

**Kent  
County  
Council**  
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## **FORWARD PLAN OF DECISIONS**

**7 January 2019 - 31 May 2019**

**This Edition of the Forward Plan Supersedes ALL Previous Editions**

A handwritten signature in black ink, appearing to read 'Paul Carter'.

Leader of the County Council - Paul Carter  
Published by Democratic Services

This Forward Plan lists “Key Decisions” which Kent County Council intends to take over the next six months. It gives information on the projects that will be coming forward and who will be involved with them. The Plan also contains reference to other proposed decisions, which although not Key Decisions are nonetheless significant in terms of their outcomes.

Please use the contact details given to let us know your views.

## **FORWARD PLAN OF DECISIONS**

Each month the Council publishes a Forward Plan of Decisions expected to be taken during the following six months.

A “Key Decision” is an Executive-side Decision which is likely to:

- (a) result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the area of the local authority.

Key Decisions can only be taken by the Cabinet, the Leader or an individual Cabinet Member.

Decisions which should be regarded as Key Decisions because they are likely to have a significant effect either in financial terms or on the Council’s services to the community include:

- (a) Decisions about expenditure or savings over £1,000,000 which are not provided for within the approved budget or Medium Term Financial Plan
- (b) Adoption of major new policies not already included in the Policy Framework (Constitution Appendix 3) or changes to established policies
- (c) Approval of management and business plans
- (d) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether County-wide or in a particular locality. For example, closure of a school, approval of a major project (such as a highway scheme) or programme of works, major changes in the eligibility criteria for provision of a service, major changes in the fees charged for a service, or proposals that would result in a service currently provided in-house being outsourced.
- (e) Decisions where the consequences are likely to result in compulsory redundancies or major changes in the terms and conditions of employment of a significant number of employees in any of the Council’s functions.

Preparation of the Forward Plan helps the Council to programme its work and ensures compliance with the Local Government Act 2000. Every month, the period covered by the Plan will be rolled forward by one month and the plan will be republished.

The Plan outlines the consultation that is proposed in respect of future decisions and who members of the public and the Council should contact to make comments on any particular item. Anyone is entitled to obtain copies of the documents that will be relied upon when a decision is taken, unless those documents are ‘Exempt’ within the meaning of the relevant sections of the Local Government Act 1972 (as amended).

Reports related to decisions will be published on the Council's web site at [www.kent.gov.uk](http://www.kent.gov.uk) at least five days before the decision it is due to be taken. Once the decision has been taken, a copy of the Record of Decision will also be published on the Council's website.

<b>The Kent County Council Cabinet Members are:</b>	
Mr Paul Carter	Leader of the Council and Cabinet Member for Health Reform
Mr Peter Oakford	Deputy Leader and Cabinet Member for Finance and Traded Services
Miss Susan Carey	Cabinet Member for Customers, Communications and Performance
Mr Mark Dance	Cabinet Member for Economic Development
Mr Graham Gibbens	Cabinet Member for Adult Social Care and Public Health
Mr Roger Gough	Cabinet Member for Children, Young People and Education
Mr Mike Hill	Cabinet Member for Community and Regulatory Services
Mr Eric Hotson	Cabinet Member for Corporate and Democratic Services
Mrs Catherine Rankin	Cabinet Member for Strategic Commissioning
Mr Mike Whiting	Cabinet Member for Planning, Transport, Highways and Waste

All Members can be contacted by writing to Kent County Council, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ or by email via the Council's website.



**NEW**

**NOT BEFORE 5 FEBRUARY 2019 BY CABINET MEMBER**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Adult Social Care and Public Health</p> <p><b>Reference No:</b> There are no legal implications associate with creating the strategy.</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>18/00054 - Digital Strategy</b></p> <p><b>The Decision needed:</b> The Adult Social Care and Health Being Digital Strategy 2018- 2021 has been developed to set out the strategic direction for, and help to enable the delivery of, digital innovation and technology to transform and support the new operating models for the Adult Social Care and Health Directorate. The strategy is focused on five themes: digitally enabled people, place, practice, product and partnerships.</p> <p>An Implementation Plan has also been created to outline how the visions and aims of the strategy will be delivered by 2021; this includes several existing digital projects and new proposed ideas.</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b> Cabinet Member for Adult Social Care and Public Health</p> <p><b>Date:</b> Not before February 2019</p> <p><b>Reason if Key Decision</b> An Equality Impact Assessment has been completed.</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>Several engagement events with staff and service users were undertaken to support</p>

the development of the strategy.

