning process.	Kent Design Guide establishes principles of what good design looks like in Kent, alongside Districts, Boroughs and Kent communities Web based format ensures accessibility and able to reflect changes at both national and local levels
Planning system should play a proactive role in promoting environmental recovery and long-term sustainability	Set Kent specific standards for sustainable development to support delivery of net-zero carbon Ensure sustainable development (and reference to KES and ELES) runs throughout Kent Design Guide, linking across the 10 characteristics

4.8 The new guide will be entirely digital. Much of the new website has now been populated with content from a range of KCC services and external stakeholders including Kent Police and Kent Planning Officers Group representing the Districts’ and Boroughs’ Planning Authorities. This engagement will continue throughout the life of the Guide. Some of the imagery used is taken from shortlisted entrants and category winners of the annual Kent Design and Development Awards. The flexibility of the website’s design also allows new content to be uploaded and presented when required.

This provides the opportunity to update the site once the new National Model Design Code is published, and reference other new national requirements.

- 4.9 A selection of screen shots from the new website will be shown at the GEDCC meeting.

## 5. Timetable

- 5.1 This report to GEDCC was also considered at the Environment and Transport (ETCC) meeting on 12 November.
- 5.2 Further engagement with Kent’s planning authorities (the 12 Districts, Medway Council and Ebbsfleet Development Corporation), developers and other building sector professionals will then run in parallel with discussions with officials at the Ministry of Housing, Communities and Local Government responsible for planning and design. This should enable us to open access to the proposed Design Guide website to test public opinion early in the New Year.
- 5.3 It is anticipated that this will be followed by a formal public consultation after the local elections, with a view to adoption by Kent County Council and Medway Council by Summer 2021. Kent’s other local Planning Authorities will be able to form their own view as to whether to adopt the Guide either wholly or in part.

## 6. Risks

- 6.1 The following risks have been identified:

<b>Risk</b>	<b>Mitigation controls</b>
Delay to provision of content	Majority of content for first release now received, and copywriter appointed to moderating all content. Project Manager has regular contact with colleagues with role in content production.
Content contributions do not align with new strategic priorities esp. regarding ELES and Natural Capital	Ensure there is read across in content that appropriately threads sustainability messages through content
Reaction of Districts to proposed design guide	LPA officers already engaged and contributing to production of design guide content through the Kent Planning Officers Group.

## 7. Financial implications

- 7.1 The cost of developing the design guide web site, including design, development, and copywriting support, have been met by the Economic Development Division’s core budget. It is estimated that this cost will be approximately £55,000. A further £7,000 per annum is likely to be required for future web site support, development, and content production.

## **8. Recommendation**

- 8.1 The Cabinet Committee is asked to endorse the current approach and timetable to raising the quality of design in Kent's built environment.

### **Contact details**

#### **Report Author**

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#### **Relevant Director**

David Smith, Director, Economic Development  
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# Kent Design Guide Autumn 2020

# Kent Design Guide

- The following slides present a selection of pages from the new website
- These slides illustrate
  - new branding including logo
  - new features eg banners for ease of navigation
  - Use of graphics eg maps



# Sustainable Design Principles for Kent & Medway's Built Environment

 Search the site...

SEARCH

# 10 Characteristics of Well Designed Places

Why reinvent the wheel? The Kent Design Guide follows key principles of the UK's [National Design Guide](#) published in October 2019. We've built on this baseline of principles to provide the detail that we expect stakeholders with an interest in designing Kent's built environment to consider. Use the carousel below to understand our expectations...



...d travel

**Built Form**

Coherent patterns of development

**Nature**

Work with the natural environment, promoting biodiversity

**Community Use**

A mix of activities for su...





## The Value of Good Design

The power of good design to influence how people live now and in the future can't be overstated. Achieving positive outcomes means designing them in at every stage in the development process, starting at the very beginning...

[The value of good design >](#)

## Design and the Planning Process

How can we improve our health and wellbeing? The places we live? The communities we're all part of? These are the questions we seek to answer, as we strive to make Kent better by design...

[Design and the planning process >](#)



## Kent's Planning Authorities

The county of Kent consists of 13 Local Planning Authorities (district and borough councils), Kent County Council, Medway Unitary Authority, two significant Areas of Outstanding Natural Beauty, and Ebbsfleet with its own devolved planning and development responsibility.

Each is responsible for its regional planning administration, and all are stakeholders to the Kent Design Guide.

**Hover over a region on the map to your right for a planning snapshot, or click on a region to access a more in depth summary.**







# Resources - Efficient and resilient places and buildings



Sibson Building, University of Kent. Winner of the Environmental Performance Category at Kent Design and Development Awards 2018 - Penoyre and Prasad Architects

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From: Mike Whiting, Cabinet Member for Economic Development

David Smith, Director, Economic Development

To: Growth, Economic Development and Communities Cabinet  
Committee, 17 November 2020

Subject: Regional Growth Fund Administrative Changes

Key decision 20/00103

Classification: Unrestricted

Past Pathway of report: N/A

Future Pathway of report: Key Decision

Electoral Division: Dartford- Wilmington, Dartford North East, Dartford East, Swanscombe and Greenhithe, Dartford Rural, Dartford West. Gravesham - Northfleet & Gravesend West, Gravesend East, Gravesham Rural. Swale - Sheppey, Swale East, Sittingbourne North, Faversham, Swale West, Sittingbourne South.

**Summary:** This report outlines a proposal to allow Thurrock Companies limited access to loans from the Kent and Medway Business Fund (KMBF) under the same terms and conditions as those offered to Kent and Medway companies.

**Recommendation(s):**

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Economic Development on the proposed decision to delegate authority to Director of Economic Development to:

- (i) Enter into relevant contracts, legal agreements and put appropriate arrangements in place required to implement this decision, allowing Thurrock Companies to access loans from the Kent and Medway Business Fund (KMBF).
- (ii) That these loans will be financed from recycled loan repayments previously obtained from Thurrock companies that received funds via the former RGF Tiger programme.
- (iii) These loans shall be subject to the same rules, criteria and administrative charges as loans that are allocated under the existing KMBF to Kent and Medway companies.

Proposed Record of Decision is attached as Appendix A.

## 1. Introduction

- 1.1 Kent County Council is seeking to allow Thurrock Companies limited access to loans from the Regional Growth Fund (RGF) funded Kent and Medway Business Fund (KMBF).
- 1.2 These loans will be financed from recycled loan repayments previously obtained from Thurrock companies that received funds via the former RGF Tiger programme.
- 1.3 These loans shall be subject to the same rules, criteria and administrative charges as loans that are allocated under the existing KMBF to Kent and Medway companies.

## 2. Background, Options & Risks

- 2.1 KCC administers, under government contracts from the Department for Business, Energy & Industrial Strategy - BEIS, the RGF which offers investments to eligible businesses and receives repayment on these investments.
- 2.2 Until January 2016 via the former RGF Tiger programme, companies in Thurrock were eligible to receive investment funding. The KMBF was established in 2017 and replaced the former RGF Tiger programme.
- 2.3 The decision was made at that time to restrict access to the KMBF scheme to Kent and Medway companies only (Decision 16/00107) and draw up alternative arrangements for the transfer of funds to the former eligible areas outside Kent and Medway. The underlying government contract with BEIS covering North Kent and Medway still includes Thurrock as an eligible area.
- 2.4 In 2019 KCC agreed to transfer the recovered loan repayments obtained from Thurrock companies back to Thurrock Council in line with a similar arrangement agreed with East Sussex County Council (Decision 19/00019). A KCC Key Decision was published to facilitate the Thurrock transfer (Decision 19/00041). The plan was for Thurrock Council to receive and oversee the use of these funds to support local small and medium sized enterprises in their local authority area. It has not proved possible to transfer these funds to Thurrock Council as this local authority does not have in place the required contract with BEIS.
- 2.5 **Options** -The preferred KCC option was to transfer the funds to Thurrock Council but this proved not to be legally possible due to the lack of an existing contract between Thurrock Council and BEIS. The only other practical option remaining to fulfil our current BEIS contract is for KCC to distribute funds directly to Thurrock companies via a small loan programme on behalf of Thurrock Council, covering the costs of the appraisal, decision-making and monitoring from an administrative charge levied on all loans to Thurrock companies (the same charge is currently levied on Kent and Medway companies).

2.6 **Risks** - If KCC does not facilitate access to the existing KMBF programme for Thurrock Companies, the recycled loan repayments previously recovered from Thurrock Companies may not be committed to businesses and may be returned to BEIS at the end of the current contract after March 2023.

**3. Financial Implications**

3.1 The capital costs are the potential value of the recycled RGF loans repayments from Thurrock companies which is currently estimated at £312,746. Currently KCC has recovered £212,456 in RGF loan repayments. A further £100,290 may be recovered from another Thurrock company in administration.

<b>Thurrock Companies Loans &amp; Equity</b>				
<b>Total Loan</b>	<b>Total Equity</b>	<b>Loan Repayments</b>	<b>Loan to be recovered</b>	<b>Unrecoverable Loan</b>
£871,700	£250,000	£212,456	£100,290	£558,954

3.2 The Revenue costs of this activity will be funded from an administrative charge levied on all Thurrock companies receiving loans.

**4. Legal implications**

KCC has discussed various options with BEIS. We have an existing BEIS contract which still lists Thurrock as an eligible area. Therefore, Thurrock companies are still technically able to receive recycled RGF Funds but the current Key Decision (Decision 16/00107) for the KMBF programme does not have the provision to allow access for Thurrock companies. BEIS has confirmed that funds cannot be transferred directly to Thurrock Council as Thurrock does not have an existing contract in place with BEIS. The loans will be awarded using the same decision-making structures, procedures, and safeguards as the current KMBF loans. KCC are discussing with Thurrock Council the option for a representative from their authority to attend decision-making boards. Invicta Law Ltd will be engaged to draw up the relevant contracts using the same format as those for Kent and Medway companies and debt recovery will operate in the same way.

**5. Equalities implications**

5.1 An Equality Impact Assessment (EqIA) has been appended to this report.

**6. Other corporate implications**

6.1 This decision does not have an impact in other areas of the Council’s work.

**7. Governance**

7.1 The decision will give the Director of Economic Development delegated authority to take the necessary actions to implement the decision.

## 8. Conclusions

- 8.1 KCC will allow Thurrock Companies limited access to loans from the KMBF scheme.
- 8.2 These loans will be financed from recycled loan repayments previously obtained from Thurrock companies.
- 8.3 These loans shall be subject to the same rules, criteria and administrative charges as loans to Kent and Medway companies.
- 8.4 The KCC costs of administering this scheme shall be covered by a charge to Thurrock companies.

## 9. Recommendations

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Economic Development on the proposed decision to delegate authority to Director of Economic Development to:

- (i) Enter into relevant contracts, legal agreements and put appropriate arrangements in place required to implement this decision, allowing Thurrock Companies to access loans from the Kent and Medway Business Fund (KMBF).
- (ii) That these loans will be financed from recycled loan repayments previously obtained from Thurrock companies that received funds via the former RGF Tiger programme.
- (iii) These loans shall be subject to the same rules, criteria and administrative charges as loans that are allocated under the existing KMBF to Kent and Medway companies.

Proposed Record of Decision is attached as Appendix A.

## 10. Background Documents

- Appendix A – Proposed Record of Decision
- Appendix B – Equality Impact Assessment

## 11. Contact details

**Report Author:**

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**Relevant Director:**

David Smith  
Director of Economic Development  
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# KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

**DECISION TO BE TAKEN BY:**

Mike Whiting, Cabinet Member for Economic Development

**DECISION NO:**

20/00103

For publication

Key decision: YES

Subject Regional Growth Fund Administrative Changes

**Decision:**

As Cabinet Member for Economic Development, I agree to delegate authority to Director of Economic Development to:

- (i) Enter into relevant contracts, legal agreements and put appropriate arrangements in place required to implement this decision, allowing Thurrock Companies to access loans from the Kent and Medway Business Fund (KMBF).
- (ii) That these loans will be financed from recycled loan repayments previously obtained from Thurrock companies that received funds via the former RGF Tiger programme.
- (iii) These loans shall be subject to the same rules, criteria and administrative charges as loans that are allocated under the existing KMBF to Kent and Medway companies.

**Reason(s) for decision:**

If KCC does not facilitate access to the existing KMBF programme for Thurrock Companies, the recycled loan repayments previously recovered from Thurrock Companies may not be committed to businesses and may be returned to BEIS at the end of the current contract after March 2023.

**Cabinet Committee recommendations and other consultation:**

The proposal is being considered by the Growth, Economic Development and Communities Cabinet Committee at their meeting on 17 November.

**Any alternatives considered and rejected:**

The preferred KCC option was to transfer the funds to Thurrock Council but this was not legally possible due to the lack of an existing contract with BEIS. The only way remaining to fulfil our current BEIS contract is for KCC to distribute funds directly to Thurrock companies via a small loan programme on behalf of Thurrock Council, covering the costs of the appraisal, decision-making and monitoring from an administrative charge levied on all loans to Thurrock companies (the same charge is currently levied on Kent and Medway companies).

**Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:**

.....  
signed

.....  
date



**March 2014 Revised**

**Equalities Impact Assessment (EqIA)**

Recycled Regional Growth Fund (now known as the **Kent and Medway Business Fund**)

Directorate: Growth Environment and Transport - GET

**Name of policy, procedure, project or service:** Kent and Medway Business Fund

What is being assessed? A new scheme to recycled Regional Growth Fund loan repayments for new investments to businesses in Kent and Medway.

**Responsible Owner/ Senior Officer:** Jacqui Ward (Project Manager)

**Date of Initial Screening:** 06/10/2016

**Date of Full EqIA :** 01/03/2017

<b>Version 1</b>	<b>Author</b>	<b>Date</b>	<b>Comment</b>
1	JW & MR	05/10/16	N/A
2	JW & SB	10/10/16	Review of other EqIA on Knet
3	MP and SH	25 and 28/11/16	Review of content, and feedback
4	JW & MR	01/03/17	

Characteristic	Could this policy, procedure, project or service, or any proposed changes to it, affect this group less favourably than others in Kent? YES/NO If yes how?	Assessment of potential impact HIGH/MEDIUM/ LOW/NONE/ UNKNOWN		Provide details: a) Is internal action required? If yes what? b) Is further assessment required? If yes, why?	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO - Explain how good practice can promote equal opportunities
		Positive	Negative		
<b>Age</b>	No	Low	None	Yes: a) To start a business legally in the UK you must be at least 16 years of age (and 18 years of age to sign some legal documents. There is no maximum age this is covered within our legal loan agreements. Opportunities to be shared with relevant local representative bodies b) None at present, however this will be reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. This not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Business in the Community, Age Concern )
<b>Disability</b>	No	Low	None	Yes: a) People with learning difficulties may find it difficult to access information. When holding events consider they are accessible for wheelchair users. All documentation is offered in alternative formats for the visual	Yes-Improved access: The team is flexible and can meet with businesses on a 1-2-1 basis. Presentation materials are reviewed to ensure the audience are able to read the slides, ensure a blue



				impaired. Opportunities to be shared with relevant local representative bodies; b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below) .See Action Plan.	background is not used and alternative formats are available. use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Business Disability Forum)
<b>Gender</b>	No	None	None	Yes: a) We will share ideas on how stereotypes can be challenged and funding opportunities with relevant local representative bodies and b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-use a variety of media to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Women in Business Network)
<b>Gender Identity</b>	No	None	None	Yes: a) This would be dealt with professionally and sensitively. b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below)	Yes- use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list but also using the mailing lists of appropriate representative

					groups/organisations (e.g. The Gender Trust)
<b>Race</b>	No	Low	None	Yes: a) Translations will be provided on request. Presenters would be aware of other language barriers and therefore adjust their style and approach to delivery to ensure understanding b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-1-2-1 meetings and regular contacts also translation service will be made available. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Kent Equality Cohesion Council)
<b>Religion or belief</b>	No	None	None	Yes a) Funding decisions are based on the business case and financial viability only. Support is provided to the Investment Advisory Board (including training if required) who make funding recommendations (the final decision lies with KCC) to ensure compliance with our equality duties. b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Kent Equality Cohesion Council)
<b>Sexual orientation</b>	No	None	None	Yes a) Funding decisions are based on the business case and financial viability only. Support is provided to the Investment Advisory Board (including training if required) who make funding recommendations (the final decision lies with KCC) to ensure	Yes-1-2-1 meetings , use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list

				compliance with our equality duties. b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	but also using the mailing lists of appropriate representative groups/organisations (e.g. Gay Business Association)
<b>Pregnancy and maternity</b>	No	None	None	Yes a) Funding decisions are based on the business case and financial viability only. Support is provided to the Investment Advisory Board (including training if required) who make funding recommendations (the final decision lies with KCC) to ensure compliance with our equality duties. b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-1-2-1 meetings , use a variety of media and relevant support organisations to ensure that the widest variety of people can access the scheme. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Women in Business Network)
<b>Marriage and Civil Partnerships</b>	No	None	None	Yes a) Funding decisions are based on the business case and financial viability rather than marriage or civil partnership status. Support is provided to the Investment Advisory Board (including training if required) who make funding recommendations (the final decision lies with KCC) to ensure compliance with our equality duties. b) None at present, however this will reviewed on an annual basis to take account of impact (see Monitoring and Review below). See Action Plan.	Yes-use a variety of media to ensure that the widest variety of people can access the scheme. mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Business in the Community)
<b>Carer's</b>	No	None	None		Yes-use a variety of media

<b>responsibilities</b>					<p>and relevant support organisations to ensure that the widest variety of people can access the scheme. 1-2-1 meetings if appropriate. The not only involves existing mailing list but also using the mailing lists of appropriate representative groups/organisations (e.g. Business Disability Forum)</p>
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## Equalities Impact Assessment (EqIA)

The new scheme, provisionally entitled the Kent and Medway Business Fund will utilise recycled Regional Growth Fund (RGF) loan repayments to support new jobs, business growth, stimulate innovation and to improve productivity across the Kent and Medway area.

### Part 1: INITIAL SCREENING

Proportionality - Based on the answers in the above screening grid what RISK weighting would you ascribe to this function – see Risk Matrix

Low	Medium	High
Low relevance or Insufficient information/ evidence to make a judgement.	Medium relevance or Insufficient information/ evidence to make a judgement.	High relevance to equality, /likely to have adverse impact on protected groups

### State rating & reasons

#### Context – What we do now and what we are planning to do

The scheme will invest in new and existing small and medium sized enterprises (SMEs) delivering sustainable employment over the long term, creating and adopting innovative products, processes and services and to seeking improve their productivity.

In objective of the scheme is not to replace commercial sources of finance or offer operating subsidies. Rather, it will support projects with strong business cases for which commercial finance is unavailable on viable terms (for example, because the product or technology involved is untested). The scheme will normally only provide finance for up to 50% of project costs, with the balance funded through private sources, including bank lending.

Loans will be generally offered interest-free, although arrangement charges will be levied to pay for administration costs

#### Aims and Objectives

The scheme has a number of key targets:

Number of businesses supported	120
Number of Jobs Created or safeguarded	949

The scheme will be launched in December 2016, with phase one of the scheme open until March 2021.

## **Beneficiaries**

New and existing eligible small and medium sized enterprises (SMEs) in Kent & Medway.

## **Information and Data used to carry out your assessment**

No bespoke quantitative research has been carried out prior for the scheme as existing census data (see below) is sufficiently robust to identify the nature of the issues and target groups.

Source: KCC Business Intelligence Statistical Bulletin – July 2016. The bulletin uses the 2015 Mid-year population estimates (census based) by 5 year age group and gender for Kent County and Kent local authority districts. This data was produced by the Office for National Statistics (ONS) and released on the 23 June 2016.

The scheme is fully funded by recycled Regional Growth Fund (RGF) loan repayments. Kent County Council is the accountable body but works in partnership with the Kent district council's and Medway Council.

### Summary findings: Gender and Age

- The total population of Kent (excluding Medway) is estimated to be 1,524,700.
- Of all of the local authority districts in Kent, Maidstone has the largest population with 164,500 people. Dartford has the smallest with 103,900 people.
- There are slightly more female residents than male residents in Kent. 51% (777,300 people) residents are female and 49% (740,400) male. This pattern is seen in all of Kent's local authority districts.
- However, the male to female ratio changes with age. On the whole there tends to be more males than there are females up to the age of 29 years. Beyond this age, there are more females than males, although the exact age at which there become more females than males does vary between each local authority district.
- The mean age in Kent is 40.8 years. This is slightly higher than the national mean age which is 39.7 years. The mean age of a Kent female is 41 and a Kent male is 39.4.
- Mean age is slightly higher in East Kent districts at 42 or above years in Dover, Shepway and Thanet.

From the summary findings we will expect to see increased interest from urban areas as these areas are more densely populated and have higher concentrations of growing businesses. There are varying amounts of males and females in each local authority so we will expect this to be reflected in the range of applicants from both genders throughout the project. The project is open to those of any age and gender irrespective of the age and gender profiles mentioned above.

The table below shows the total number of businesses in Kent and the Medway providing us with a clear business profile. This shows that there are more potential businesses in Kent and the Medway than to whom we can offer support to.

We have an accurate amount of potential business that we can support and the criteria for accessing the grant are fair, open and equitable. Based on successful delivery of previous schemes we have a ready-made pipeline of applications to sustain us through initial part of delivery.

<b>Number Of Vat And/or Paye Based Enterprises In 2015 By Employment Size</b>								
	<b>0-4</b>	<b>5-9</b>	<b>10-19</b>	<b>20-49</b>	<b>50-99</b>	<b>100-249</b>	<b>250+</b>	<b>Total</b>
<b>Kent</b>	43,180	7,100	3,365	1,735	570	305	205	56,460
<b>Medway</b>	5,760	915	465	200	70	50	25	7,485
<b>Total</b>	48,940	8,015	3,830	1,935	640	355	230	63,945

Source: NOMIS

### **Who have you involved and engaged with?**

The partnership includes Kent County Council all the district councils within Kent and Medway Council.

The scheme will be run in line with KCC's Equalities Strategy and Policies. As such we are committed to promoting equality, valuing diversity and combating unfair treatment. Equality and freedom from discrimination are fundamental rights we demonstrate leadership and commitment in promoting these rights.

We are committed to ensuring that current and potential service users, employees and job applicants will not be discriminated against on the grounds of social circumstances, gender, race, disability, sexuality, age, religion/belief or any other protected characteristic.

### **Potential Impact**

The new scheme will target all sectors of the community and information and application forms will be easy to access. There are multiple possible referral routes (business associations, chambers of commerce and community groups) so reaching out to all across our community. The project has strict perimeters in which it can operate. Businesses that are eligible for support have to be located within the eligible area - Kent and Medway. This is a legal requirement and opportunities for addressing equality issues outside of area are restricted. The programme management team are in a good position to promote equal opportunities and can provide examples of good practice.