The proposed decision will be discussed at the Adult Social Care Cabinet Committee on 22 January 2019.

#### **Section 4 – Responsible Officer – Who to contact for more information.**

##### **Your name, Your Service, Your phone number and email address:**

There are no financial implications associated with creating the strategy. Any potential financial implications (savings and investment) will be explored following approval.

##### **Support documents**

**Responsible Cabinet Member - Cabinet Member for Children, Young People and Education**

**Reference No:** Any legal implications will be identified in the report to the Cabinet Member for Children, Young People and Education before he takes his decision to agree the capital expenditure required to provide the school with additional accommodation.

**Key** Yes

#### **Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

##### **Title:**

**18/00070 - Proposal to expand Speldhurst Church of England Primary School**

##### **The Decision needed:**

The proposed decision is to permanently expand Speldhurst Church of England Primary School, Langton Road, Speldhurst, Tunbridge Wells, Kent, TN3 0NP, from 140 places to 210 places, increasing the published admission number (PAN) from 20 to 30 Reception Year places from September 2020.

#### **Section 2 – Who is taking the final decision and when**

##### **Who is taking the Decision**

Cabinet Member for Children, Young People and Education

##### **Date:**

Not before March 2019

##### **Reason if Key Decision**

An Equality Impact Assessment will be produced and will be accessible on line via the following link: [www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations).

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

15 January 2018 - the Commissioning Plan for Education Provision 2018-22 was endorsed by the Cabinet Committee.

Other consultation planned or undertaken:

In accordance with the Department for Education's Statutory Guidance (October 2018): Making 'prescribed alterations' to maintained schools, there is a need to undertake a formal statutory consultation process as the proposed changes exceed 25% of the school's total capacity.

An Education consultation will be completed prior to the Cabinet Committee. Further information is available on the School Consultation webpage :

[www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations)

The results of the consultation will be outlined to the Children's, Young People and Education Cabinet Committee at the meeting on 28 March 2019.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

There are no capital financial implications as this scheme is not being funded by KCC from the Basic Need budget.

**Support documents**

**Responsible Cabinet Member** - Cabinet Member for Planning, Highways, Transport and Waste

**Reference No:** There are statutory obligations required of a Waste Disposal Authority which must be met, and any policy changes must be compliant.

External legal advice has been sought to examine all relevant legislation and guidance on these matters and the advice supported the Authorities proposal to charge for non-household waste disposal at the HWRCs.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**  
**19/00001 - Charging for the disposal of non-household waste at the Kent County Council Household Waste Recycling Centres (soil, rubble, hardcore and plasterboard)**

**The Decision needed:**

The Kent Waste Disposal Strategy (2017-2035) was adopted in February 2017 and sets out the overarching ambition for KCC Waste Management. Analysis has shown that the current waste infrastructure will not cope with the expected levels of waste growth anticipated as a result of the forecast population increase. Before considering any potential funding for added infrastructure, officers are developing projects and policy changes designed to reduce demand on site, create revenue streams and create clearer intelligence that will enable stronger and more successful enforcement actions against individuals defrauding the Authority through illegal disposal of trade and commercial waste.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Planning, Highways, Transport and Waste

**Date:**

Not before February 2019

**Reason if Key Decision**

An Equalities Impact Assessment (EqIA) was completed prior to commencing the consultation, which shaped the engagement and participation mechanisms, to provide the opportunity for participation equally across Kent communities and being mindful of communication preferences and accessibility of information.

The EqIA was reviewed after the consultation to enable KCC to respond to any new issues that arose during the consultation and to ensure no groups were disadvantaged. The assessment indicated that any impacts on users could be reasonably mitigated.