### **Adverse Impact and how can these adverse impacts be mitigated, (capture this in the action plan)**

It is not envisaged that there will be any adverse long term effects as a result of this scheme. In the short term, equalities data will be collected and reviewed throughout the schemes operation and time in order to identify any areas of concern. These will be mitigated as much as possible based on the provision of advice from Kent County Councils Equalities and Diversity Team. As a major programme this scheme will be integrated within KCC's Equalities and Diversity policy to ensure any negative impacts are mitigated and all positive aspects maximised.

**Positive Impact: JUDGEMENT**

- The scheme will provide investment and employment opportunities for across all sectors of Kent and Medway.
- Up until March 2021 we will invest recycled funds.
- Investments aim to create or safeguard additional jobs

**Option 1 – Screening Sufficient YES/NO**

Following this initial screening our judgement is that no further action is required.

**Justification:**

The scheme has low or no impact on the protected characteristics as list above. The project will collect information on companies who have equal opportunities policies as part of the compliancy with the KCC Loan Agreement. The programme is integrated into Kent County Council's Equalities and Diversity Policy to ensure any negative impacts are mitigated and all positive aspects are maximised.

**Option 2 – Internal Action Required YES/NO**

**There is potential for adverse impact on particular groups and we have found scope to improve the proposal**

**(Complete the Action Plan at the end of this document)**

**Option 3 – Full Impact Assessment YES/NO**

**Monitoring and Review**

EQIA reviewed on an annual basis to take account of impact in line with resource and partner commitments.



**Sign Off**

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

**Senior Officer**

Signed:

Name:

Job Title:

Date:

**DMT Member**

Signed:

Name:

Job Title:

Date:

Please forward a final signed electronic copy to the Equality Team by emailing  
[diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk)

The original signed hard copy and electronic copy should be kept with your team for audit purposes.

<b>Equality Impact assessment Action Plan</b>						
<b>Protected Characteristic</b>	<b>Issues Identified</b>	<b>Action to be taken</b>	<b>Expected Outcomes</b>	<b>Owner</b>	<b>Timescale</b>	<b>Cost Implication</b>
<b>Age</b>	Contracts Information Monitoring	Contracts – amend contracts Information – ensure information channels are appropriate Monitoring – change monitoring forms	Contracts – better contracts Information – more effective communication Monitoring – more effective monitoring of impact	Martyn Riley	March 2017 (reviewed March 2018)	None
<b>Disability</b>	Access Information Monitoring	Access – use suitable venues provide translators if required Information – ensure information channels are appropriate Monitoring – change monitoring forms	Access – Improved access to events and scheme Information – more effective communication Monitoring – more effective monitoring of impact	Martyn Riley	June 2017 (reviewed June 2018)	Cost of translators Half day £130/£120
<b>Gender</b>	Access Information Monitoring	Access – use suitable venues, event times Information – ensure information channels are appropriate Monitoring – change monitoring forms	Access – Improved access to events and scheme Information – more effective communication Monitoring – more effective monitoring of impact	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Gender Identity</b>	Information	Information – ensure information channels are appropriate	Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Race</b>	Access Information Monitoring	Access – use suitable venues provide translators if required -	Access – Improved access to events and scheme Information – more effective	Martyn Riley	June 2017 (reviewed June 2018)	Cost of translators £20 per

		Information – ensure information channels are appropriate Monitoring – change monitoring forms	communication Monitoring – more effective monitoring of impact			hour
<b>Religion or belief</b>	Information	Information – ensure information channels are appropriate	Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Sexual orientation</b>	Information	Information – ensure information channels are appropriate	Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Pregnancy and maternity</b>	Access Information	Access – use suitable venues, event times Information – ensure information channels are appropriate	Access – Improved access to events and scheme Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Marriage and Civil Partnerships</b>	Information	Information – ensure information channels are appropriate	Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None
<b>Carer's responsibilities</b>	Access Information	Access – use suitable venues, event times Information – ensure information channels are appropriate	Access – Improved access to events and scheme Information – more effective communication	Martyn Riley	June 2017 (reviewed June 2018)	None

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From: Mike Whiting, Cabinet Member, Economic Development  
David Smith, Director of Economic Development

To: Growth, Economic Development and Communities Cabinet Committee  
– 17 November 2020

Subject: Regional Growth Fund Monitoring Report – Q1 2020/21

Classification: Unrestricted

**Summary:** This report summarises the results of KCC’s monitoring returns for the period 1 April 2020 to 30 June 2020 from businesses that have received loans and equity from KCC managed Government funded Business Investment Schemes - the current Kent and Medway Business Fund (KMBF) scheme and the former Regional Growth Fund (RGF) schemes.

The number of new and protected jobs recorded up to the end of June 2020 is 4,630 (new jobs 3,288, protected jobs 1,342). The average cost per job was £1,649.

By 31 March 2020, loan repayments to the value of £29,153,881 have been received. These repayments are being recycled through the Kent and Medway Business Fund to enable KCC to continue to offer financial support for new investment.

Out of the 107 loans being reported on in the period 1 April 2020 to 30 June 2020 period, 58% are rated as Green or Amber.

**Recommendation:** The Growth, Economic Development and Communities Cabinet Committee is asked to note the report.

## **1. Background Information**

1.1 The Regional Growth Fund (RGF) was established in June 2010 with three objectives:

- To facilitate new investment by private sector enterprise: the aim was to support projects with significant potential for economic growth and to create sustainable private sector employment.
- To help those areas and communities that are particularly dependent on the public sector to make the transition to sustainable private sector-led growth and prosperity; and
- To address a market failure in the provision of bank lending to viable small and medium sized businesses who have a limited credit history or track record and those which require finance on flexible terms given their limited collateral.

- 1.2 The Department for Business, Energy and Industrial Strategy (BEIS) allocated £55 million from the Government's Regional Growth Fund to KCC between 2011 and 2014. This funded three RGF schemes covering the whole of Kent and Medway and additional local authority areas:
  - Expansion East Kent (East Kent - £35 million).
  - Tiger (North Kent and Thurrock - £14.5 million).
  - Escalate (West Kent and parts of East Sussex - £5.5 million).
- 1.3 These RGF schemes provided grants, loans, and equity investments for businesses with investment plans leading to job creation and growth from November 2011 to January 2016. For most businesses, loan finance was provided at 0% interest, with a repayment period of between 5 and 7 years. The schemes also allocated grants and equity investments.
- 1.4 From January 2017, KCC used the recycled RGF loan repayments to enable the Kent and Medway Business Fund (KMBF) to provide loans and equity investments ranging between £50,000-£500,000 to eligible businesses across Kent and Medway. Most funding recipients receive 0% interest loans, with a repayment period of up to 5 years. The recycled RGF loan repayments are also used to finance the Kent Life Sciences (KLS) Fund, a sub-programme of the KMBF scheme. This provides equity investments predominantly in the life science sector. A summary of the equity investments can be found in Section 5 of this report.
- 1.5 All applications to RGF schemes and the KMBF undergo due diligence inquiries before being examined by the Investment Advisory Board (IAB). Most of the members of this Board come from the private sector, including Finance and Banking, Manufacturing, and the Scientific and Creative Industries. Once an application has been reviewed by the Board, it makes a recommendation to KCC to Approve or Reject the project and what conditions should be set if funding is approved.
- 1.6 Invicta Law Ltd provides advice on contracts, insolvency issues and works with the KCC Business Investment Team to recover the maximum amount of loan value. KCC Internal Audit oversees the investment procedures and processes and advice on other matters related to the use of the funds.
- 1.7 In order to minimise risk, KCC requires applicants to provide some form of security, whether through assets, property, or personal guarantees for all investments over £100,000. For loans between £50,000 and £100,000, the IAB may recommend a Personal Guarantee be taken before funding is given, though it is not a requirement.
- 1.8 Where businesses find it difficult to repay the loans KCC can offer to restructure their debt to support further business growth and resume repayments. In cases of non-engagement, KCC pursues loan recovery through Security or Personal Guarantees, where applicable (see Section 2.1).
- 1.9 Working with external partners, KCC has recently established a Recovery Working Group, a sub-group of the IAB, to advise on technical issues related to the recovery of existing investments (see Section 2.1).

1.10 This report is the first since the significant economic disruption caused by the Covid-19 outbreak. Within this report we outline the various actions undertaken to support businesses in receipt of loan and equity investment from the former RGF schemes and the Kent and Medway Business Fund.

## **2. Update on all Government Funded KCC Business Investment Schemes**

2.1 Since the last report presented to this Committee in March 2020, to mitigate the impact of the Covid-19 outbreak on its loan recipients and the wider business community KCC agreed to offer all loan recipients a one-year repayment holiday until March 2021. We continue to monitor the existing loan recipients against agreed monitoring targets i.e. jobs and expenditure.

2.2 The table below shows as of the 30 June 2020 the total funding committed in loan and equity investments, broken down by local authority area, the number of jobs created\protected and private sector investment (leverage).

<b>Districts</b>	<b>Funding per Local Authority £</b>	<b>Private Investment £</b>	<b>No of Businesses</b>	<b>No of Jobs Created</b>	<b>No of Jobs Protected</b>	<b>Total Number of Jobs</b>
Ashford	£572,600	£624,628	12	25	5	30
Canterbury	£8,783,080	£9,737,619	56	1,326	96	1,422
Dartford	£2,370,115	£2,238,578	14	104	43	147
Dover	£14,452,053	£12,431,972	56	338	162	500
Folkestone & Hythe	£6,363,468	£10,175,900	28	207	114	321
Gravesham	£881,062	£843,375	5	55	60	115
Maidstone	£3,094,587	£3,455,936	17	82	91	173
Medway	£4,598,621	£4,205,834	24	184	148	332
Rother (1)	£136,250	£136,250	3	19	3	22
Sevenoaks	£644,000	£760,472	7	47	18	65
Swale	£7,445,202	£19,140,158	26	265	283	548
Thanet	£8,261,256	£11,264,724	60	384	275	659
Thurrock (1)	£1,121,700	£1,421,355	5	72	13	85
Tonbridge & Malling	£1,073,510	£1,072,798	11	44	17	61
Tunbridge Wells	£1,993,000	£2,257,250	16	138	24	162
Wealden (1)	£200,000	£200,000	1	5	4	9
<b>Total</b>	<b>£61,990,504</b>	<b>£79,966,849</b>	<b>341</b>	<b>3,295</b>	<b>1,356</b>	<b>4,651</b>

(1) Not part of the eligible area for the Kent and Medway Business Fund since 2017

2.3 All businesses are still required to complete a monitoring return as part of their loan agreements with the County Council and these must include employment contracts and copies of payroll as evidence for jobs created and protected. The cumulative total of jobs that have been created or protected is 4,651 as of 30 June 2020. This is a small increase of 29 since the last report submitted to this Committee (4,622). This increase is in part due to a number of new loans creating and protecting jobs joining the monitoring cycle in Q4 2019/20 and the effectiveness of the Government schemes (Coronavirus Job Retention Scheme (furlough), Coronavirus Bounce Back Loans and Coronavirus Business Interruption Loan) in supporting job retention in Q1

2020/21. We do expect job losses when reports are submitted to this Committee in 2021. There is an overall target of 5,990 jobs for the period up to March 2023(4,402 new jobs and 1,588 protected jobs).

- 2.4 KCC supported and funded the establishment of an on-line COVID-19 Questionnaire to encourage feedback and build intelligence on local companies and the Kent economy and has been liaising with the Kent Invicta Chamber of Commerce, Federation of Small Businesses, Locate in Kent and other business bodies to assess the current gaps in financial support. The feedback and intelligence obtained is being used to inform the relaunch of KMBF such as level of demand and type of loan products.

### **3. Loan Monitoring**

- 3.1 As part of the loan agreement, each business is contracted to provide a quarterly monitoring return. These returns are in arrears of the previous quarter, and upon receipt and internal validation, one of the following RAG ratings is applied:
- Green Risk Status: full return received and no outstanding issues.
  - Amber Risk Status: partial return received and/or some issues re contracted milestones.
  - Red Risk Status: Category A (Bad debt); Category B (No monitoring return); Category C (Non-achievement of key milestones/targets, including loan repayment, job outcomes and/or delay to planned objectives).
- 3.2 Out of the 105 Loans being reported on during the monitoring period 1 April 2020 to 30 June 2020, 62 (58%) of returns were flagged as Green or Amber. The value of those loans was £11,290,279. Of the total number of businesses monitored during the period 10 identified were in the Red Category B (No monitoring return) and 33 businesses were identified as Red Category C (Non-achievement of key milestones/targets).
- 3.3 60 businesses have had loans or equity which are in Category A (Bad Debt) with a value of £9,056,289 of which £1,120,993 has so far been recovered. The total of funds not yet recovered is therefore £7,935,295 which equates to 12.80% of the total loan and equity investments made. This includes businesses which KCC is still actively pursuing to repay the debt and where further debt recovery is still possible (£3,096,695). The total of loans written off (where debt recovery is no longer possible) is £4,838,600.

### **4. Equity Investments**

- 4.1 To help mitigate the economic impact of the Covid-19 outbreak on the companies in receipt of equity funding, since March 2020 KCC has been working with its equity partner, NCL Technology Ventures to ensure that innovative companies in which KCC invested have received specialist support and assistance.
- 4.2 Between 2013 and 2016 KCC made equity investments in 18 businesses at a cumulative initial value of £8,583,068 at the time the respective equity investments were made.



- 4.3 In January 2017 the Kent Life Sciences (KLS) Fund was established with the aim of making equity investments in companies with game-changing medical technologies and advanced therapeutics. KCC has committed equity investments to 6 businesses at a cumulative initial value of £3,175,000. KLS is funded from recycled RGF loan repayments.
- 4.4 In making these equity investments, KCC sees its role as a “patient investor” and it is anticipated the Council will not accrue a positive return from most of the businesses for a further 3 to 5 years. NCL Technology Ventures (NCL) have been appointed to manage, monitor, and oversee these investments. NCL work with businesses to design an appropriate exit strategy for each investment. Quarterly reports on the performance of all the equity investments are provided to the KMBF Investment Advisory Board (chaired by a KCC Member) and an annual report is provided to the KCC Governance and Audit Committee as part of the reporting on companies in which KCC has an interest.
- 4.5 NCL have designated 14 of KCC’s equity investments as having Green Risk Status, 4 as Amber Risk Status and 3 as Red Risk Status. Three of KCC equity investments (total initial value £2,394,072) are designated as Bad Debt as of 30 June 2020. The total of equity written off (where recovery is no longer possible) is £600,000.

## **5. Cost per Job**

- 5.1 The cumulative amount of repayments expected in the 8 years to June 2020 was £31,951,397. The actual amount received by the end of June 2020 was £29,175,655 which represents an achievement of 91.3%. In terms of the unrecovered funds, the cost per job is £1,813.
- 5.2 In terms of the total loan and equity awarded by the former RGF and KMBF schemes the average “cost” per job is £13,328 in comparison with the national average for Regional Growth Fund Schemes of £37,400 (over the first 4 RGF rounds according to the 2014 National Audit Office report on the Regional Growth Fund).

## **6. Recommendation**

### **Recommendation:**

The Growth, Economic Development and Communities Cabinet Committee is asked to note the report.

## **7. Contact details**

### **Report Author:**

Martyn Riley  
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**Relevant Director:**

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**From:** Mike Hill, Cabinet Member for Community and Regulatory Services  
Barbara Cooper, Corporate Director, Growth, Environment & Transport

**To:** Growth, Economic Development and Communities Cabinet Committee – 17th November 2020

**Decision No:** N/A

**Subject:** KCC Public Protection Intelligence Team

**Classification:** Unrestricted

**Electoral Divisions:** All

**Summary:**

To inform the Cabinet Committee about the work undertaken by the Public Protection Intelligence Team.

**Recommendation(s):**

The Growth, Economic Development and Communities Cabinet Committee is asked to note this report.

**1. Introduction**

- 1.1 The Public Protection Intelligence Team (PPIT) sits within Public Protection's Business Development Team, within the Environment, Planning and Enforcement Division.
- 1.2 The PPIT is a small team established in 2012 to enable KCC to achieve its goal of operating one of the first truly intelligence-led Trading Standards service in the UK, with a 'sterile wall' between intelligence and operational enforcement. This successful transition enables Trading Standards to be more efficient and effective in tackling issues causing the greatest harm to our residents, whilst supporting legitimate businesses.
- 1.3 Since its establishment, the remit and impact of the PPIT has grown considerably in terms of the breadth and complexity of the work it undertakes for a number of KCC services and projects.
- 1.4 The PPIT is now seen as a 'trusted intelligence partner' by Kent Police, Kent Fire and Rescue, and a wide range of external regulatory partners.

**2. Background**

- 2.1 The PPIT has access to some of the most sophisticated intelligence tools and systems available within the criminal intelligence community and has access to both restricted criminal and non-criminal data. It has access to more than 220 million items of consented personal data.

- 2.2 The PPIT is the only team in KCC to have direct access to the Police National Computer (PNC). This puts the Public Protection Group in a unique position to direct and manage intelligence-led operations.
- 2.3 Each team member has enhanced vetting by Kent Police to enable them to access the PNC system and they are trained to a nationally recognised intelligence standard.
- 2.4 The team's approach and use of intelligence is comparable with the Police and it has gained a local and regional reputation for being professional, proactive, and innovative in its approach.
- 2.5 The PPIT works at the centre of the Public Protection Group both directing and supporting 'Business as Usual' for individual services protecting Kent residents, consumers and legitimate businesses.
- 2.6 In addition, the PPIT shares its skills and knowledge to protect KCC's reputation and finances and work on a number of KCC-wide projects.

### **3. Trading Standards**

- 3.1 The PPIT reviews approximately 17,000 confidential consumer complaints per year, along with a further 10,000 criminal intelligence reports from a variety of sources, including Kent Police, district councils and National Trading Standards. This information is used to identify the businesses and trade sectors causing the most harm and detriment to Kent residents and legitimate businesses, whether that be the financial abuse of residents, issues of public health and safety, or businesses not complying with trading law. The PPIT then produces 'action ready' intelligence packages for Trading Standards.
- 3.2 Anyone can be a scam victim, regardless of age, gender, education or economic background. National Trading Standards estimates that 53% of people aged 65+ have been targeted by scams and criminals. The PPIT identifies victims of scams and ensures that appropriate action by KCC is taken, either through the Victim Safeguarding Officer in Trading Standards or the Community Warden service, to assist and protect the victim from further scams. The team analyses and profiles more than 2,000 scam victims per year using restricted data from the National Scams Hub.
- 3.3 The PPIT processes an immense amount of information and intelligence for Trading Standards and in addition to identifying its priorities as above, it also provides dedicated ongoing support to the most complex investigations which conclude through the Court process.
- 3.4 'Trading Standards Checked' is KCC's new fair trader scheme, created as a critical element in the Public Protection preventative agenda to tackle rogue and illegitimate traders, protect legitimate traders, and to protect the most vulnerable residents in Kent. It was developed by the Public Protection Business Development Team and is run on a day-to-day basis by the PPIT. The PPIT provides the vetting of all traders and proactively develops the scheme which currently has over 500 members.
- 3.5 The PPIT will also play a crucial role in Trading Standards' product safety and standards intelligence under any post-Transition trade arrangements with the European Union.

## **4 Community Warden Service**

- 4.1 The PPIT works closely with the Community Warden service providing them with the names and addresses of the most vulnerable residents who have been the victim of scams and doorstep crime. The Covid-19 pandemic has seen the number and complexity of scams affecting residents increase and the PPIT direct the wardens to those in most need, with the wardens then offering help and support.

## **5. Public Protection Communications**

- 5.1 In response to the Covid-19 pandemic, the Public Protection Business Development Team developed and implemented a sophisticated social and digital media plan to inform and help protect Kent residents and businesses. Between 17<sup>th</sup> March and 29<sup>th</sup> September the PPIT contributed information about a wide range of scams and doorstep crime activity into this plan which had a total reach of 4,266,000, and an Email Open Rate ranging from 55-59% (industry average is 18%) demonstrating the relevance and timeliness of the information.

## **6. KCC Gypsy and Traveller Service (GTS)**

- 6.1 The GTS service was part of the Public Protection Group for three years before transferring to another group, and this established an operational intelligence relationship leading to a more robust approach to pitch allocations. It ensured that decisions with regards to pitch applications were made based on appropriate and relevant information and insight, which was provided by PPIT. Since the realignment of the GTS service into another group, this relationship has continued and there is an intelligence sharing relationship in place which also means that any civil enforcement action (for example an eviction) can be taken based on and utilising appropriate intelligence, which increases the success rate when going through the civil courts process.

## **7. Fly Tipping Enforcement**

- 7.1 The Kent Resource Partnership (KRP) commissions the PPIT to supply a dedicated Intelligence Analyst to provide enforcement intelligence services to all members of the KRP – 12 district and borough councils and KCC's Waste Management team.
- 7.2 Whilst this is a dedicated fully funded post, the provision of this post also benefits other KCC enforcement functions and projects as it enriches our intelligence picture and has enabled the identification of common nominals of interest and also opportunities for joint and multi-agency investigations, in particular with the GTS and Trading Standards Checked.
- 7.3 The KRP collaborates on a number of multi-agency 'days of action' (Op Assists) against fly-tipping and traders operating without a waste carriers licence. These are designed and directed by the PPIT.

## **8. Vetting and Tracing**

- 8.1 Vetting is the process of thoroughly investigating an individual, company or other entity and completing a range of due diligence checks, before making a decision.

- 8.2 Tracing is the process of finding and identifying people of interest and their assets.
- 8.3 The PPIT has access to a significant amount of information and tools that can provide instant access to a range of commercial and business-related intelligence. The team works closely with colleagues in the Economic Development Division to ensure that decisions about lending and issuing of grants by KCC are made with the most detailed Vetting information available.
- 8.4 Some of the intelligence tools that the team has access to for regulatory work is also being used to provide a Tracing service to Economic Development to recover debts associated with loans and grants that were issued prior to the due diligence vetting checks referred to above. A recent successful trace conducted by the PPIT enabled colleagues in Economic Development to pursue a £10,000 debt which had been outstanding for a considerable period of time.
- 8.5 The PPIT is also commissioned by the KCC Debt Recovery team to provide a debtor Tracing service that has proven to be quicker and more accurate than the external provider previously used. The PPIT is also exploring commercial applications for both its Vetting and Tracing capability with Cantium Business Solutions.

## **9. Officer Safety**

- 9.1 The PPIT has access to personal warning marker information which is used to ensure the health, safety and wellbeing of staff. The Public Protection Group deals with many residents face-to-face, in their homes and in business premises, potentially dealing with extremely dangerous individuals, criminals and organised crime groups. Ensuring that due care and consideration is given to officer safety is of paramount importance and the PPIT is able to screen people for warning markers, for example violence markers. Public Protection staff from Trading Standards, Community Wardens, Coroners Officers, and other EPE staff from the Gypsy and Traveller Service and Public Rights of Way all benefit from this capability. A recent example prevented a female Community Warden attending the house of a former sex offender, who had live warning markers about females not attending his residence alone due to the high risk he posed.