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

**1 November 2018 the 8-week consultation closed with a total 2,841 consultation responses having been received. The consultation sought to gain views from the public and stakeholders regarding introducing charging for soil, rubble, hardcore and plasterboard at the KCC HWRCs.**

The Environment and Transport Cabinet Committee will discuss the final



report on 17 January 2019.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

Through the HWRC network, KCC accepted 38,000 tonnes of soil rubble and hardcore for disposal last year (17/18), which cost approximately £1.2m to haul and dispose. In addition, KCC also accepted nearly 2,000 tonnes of plasterboard which cost approximately £178,000 to haul and dispose. Based on current tonnages, charging customers to dispose of these non-household waste types, in-line with a number of other Local Authorities, could generate a gross income of £4m. After taking account of the operational costs for bulking, hauling and processing these materials which we already pay, along with additional resourcing costs (both staff and equipment) and infrastructure amends, this would leave a revenue contribution of £1m to the annual budget for the initial full year of operation.

Continued investment in the HWRC and WTS network infrastructure is required to support waste growth, recycling advancements and legislative requirements.

**Support documents**

**Responsible Cabinet Member - Cabinet**

**Reference No:**

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**19/00002 - Award of Grant - Kent County Council Network Requirements**

**The Decision needed:**

Following receipt of a business case, the Secretary of State for Transport has agreed to grant KCC capped funding of up to £29m for road and infrastructure requirements to prepare for leaving the EU on 29 March 2019. Funding will be paid as capital grant under Section 31 of the Local Government Act 2003 to KCC as the accountable body.

In order to ensure improvements are made before 29 March, construction work needs to start urgently.

Therefore the proposed decision is to delegate to the Corporate Director of Growth, Environment and Transport, in consultation with the Leader of

KCC and the Cabinet Member for Planning, Highways, and Transport, authority to spend grant funding from the Secretary of State for road network requirements to prepare for leaving the EU on 29 March 2019.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet

**Date:**

Not before February 2019

**Reason if Key Decision**

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

The proposal will be discussed by Cabinet at their meeting on 28 January 2019.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

**Support documents**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** N/A

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**19/00003 - Provision of additional accommodation at Finberry Primary Academy**

**The Decision needed:**

In 2014 the Education Cabinet Committee resolved that a new 2FE primary school at Cheesman's Green, Ashford, would be commissioned and a competition to secure a sponsor was held. The Stour Academy Trust was appointed to sponsor the School by the Secretary of State for Education and in 2015 a funding agreement for a 2FE school was signed between the Trust and the Secretary of State.

The primary school, known as Finberry Primary School, opened in September 2015 in a temporary facility.

Planning permission for the 2FE permanent school was secured with the permanent site opening for pupils and staff in September 2017. 2FE of infrastructure was delivered but only sufficient classrooms for 1FE of pupil. The classrooms needed to accommodate the 2<sup>nd</sup> FE of pupils will be required from September 2020.

**Section 2 – Who is taking the final decision and when****Who is taking the Decision**

Cabinet Member for Children, Young People and Education

**Date:**

Not before March 2019

**Reason if Key Decision**

An EIA was completed as part of the initial consultation in 2014. This has been reviewed, but as this was for a 2FE school, there have been no significant changes the initial EIA.

**Reason if this decision has been delayed/withdrawn from a previous plan****Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors****Consultees**

The initial consultation was completed in 2014, this was for a 2FE primary school being delivered in two phases. The intention to add the 2<sup>nd</sup> FE of provision has been included in the Commissioning Plan for Education Provision in Kent for the last three years. Therefore, as there are no significant changes to what was planned, no further consultation is required.

The proposed decision will be considered at the CYPECC on 28 March 2019.

**Section 4 – Responsible Officer – Who to contact for more information.****Your name, Your Service, Your phone number and email address:**

A feasibility study has been undertaken and has identified that £2,800,000 will be required from the Children, Young People and Education Capital budget

will be required.

### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Adult Social Care and Public Health

**Reference No:** Kent County Council has a statutory responsibility under The Care Act 2014 to meet the needs of people assessed as having eligible needs including meeting the accessible needs and reasonable adjustments for people with sensory impairments.