## **10. GET - Investigations and Enforcement Project (IEP)**

- 10.1 The IEP project was formed when the Public Protection Group recognised that there were potential opportunities for KCC to firstly improve its own investigation and enforcement competency, policies, processes and performance, and secondly for KCC to work more closely with Kent Police, district councils and other public bodies to tackle criminal activity more effectively and efficiently.
- 10.2 The project has a dedicated Intelligence Analyst from the PPIT who attends all district Organised Crime Group (OCG) working groups on behalf of GET in order to ensure coordinated approach to operational intelligence sharing and identification of collaborative investigation and enforcement activity with other enforcement agencies.
- 10.3 A PPIT Analyst has recently led two multi-agency on-site tactical operations on a gypsy and traveller site with the aim of securing arrests and/or gathering intelligence on people fly-tipping. The operations coordinated by the PPIT were successful and partners wish to repeat these operations on a regular basis.

## **11 Doorstep Crime Project**

- 11.1 In 2017, losses to victims in Kent from scams and doorstep crime totalled £3.6 million, of which nearly £2.6 million (72%), related to doorstep crime.
- 11.2 In June 2019, this Cabinet Committee received an update on the prevalence and impact of Doorstep Crime in Kent and was supportive of the actions to be taken.
- 11.3 The Doorstep Crime project has identified that there are more than 10 different victim lists being held by different public sector bodies, with victims receiving different levels of intervention across Kent. This lack of coordination means that no single agency holds the actual list of who has been a victim of doorstep crime/scams in Kent in the last year, resulting in no single agency being able to instigate meaningful and impactful interventions.
- 11.4 With its knowledge of the wide range of systems being used to record lists of victims, a Project Officer within the PPIT is working closely with Trading Standards colleagues, all district and borough councils, KCC departments and the Police to implement the sharing of victim data to ensure consistent information between all partner agencies and create an agreed single reporting method that could be accessed by all partner agencies.

## **12. KCC Serious and Organised Crime Project**

- 12.1 In June 2019, this Cabinet Committee received an update on the prevalence and impact of Doorstep Crime in Kent and was supportive of the actions to be taken.
- 12.2 The PPIT initially highlighted the risks of serious and organised crime (SOC) to KCC and is leading a project across KCC to review and make recommendations as to how the authority manages, tackles, and responds to SOC. Whilst no one agency knows the full size and scale of the issue of SOC, it is known that it affects more UK citizens, more often, than any other national security threat and that it costs the UK economy more than £37 billion per year (pre Covid figure).
- 12.3 Through its various operations and projects the PPIT has an exceptional understanding of SOC and this project will identify the scale of risk it poses to KCC and provide a series of evidence-based recommendations to CMT in early 2021.

## **13. Financial Implications**

- 13.1 The PPIT is funded by a combination of revenue base budget, project budgets, grants and income.

## **14. Policy Framework**

- 14.1 The PPIT helps deliver 'Business as Usual' for a wide range of services against a wide range of policies and statutory duties. As can be seen from the narrative, all services benefit considerably from its involvement and can identify efficiency and performance gains as a result.

## 15 Equalities Impact Assessment

15.1 Existing 'Business as Usual' for the services supported by the PPIT is governed by a suite of Equality Impact Assessments. The PPIT produces Equality Impact Assessments for all projects that it leads – for example the Serious and Organised Crime Project.

## 16. General Data Protection Regulation Considerations

16.1 A Data Protection Impact Assessment is not needed for this overarching narrative report.

## 17. Conclusion

17.1 The importance and value of the PPIT to the services and projects mentioned in this report has accelerated considerably over the past few years. The PPIT has enabled a number of services and partnerships to benefit from the use of intelligence.

17.2 The PPIT is uniquely placed to access and lawfully disseminate criminal intelligence and other information to a wide range of law and regulatory enforcement partners. After many years of developing professional relationships with the wider intelligence community, the PPIT is now a highly respected and trusted intelligence partner.

## 18 Recommendation(s)

### Recommendation(s):

The Growth, Economic Development and Communities Cabinet Committee is asked to note this report.

## 19. Contact details

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**From:** Mike Hill, Cabinet Member for Community and Regulatory Services  
Barbara Cooper, Corporate Director Growth, Environment and Transport.

**To:** Growth, Economic Development and Communities Cabinet Committee – 17 November 2020

**Subject:** Trading Standards Activity and Preparations for the end of Transition

**Classification:** Unrestricted

**Past Pathway of report:** N/A

**Future Pathway of report:** N/A

**Summary:**

This report provides an update on Kent County Council Trading Standards activities in preparation for the end of Transition.

**Recommendation(s):**

The Cabinet Committee is asked to note and discuss the report.

**1.0 Introduction**

1.1 This report covers the work of Trading Standards in relation to preparation for the end of transition from 11pm 31<sup>st</sup> December 2020 and focuses on the issues, impacts, challenges, and opportunities faced by the service.

**2.0 Background**

2.1 Kent County Council Trading Standards is a statutory service with a duty to enforce a wide range of criminal legislation covering the trading and farming environment, from manufacturers, importers and producers to retail surveillance and ports. The areas covered are diverse and include counterfeits, fraud and unfair practices, product safety, animal health and welfare, food standards, feed, weights and measures and petroleum and explosive licensing.

2.2 Kent County Council Trading Standards has been significantly involved in preparing for Brexit since the vote to leave the EU in 2016. As much of the current Trading Standards legislation originates primarily from the EU, the service has been well placed to understand the impact on trade in its capacity as both UK regulators and an EU market surveillance authority?

**3.0 Government engagement**

3.1 Trading Standards continue to be involved in the discussions with the Government in relation to plans for the end of transition through the Border Protocol and Delivery Group (the Cabinet Office unit overseeing the government's plans for the UK border after the transition period), particularly with regard to the Border Operating Model (BOM) which explains how the

Government will operate controls on imports and exports with the EU from 1 January 2021 and its impact on the areas of concern for Trading Standards.

3.2 This includes the Kent Delivery Model Operations Group (KDMOG) consisting of central and local government representatives and industry representatives looking at the operational impacts of new border controls on services such as Trading Standards and the Port Health Authority.

3.3 The Service has also been working directly with Government Departments including the Office of Product Safety and Standards (OPSS) and the Department for the Environment Food and Rural Affairs (Defra), with regards to the areas of concerns for Trading Standards, namely product safety, animal health and feeds.

#### **4.0 Areas of Specific Concern for Trading Standards**

4.0.1 There are four specific areas of particular focus for Trading Standards.

- Imports of consumer goods
- Imported feed
- Animal health and welfare
- Business engagement and information

#### **4.1 Imports of Consumer Goods**

##### **4.1.1 Product Safety at the borders.**

4.1.1.1 Following a review of the increase in imports through the Kent Ports and in preparation for the predicted impact of Brexit, a permanently staffed Ports Imports Compliance Team was created in February 2019. The team, based in Dover, is now effectively managing import referrals, liaising with agencies agents and importers, providing resilience and capacity for the Service. The team's impact can be seen in Appendix 1.

4.1.1.2 So far this year, despite a 60% drop in imports due to national lockdown, the team dealt with 776,541 imports of which 202,949 were refused entry and using the National Projects agreed figure of detriment to society, this equates to £7.5m of detriment prevented so far this year.

##### **4.1.2 Current Demand.**

4.1.2.1 With the increasing workload, a new supervisor for the team was recruited to provide effective day to day management of the team. The Supervisor's appointment brings the team to six staff.

4.1.2.2 The supervisor is currently reviewing the existing processes and policies to ensure they can cope with a predicted higher demand rate and to ensure it can be linked to any new national database system.

##### **4.1.3 Post Transition Demands**

4.1.3.1 With the publication of the Border Operating Model, Trading Standards will continue to operate as it currently does, checking non-EU products at the Port of Dover and Eurotunnel (at Stop 24, J11 M20) until July 2021. On 1

July 2021 full controls on all imports, including those from the EU, will be stood up by the Government, and these will take place at the new inland Border Control Points, one of which will be at Sevington, Ashford and another possibly in the Dover area.

4.1.3.2 At this time, we are predicting the average number of import referrals will increase to around 5x the current rate which would be between 1,320 - 2,640 referrals a year. Based on the average time each referral takes an Officer to process (requiring liaison with importers and their agents, document checks and occasional physical examination) these levels would require between 6 and 12 additional staff.

4.1.3.3 A second more immediate pressure on the team will be the new inland Border Control Points (BCPs), one of which is confirmed at Ashford Sevington, but at least one other is likely, which will be in operation for July 2021. As the Ports team is currently based in Dover, these new BCPs sites may require them to be relocated at these sites. This could put pressure on the ports team's capacity to deal with goods within the legal time frame and may increase pressure on recruiting additional staff as the team would have to be split to cover the two areas as well as dealing with an increase in referrals.

## **4.2 Feed Imports**

4.2.1 While imported food is covered by port health, animal feed is the responsibility of Trading Standards. Currently there is no inspection and sampling of feed at Dover or Eurotunnel as most feed either comes directly from within the EU or is checked as it passes the first EU border from its country of origin and therefore requires no further checks as it enters the UK.

4.2.2 Initially, with no border control post at Dover or Eurotunnel, high risk feeds and feed that is of animal origin feed should not be landing at either ports (as now). However, if there is no trade agreement, it is possible that we may have illegal imports of feed at the two ports in Kent until 1<sup>st</sup> July. This may happen where importers of feed from outside the EU, who have their product cleared at the border as they enter the EU, will no longer benefit from this, and the feed would either have to be re-exported or destroyed.

4.2.3 Under the BOM from the 1st July, as Kent will have at least one inland Border Control Point, it will be possible to allow imports of high-risk feed and products of animal origin (POAO) feed that is from the EU to land at Dover and Eurotunnel.

4.2.4 Trading Standards staff will be required to carry out limited checks on documentation and loads, and sample where necessary. This is likely to increase as more importers use this facility through the Short Straits.

4.2.5 This may well create a capacity pressure, as feed is dealt with by a qualified competent Feed Officer, and currently Kent Trading Standards has only two active Feed Officers. These Officers are already carrying out the funded FSA Feed inspections across the farms and feed producers in Kent, carrying out 150 visits in 2019 for which we received £46,769.70. We are working with Defra to fund further Feed Officers, as necessary. See para 5.3.3 below

### **4.3 Animal Health and Welfare**

- 4.3.1 Trading Standards is the lead authority in Kent for animal health and welfare issues. We work closely with the Animal and Plant Health Agency (APHA) who are an enforcement authority (dealing with animal imports and exports) and with Port of Dover Police (who deal with Illegal landings).
- 4.3.2 As we are primarily responsible for disease control and welfare on farms, roads, and at market, delays to domestic livestock traffic has been a major concern (as animal journey times are controlled) with the introduction of managed delays through Operation Brock.
- 4.3.3 The main risk is cattle and sheep exceeding the standard eight-hour journey time, particularly when journeying to Ashford Market. The market takes place every Tuesday and Friday (in the winter) regularly receiving about 500 cattle and 5,000 sheep each time from across the South East and beyond.
- 4.3.4 While the transporter is responsible for checking journey times and have contingencies in place to deal with delays, this will not account for unexpected delays caused by traffic build up. Equally once the animals reach market, the market is responsible for welfare, and has lairage for animals to be rested that are otherwise delayed in travelling to buyers' holdings.
- 4.3.5 To respond to delayed journeys and to be able to seize and remove animals for welfare purposes, we have rented lairage at a farm close to Junction 10 M20, which will take around 100 cattle and sheep.
- 4.3.6 We have also been working closely with Defra and the Kent Resilience Team to prepare contingency plans should there be significant delays impacting wider animal movement across the County, including further potential emergency lairage.
- 4.3.7 Any significant long-term traffic delays will also impact on the welfare of animals on farms, caused by delays in getting feed, treatments, disinfectants, veterinary medicines or indeed vets themselves to the premises.
- 4.3.8 A more recent development is the potential impact on farmers of the Covid-19 restrictions. As businesses such as restaurants and caterers have closed, farmers have lost significant customers for their livestock (e.g. McDonalds purchase 5,000 cattle a day). This has resulted in a reduction in income with increased costs for the extra livestock remaining on the farm, increasing the risk of welfare and disease control issues, which will not be resolved before we end transition.
- 4.3.9 To help cope with these challenges, we are in the process of recruiting two Animal Health Officers (we currently have three) to improve our capacity to deal with the challenges outlined above.

### **4.4 Business Engagement and Information**

- 4.4.1 The Trading Standards Business Advice Team works in partnership with businesses to get things right first time, protecting consumers and protecting businesses from financial and reputational loss. As such the team has been actively engaging with local businesses to ensure that they understand the changes that are coming, and with national figures suggesting that almost half

of all business have so far failed to make any preparations for the end of transition, it is clear that this is a vital message.

4.4.2 Since 2019 we have proactively contacted and engaged with business networks throughout the County including the Kent and Medway Growth Hub, Invicta Chamber of Commerce, the Institute of Directors, Business Improvement Districts throughout Kent, local Trade Associations, and other partnership groups. Through these relationships we have been able to deliver the message of transition preparedness directly to their members through newsletters, member emails, legislative updates, and live presentations, and by providing training on specific requirements.

In October 2019 working with the Invicta Chamber of Commerce we delivered a series of training events to their members on the post Brexit requirements of food legislation, and with the Institute of Directors by participating in a nationally broadcast expert panel Q&A event.

4.4.3 The transition messaging for the first half of this year has been overshadowed by our work to assist local businesses in dealing with Covid-19. During this period working with the Public Protection Commercial and Customer Information Team (CCIT) we developed new ways of working to utilise online resources and exploit social media. An example of this was with the recent 'Here to help' business campaign supporting businesses during Covid-19, resulting in the Public Protection's social media impact reaching 2.5 million residents and business both in and outside Kent

4.4.4 Taking this experience forward, and working with CCIT, we are now stepping up our end of transition campaigns which will focus on four key messages.

- Will you be an EU importer/exporter after transition?
- Are you labelling in the language of the EU state where they will be sold?
- Have you an authorised representative in the EU (their details need to be on the product)?
- Has testing mandated by EU legislation been done in the EU?

4.4.5 We have been consistent in this messaging since 2019, identifying that these will be key issues for businesses trading with mainland Europe. Failure to comply means refused entry to the EU with the goods being detained and examined at ports. Research indicates that examination can cost businesses up to £1,250 with additional charges of up to £250 per day if it is delayed. These costs often outweigh the value of the goods particularly as this will also include costs of reworking or destruction, as well as the reputational and financial loss of failure to deliver on contracts. Our message of preparedness protects Kent businesses and the wider UK economy.

4.4.6 Working in partnership with the CCIT team, we are developing content to be hosted on a new dedicated transition hub hosted on the KCC website. Content currently under development includes:

- Guidance notes explaining the new requirements,
- Videos explaining identified issues for businesses,
- Transition Q&A events, the first of which took place on 28<sup>th</sup> October.

- 4.4.7 Our social media channels will be providing consistent end of transition messaging designed to raise awareness of potential issues by utilising simple messaging, for example single line statements such as “If you sell your food to an EU member state, it must be labelled in their language”. The simplified message ensures that businesses will be exposed to the message without the need to actively engage with it and to encourage them to ask us for help.
- 4.4.8 We are proactively engaging with all our Primary Authority Partners (these are legal partnerships between local authority regulators and businesses, providing assured and tailored advice on complying with regulations that other local regulators must respect.) to encourage end of transition preparation and we continue to offer advice to businesses who contact us; we expect the number of contacts to increase exponentially as the end of transition approaches.

## **5.0 Challenges**

### **5.1 Coronavirus (Covid-19)**

- 5.1.1 Trading Standards, along with Environmental Health and the Police, is responsible for enforcing restrictions under the wide-ranging Coronavirus emergency legislation. This is an additional duty on top of the existing responsibilities for the Service for which there has been no additional resources provided.
- 5.1.2 During the first wave of Coronavirus and the subsequent lockdown, the Service received over 3,330 referrals from the public, businesses, and the Police, 1,200 of which were allocated for action to Officers. These covered issues such as overcharging, scammers selling fake goods, sanitiser and PPE safety concerns, social distancing complaints, and prohibited shops trading.
- 5.1.3 This has had significant resource implications with 20% of the frontline Trading Standards Officers engaged with this activity.
- 5.1.4 New restrictions following the second wave, along with a push for greater enforcement activity, means Officers are having to balance this urgent area of activity along with the other existing areas of work including end of transition impacts as outlined above.

### **5.2 Qualified Staff**

- 5.2.1 Trading Standards Officers are trained and qualified to carry out a wide range of duties. They must hold a statutory qualification to carry out weights and measures, food standards and feed work. To maintain their competency, they are members of the Chartered Trading Standards Institute, which through its Continual Professional and Personal Development (CPPD) scheme, monitors to ensure that Officers reach their annual 20hours training.
- 5.2.2 However, the staff who are experienced and qualified to carry out these duties are part of an aging workforce. While we have successfully recruited staff from enforcement backgrounds to carry out regulatory and investigative work, it is noticeable that we have not recruited staff to become fully qualified Trading Standards Officers (“trainees”) since 2005.

- 5.2.3 Recruitment has become increasingly difficult as the pool of Trading Standards staff is also diminishing nationally.
- 5.2.4 While the apprenticeship route is available for Regulatory Compliance Officers, this provides only a limited regulatory qualification. Those passing the apprenticeship are still required to take the 3-year qualification to carry out the three statutory areas of work (weights and measures, food standards and feed).
- 5.2.5 The Service is looking in 21/22, to recruit staff as trainee Trading Standards Officers, who would be trained over 3 years to become fully qualified Trading Standards Officers, subject to any budget constraints posed by the authority's wider financial challenges

### **5.3 Funding of Staffing**

- 5.3.1 In preparation for the end of transition, additional Brexit funding was agreed and provided to enable the recruitment of the 6 Ports Team Officers and 2 additional Animal Health Officers.
- 5.3.2 As has already been set out above, it is highly likely that more Ports Team staff will be required to meet the demands of the new Border Control Points, requiring the team to operate across two or more locations.
- 5.3.3 An additional burden is the new duty to provide feed Officers to cover the animal feed imports from July 2021. Funding for these additional roles is being requested from Defra as these are clearly additional demands on the Service. This also requires a long-term investment, as the Officers must train and qualify over a 3-year period to allow them to fully carry out this work, independently of our two existing feed Officers.

### **5.4 Local Kent Issues**

- 5.4.1 The Trading Standards Service is still responsible for ensuring that the residents and businesses are protected, and that Kent has a fair and safe trading environment.
- 5.4.2 The same Officers involved in advising businesses, responding to incidents (particularly doorstep crime and animal health issues), visiting farms, carrying out investigations, inspecting petrol forecourts are those that are also involved in dealing with many of the additional issues raised by the end of transition
- 5.4.3 Between April and September 2020 for example, in addition to import control and the new enforcement duties in response to Coronavirus, the service was involved in -
- Nine ongoing complex investigations involving misdescriptions, fraud and money laundering,
  - Legal processing of six Crown Court cases, two of which are expected to be heard this year,
  - 28 safeguarding interventions where victims lost £49,480 (preventing the loss of a further £93,964

- 200 inspections to businesses, 30 visits to petroleum sites, and 21 weekly visits to Ashford market (generating over 100 follow up activities),
- Eight Food Standards Agency (FSA) funded Feed inspections (as part of the national feed project) and
- Continued support for our existing 50 Primary Authority Partnerships and adding another four, including engaging in over 300 bespoke business advice requests to businesses.

## **6.0 Opportunities**

### **6.1 Business Advice**

- 6.1.1 As a result of the media campaigns, we expect to receive calls for help and assistance from businesses who are looking to export to the EU.
- 6.1.2 While we can signpost them effectively to sources of free advice, we are also able to offer a bespoke service for those businesses wanting greater time and detail. As this is a chargeable service on a cost recovery basis it will increase our income to then help us deliver other parts of the Service.

### **6.2 Charging for Feed Operations at the Ports**

- 6.2.1 Any work carried out on feed imports through the new border control points are chargeable to the importer. This covers the cost of the inspection and sampling of that product, and is on a full cost recovery basis, ensuring any work undertaken is cost effective from the outset.
- 6.2.2 Although we are currently unaware of the levels of checks required to be done by Trading Standards in this area, it is highly likely that as the Short Straits is increasingly used as a convenient route for import into the UK, we could see an increase in this area of work with associated income that would enable us to employ staff to cope with the volume and reinvest in the service.

### **6.3 New Opportunities**

- 6.3.1 As stated above Trading Standards has years of experience in understanding and implementing EU based regulation. This experience puts us in a good position to advise businesses wishing to export to the EU. This is a commercial opportunity for the service, in addition to our current business advice offer.
- 6.3.2 In addition, although we have left the EU, for a third country (which is what the UK will become) to export to the EU, significant regulatory checks need to be in place to provide confidence to the EU that there are adequate controls in place on the production of food, feed and consumer goods. This is a role that will continue to be carried out by Trading Standards for the benefit of Kent exporters

## **7.0 Equality and Diversity**

- 7.1 The existing Equality Impact Assessments underpinning the breadth of the service's work apply to the work and roles described in this paper



## **8.0 Policy implications**

8.1 The report sets out the response to the challenges faced by the end of Transition within existing policy areas for Trading Standards

## **9.0 General Data Protection Considerations**

9.1 A Data Protection Impact Assessment is not needed for this overarching narrative report.

## **10.0 Financial Implications**

10.1 At this time, all eight posts referred to in the report (five Import Compliance Officers, Senior Import Compliance Officer, and two Animal Health Officers) are funded from temporary “Brexit” contingency funds. Further discussion is required to ensure these are permanently funded roles .

## **11.0 Conclusions**

11.1 This report sets out the significant areas of work for Trading Standards as we move towards the end of the transition period and exit the European Union.

11.2 As we have been involved in this process for at least four years, we have recognised the need to be flexible and pragmatic in addressing the continual process of change and development, with identified changes and unknown factors still to be addressed in developing the Services response.

11.3 What has been clear throughout this process is that we can only address these issues if we continue to develop our exiting staff where we can, and recruit where it is critical to meet the identified risk so that the Service can meet its statutory responsibilities.

## **12.0 Recommendation (s)**

### **Recommendation(s):**

The Cabinet Committee is asked to note and discuss the report

## **13.0 Background Documents**

13.1 The Border Operating Model - A guide to how the border with the European Union will work after the transition period.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925140/BordersOpModel.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925140/BordersOpModel.pdf)

13.2 Transition Web Page – Providing information on new rules

<https://www.gov.uk/transition>

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**Details of the work of the Ports Imports Compliance Team**

**1. Overview of the Team**

The Team of 6 is based in Dover and covers Dover, Eurotunnel, and Dartford fast parcel hub.

The Trading Standards role at the border is to act as the market surveillance authority and has a responsibility to prevent unsafe and non-compliant consumer goods from entering the UK/EU.

The work can be by document checks as goods require testing certificates to show they are safe. Failing to produce the documents or producing fake documents will result in physical examination and, where necessary using powers to prevent the entry of the goods before they are cleared by Border force.

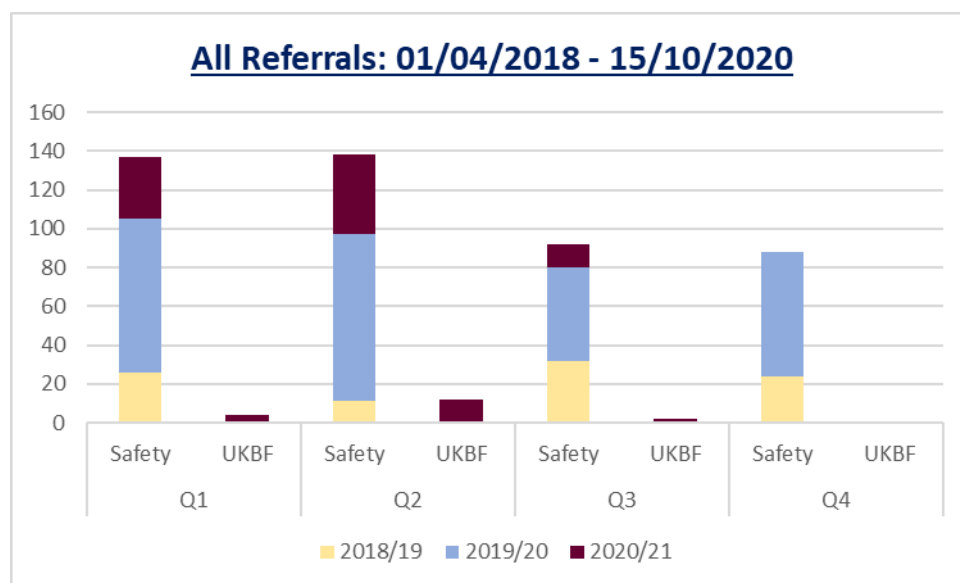
Non-complaint goods may be made compliant with correct documentation or by reworking, or they may be re-exported, whereas unsafe goods are required to be destroyed. As the goods have not been allowed to enter the UK all of this happens at the importers expense.

**2. Referrals to the Team**

Referrals to the team of loads of consumer goods requiring their attention come from 2 sources -

Firstly, The Office of Products Safety and Standards SPOC who receive notifications from HMRC as part of the national profiles set up on import notifications made by third country importers to HMRC

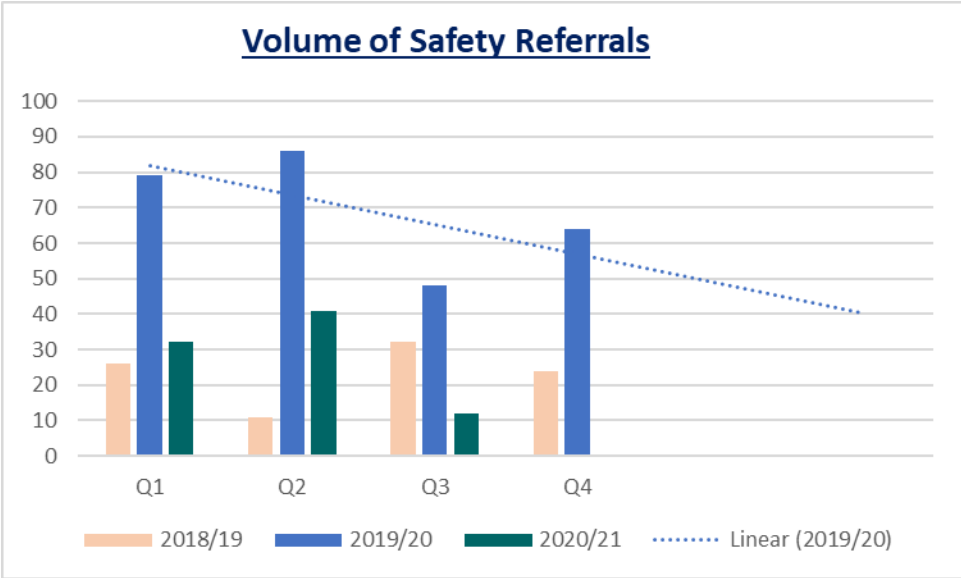
Secondly Border Force refer loads that they have examined and found to contain goods of interest to Trading Standards.



At the present time Border Force referrals are increasing (this data was not previously fully collected). Most of these cases involve clothing products originating from Bulgaria.

The Summer period was quiet, most Q2 referrals were received in September, which was an increase Q2 increase in referral numbers from Q1.

Most safety referrals from the SPOC originate from China (34) or Turkey (34), although others include Switzerland (9), India (7) and US (5).



The impact of Covid-19 can be seen in the above graph where there is a linear trend in referrals at this time with a forecast of fewer normal 3<sup>rd</sup> country referrals by the end of Q4 compared to 2019/20.

This trend is opposite to that witnessed between 2018/19 and 2019/20. Referrals for Q1 in 2020/21 showed a 59.4% reduction on the volume of safety referrals compared to the same Quarter in the previous year.

We are still unsure of the potential of an increase in “transit goods”. Under the current EU system, goods from countries outside the EU can clear at any border point in the EU. Once cleared the goods have free movement throughout the EU including entry through Dover and Eurotunnel. After Transition ends this will not happen, and goods destined for the UK from outside the EU will be clearing at the UK ports including Dover and Eurotunnel. Currently, we do not know the potential volume increase.

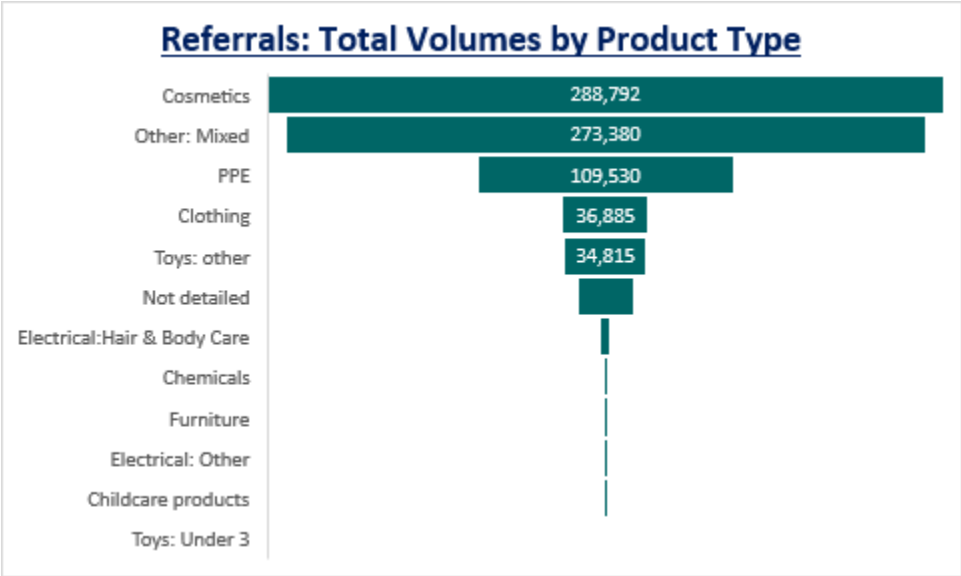
**3. Product Type and Volumes**

The chart below illustrates the volume of goods checked by Trading Standards so far this year

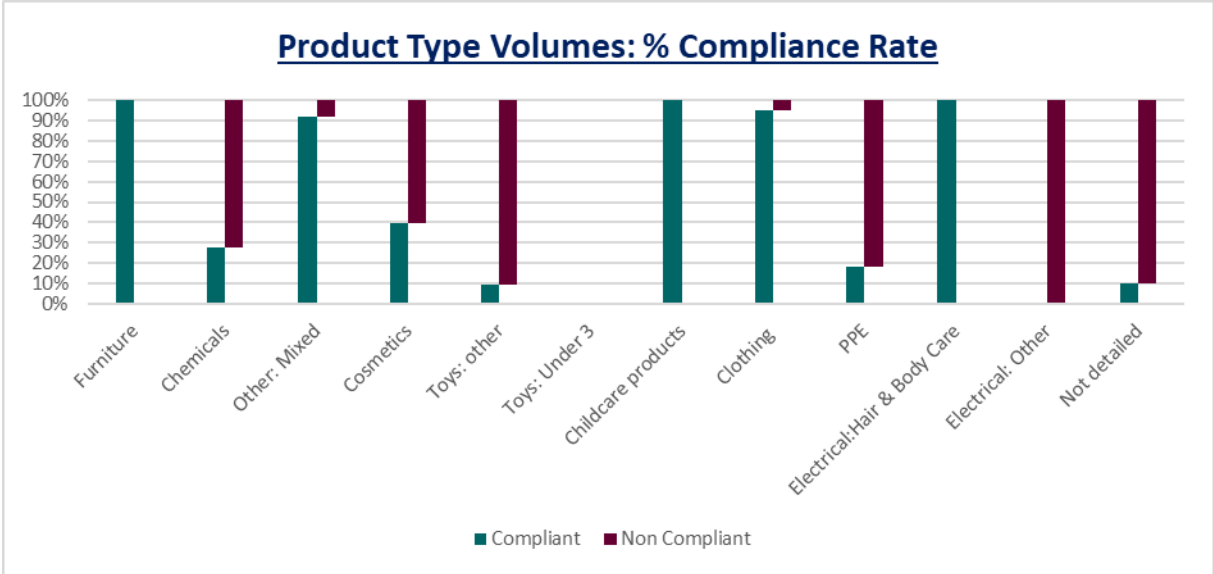
Referral Goods Checked 2020/21					
Quarter	Q1	Q2	Q3	Q4	Totals
<b>Compliant</b>	121,851	350,265	101,476	0	573,592
<b>Non-Compliant</b>	99,785	63,786	39,378	0	202,949
<b>Total</b>	221,636	414,051	140,854	0	776,541

The table below illustrates overall the types of product referred for inspection. The top three referrals are cosmetics, mixed loads (which may consist of several different product types), and PPE.

With PPE, this was specifically targeted as part of Operation Stop, an International Customs project, where the team worked with Border Force to stop unsafe and counterfeit PPE entering the country and putting users and patients at risk. These included illegal surgical masks (36,000), respirators (1,000) and protective suits (3,000). They also worked on an operation with the National Crime Agency following the successful detention of over 130,000 illegal facemasks concealing £1 million pounds worth of cocaine



The table below illustrates where product is examined, the level of non-compliance by type



Clearly electrical goods and toys have highest percentage of non-compliance rates as a percentage of the volume of goods.

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From: Mike Whiting, Cabinet Member for Economic Development  
 Barbara Cooper, Corporate Director, Growth, Environment and Transport Directorate

To: Growth, Economic Development and Communities Cabinet Committee  
 17 November 2020

Subject: District Visits Programme 2021

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: None

Electoral Division: All

**Summary:** This report outlines the proposed programme of future Member visits to Kent districts in 2021.

**Recommendation:** The Cabinet Committee is asked to receive and endorse the report.

## 1. Introduction

- 1.1 At the November 2017 meeting of this Cabinet Committee, Members agreed that officers arrange a programme of informal visits to Kent districts. The objective was to provide an opportunity for Cabinet Committee Members to gain an understanding of the economic development and regeneration opportunities and challenges within each of the Kent districts.
- 1.2 The last visit was to Ashford Borough Council in October 2019. Planned visits in 2020 to Thanet, Maidstone, Canterbury, Sevenoaks and Tonbridge & Malling were suspended due to the Covid-19 pandemic.

## 2. Programme of Further Visits

- 2.1 Further Member visits to Kent districts are being arranged in collaboration with district and borough officers. The format for each visit involves a day-long tour of the principal economic development and infrastructure developments within each district.
- 2.2 Should Covid-19 circumstances allow, the proposed programme of visits for 2021 is planned to begin after the Local Government Elections in May:

Thanet	9th June 2021
Maidstone	24th June 2021
Canterbury	28th July 2021
Sevenoaks	22nd September 2021
Tonbridge & Malling	6th October 2021

- 2.3 Members will receive invitations to attend in due course.

2.4 The Committee has already visited Swale, Ashford, Folkestone & Hythe, Dover, Dartford, Tunbridge Wells and Gravesham as well as the Ebbsfleet Development Corporation.

2.5 As agreed by the Committee, should places be available, invitations will be extended to the Chair and Members of the Environment & Transportation Cabinet Committee.

### **3. Financial Implications**

3.1 The cost of coach hire is approximately £350 per visit.

### **4. Recommendation**

**Recommendation:** The Cabinet Committee is asked to receive and endorse the report.

### **5. Contact details**

Report Author:

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Relevant Director:

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Director of Economic Development  
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**From:** Benjamin Watts, General Counsel

**To:** Growth, Economic Development and Communities Cabinet Committee – 17 November 2020

**Subject:** Work Programme 2020 -2021

**Classification:** Unrestricted

**Past and Future Pathway of Paper:** Standard agenda item

**Summary:** This report gives details of the proposed work programme for the Growth, Economic Development and Communities Cabinet Committee.

**Recommendation:** The Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its Work Programme for 2020/21.

## **1. Introduction**

- 1.1 The proposed work programme, appended to the report, has been compiled from items in the Future Executive Decision List and from actions identified during the meetings and at agenda setting meetings, in accordance with the Constitution.
- 1.2 Whilst the chairman, in consultation with the cabinet members, is responsible for the programme's fine tuning, this item gives all members of this cabinet committee the opportunity to suggest amendments and additional agenda items where appropriate.

## **2. Work Programme 2020 - 2021**

- 2.1 The proposed work programme has been compiled from items in the Future Executive Decision List and from actions arising and from topics, within the remit of the functions of this cabinet committee, identified at the agenda setting meetings [Agenda setting meetings are held six weeks before a cabinet committee meeting, in accordance with the Constitution.
- 2.2 The cabinet committee is requested to consider and note the items within the proposed Work Programme, set out in appendix A to this report, and to suggest any additional topics to be considered at future meetings, where appropriate.
- 2.3 The schedule of commissioning activity which falls within the remit of this cabinet committee will be included in the work programme and considered at future agenda setting meetings to support more effective forward agenda planning and allow members to have oversight of significant services delivery decisions in advance.
- 2.4 When selecting future items, the cabinet committee should give consideration to the contents of performance monitoring reports. Any 'for information' items

will be sent to members of the cabinet committee separately to the agenda and will not be discussed at the cabinet committee meetings.

### **3. Conclusion**

- 3.1 It is vital for the cabinet committee process that the committee takes ownership of its work programme to deliver informed and considered decisions. A regular report will be submitted to each meeting of the cabinet committee to give updates of requested topics and to seek suggestions for future items to be considered. This does not preclude members making requests to the chairman or the Democratic Services Officer between meetings, for consideration.

**5. Recommendation:** The Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its work programme for 2020/21.

### **6. Background Documents:** None

### **7. Contact details**

Report Author:  
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**GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES CABINET COMMITTEE  
WORK PROGRAMME 2020/21**

(Members agreed that the number of jobs being created through the work being undertaken in the reports presented to the Cabinet Committee should appear at the top of each report where appropriate)

Item	Cabinet Committee to receive item
Portfolio Dashboard	At each meeting
Final Draft Budget	Annually (January)
Annual Equality and Diversity Report	Annually (June/July)
Risk Register – Strategic Risk Register	Annually (March)
Strategic Delivery Plan Monitoring	Bi-annual (6 monthly) – November and May
Regional Growth Fund Monitoring	Bi-annual reporting (6 monthly) – November and May
Work Programme	At each meeting
Programme of Visits to Districts	At each meeting

**FRIDAY 17 JANUARY 2020**

No.	Item	Key Decision	Date added to WP	Additional Comments
1	Intro/ Web announcement (Standing Item)	NO		
2	Membership	NO		
3	Apologies and Subs (Standing Item)	NO		
4	Declaration of Interest (Standing Item)	NO		
5	Minutes (Standing Item)	NO		
6	Verbal Update (Standing Item)	NO		
7	Kent Developers Group (Report and Presentation)	NO		
8	Draft MTFP and Budget Consultation	NO		
9	Library, Registration & Archive Strategy Implementation Update	NO		
	Trading Standards prep for transition	NO	added at 30 Sept agenda setting – Mike Hill	
	Role of intelligence in informing Trading Standards work	NO	added at 30 Sept agenda setting – Mike Hill	
	Update on current economic situation following impact of covid-19	NO	added at 30 Sept agenda setting – Dara Farrell	
10	District Visits Programme 2021 (Standing Item)	NO		
11	Work Programme (Standing Item)	NO		

**TUESDAY 10 MARCH 2020**

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Risk Report	NO		
8	Kent and Medway fund Monitor Report	NO	30/01/2020	
9	Update report on a range of emergency planning work outside of Brexit preparations	NO		Moved from E&T to GED&C
10	No Use Empty	NO	30/01/2020	
11	Rural Economy	NO	30/01/2020	
12	Digital Autopsy		Moved from Nov to March at 30 Sept agenda setting	
13	Work Programme (Standing Item)	NO		

**THURSDAY 7 MAY 2020 (Cancelled due to COVID)**

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	The development of the new Kent Design Guide (report and presentation)	NO	05/02/20	Requested by Richard Kidd
7	Performance Dashboard (Standing Item)	NO		
8	Regional Growth Fund Monitoring	NO		
9	Kent Export Finance Scheme	NO	12/03/2020	Requested by Steve Samson
10	Enterprise and Productivity Strategy	NO	30/01/2020	
11	East Kent opportunity based at Manston	NO	30/01/2020	
12	Library Extra Pilot Evaluation – update report	NO	28/11/2019	
13	Investigations and Enforcement update	NO	12/07/2019	
14	Turner Prize	NO	30/01/2020	
15	District Visits Programme 2021 (Standing Item)	NO	Moved at 30 Sept agenda setting	
16	Work Programme (Standing Item)	NO		

**FRIDAY 3 JULY 2020**

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Virtual Meeting Protocol			To be agreed by Cabinet Committee
4	Declaration of Interest (Standing Item)	NO		
5	Minutes (Standing Item)	NO		
6	Verbal Update (Standing Item)	NO		
7	Decision Summary Report	NO		
8	Performance Dashboard (Standing Item)	NO		
9	20/00063 - SELEP GPF Loans schemes	YES		
10	East Kent Opportunities	NO		Raised by Matt Hyland for May Committee which was cancelled
11	Economic Recovery Plan	NO		
12	Tourism Business Support	NO		
13	Growth Hub Support	NO		
14	Work Programme (Standing Item)	NO		
<b>FRIDAY 25 SEPTEMBER 2020</b>				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Visitor Economy Updates	NO		Invite Visit Kent to present the work they have been doing with KCC's support.
8	Local Growth Fund Round 3b Third Party Scheme – East Malling Advanced Technology Horticultural Zone	YES		Chis Seamark
9	investment of Getting Building Funding in KCC-delivered projects	YES		Decision taken between meetings – will be reported to GEDCC
10	Investment of Getting Building Funding in third-party projects	YES		Sarah Nurden
11	Kent and Medway Covid-19 Economic Recovery Dashboard (report and presentation)	NO		David Smith
12				
13	Renewal and Resilience Plan (will include employment task force)	NO		David Smith
14	Recovery of front-line community services	NO		Stephanie Holt-Castle, James Pearson
15	No Use Empty – Affordable and Social Housing split	NO		Steve Grimshaw
16	Annual Equality and Diversity Report	NO		Stephanie Holt-Castle, Sarah Beddingfield
	Decision taken between meetings	NO		Theresa Warford

17	Work Programme (Standing Item)	NO		
<b>TUESDAY 17 NOVEMBER 2020</b>				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Strategic Delivery Plan Monitoring	NO		
8	Kent Design guide – PROVISIONAL key decision, FED awaited	YES		
9	Digital Autopsy (key decision)	YES	06/04/2020	Johnathon White
10	Kent and Medway Business Fund	NO		Bi-annual report, Mr Carter to introduce
11	Regional Growth Fund Monitoring	NO		
12	District Visits Programme 2020 (Standing Item)	NO		
13	Work Programme (Standing Item)	NO		
<b>TUESDAY 19 JANUARY 2021</b>				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Kent Foundation (Presentation)	NO		David Smith
8	District Visits Programme 2020 (Standing Item)	NO		
9	Work Programme (Standing Item)	NO		
<b>TUESDAY 23 MARCH 2021</b>				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	District Visits Programme 2020 (Standing Item)	NO		
8	Work Programme (Standing Item)	NO		

**TUESDAY 15 JUNE 2021**

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	District Visits Programme 2020 (Standing Item)	NO		
8	Work Programme (Standing Item)	NO		

<b>Items for Consideration that have not yet been allocated to a meeting</b>	
Update report on the tourism sector (requested at GED&C on 3 July 2020)	Date TBC
No Use Empty Scheme—Affordable and Social Housing (requested at GED&C on 3 July 2020)	Date TBC
Healthy New Town (Kenneth Keogh & Allison Duggal) – report and presentation	Date TBC

Otterpool Garden Town	Date TBC
Mayflower Event	Date TBC
Theme Park project on Swanscombe Peninsula – regular updates (The London Resort Company Holdings (LRCH) regeneration project)	Date TBC
Ebbsfleet Development Corporation	Date TBC
Faversham Creek Bridge – update report	Date TBC
<del>Enterprise and Productivity Strategy (on-going)</del>	<del>Date TBC</del>
European Funding (further update requested at GED&C CC 28/11/2019)	Date TBC
Update Report on consultation of the shared prosperity fund (requested at GED&C Committee on 17 January 2020)	Date TBC
Apprenticeships and update on the Carillion Apprenticeship adoption grant	Date TBC
<del>South East Local Enterprise Partnership (SELEP's) Strategic economic plan</del>	<del>Date TBC</del>
Artificial Intelligence (Kent and Medway Enterprise and Productivity Strategy)	Date TBC
The effectiveness and efficiency of Solar and wind energy	Date TBC
New Developer Contributions Guide s106	Date TBC
Gypsy and Traveller Service Charge and Rent Setting Policy ( <del>Decision</del> )	Date TBC
Gypsy and Traveller: Pitch Allocation and Site Management Policy ( <del>Decision</del> )	Date TBC
Gypsy and Traveller: Unauthorised Encampment Strategy	Date TBC
Locate in Kent – to attend and present	Date TBC