**Key** Yes

### **Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**  
**19/00004 - Managed Service for Interpreting, Translating and Transcription Services for d/Deaf and Deafblind People**

**The Decision needed:**

To implement new arrangements for the provision of interpreting services for d/Deaf and Deafblind people, including an in-house interpreting service and a framework contract.

### **Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Adult Social Care and Public Health

**Date:**

Not before February 2019

**Reason if Key Decision**

Public sector agencies must ensure equality of access to services within their communities and prevent discrimination as detailed in the Equality Act 2010 and within the Public Sector Duty within the Act.

**Reason if this decision has been delayed/withdrawn from a previous plan**

### **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

A comprehensive stream of engagement has taken place to understand the needs of

people accessing the service, those who do not access the service and an attempt to access those through community liaison who do not access the service but may have a need. In addition, a wide-ranging and inclusive series of engagement events for stakeholders both internal and external to KCC have been delivered to openly gain insight, innovative ideas and inclusion in the process of recommissioning this service.

The proposed decision will be discussed at the Adult Social Care Cabinet Committee on 22 January 2019.

#### **Section 4 – Responsible Officer – Who to contact for more information.**

##### **Your name, Your Service, Your phone number and email address:**

Spend within the current contract is £53k per year

##### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Adult Social Care and Public Health

**Reference No:** Kent County Council has a statutory responsibility under The Care Act (2014) to meet peoples assessed eligible needs, this includes specific duties related to people with sensory impairments.

**Key** Yes

#### **Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**19/00005 - Assessment and rehabilitation services for people with sensory impairments**

##### **The Decision needed:**

Kent County Council has a statutory responsibility under The Care Act (2014) to meet peoples assessed eligible needs, this includes specific duties related to people with sensory impairments. The proposal to implement new arrangements for the provision of these statutory assessment and rehabilitation services will allow for the development of a sensory operating model that is flexible, improves outcomes for people with sensory impairments and that can be aligned with other pathways across Adult Social Care and Health.

Therefore, the proposed decision is to implement new arrangements for the provision of statutory assessment and rehabilitation services for sight impaired adults, statutory assessment and rehabilitation for sight impaired children and statutory equipment assessment and rehabilitation for

hearing impaired older adults aged 65 years and over.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Adult Social Care and Public Health

**Date:**

Not before February 2019

**Reason if Key Decision**

An Equality Impact Assessment has been completed.

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

The proposed decision will be discussed at the Adult Social Care Cabinet Committee on 22 January 2019.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

Spend within the current contract is £1,162,472 per year

**Support documents**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** The Education (School Day and School Year) (England) Regulations 1999 (SI 1999 No. 3181) require schools to hold at least 380 half-day sessions (190 days) in each school year, beginning with the first term to start after July. This is consistent with the 195 days a year required by a teacher's statutory conditions of service: the additional five days are for in-service training. As KCC has responsible for community and voluntary controlled schools it is part of our duty to set the dates.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

## **19/00006 - School Term Dates 2020-2021 and 2021-22**

### **The Decision needed:**

The proposed decision is to determine the School Year dates for community and voluntary controlled schools, by the local authority (LA).

### **Section 2 – Who is taking the final decision and when**

#### **Who is taking the Decision**

Cabinet Member for Children, Young People and Education

#### **Date:**

Not before March 2019

#### **Reason if Key Decision**

A full EqlA has been completed and approved by the Equalities Team and CYPE DMT, this will be updated once the consultation has finished and the full results will be presented to CYPE Cabinet Committee.

#### **Reason if this decision has been delayed/withdrawn from a previous plan**

### **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

#### **Consultees**

The proposed decision will be considered at the Children, Young People and Education Cabinet Committee on 28 March 2019.

### **Section 4 – Responsible Officer – Who to contact for more information.**

#### **Your name, Your Service, Your phone number and email address:**

There are no direct cost implications arising from the decision on the school calendar. However, if individual foundation, voluntary aided schools, academies or free schools determine a different pattern of term dates, they may incur additional costs in relation to home to school transport, as the authority passes any additional costs on to the schools concerned.

#### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** There are no legal implications expected as a result of the proposed changes to district governance structures for 0-19 (and up to 25) non-statutory children's services.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**19/00007 - 0-19 (and up to 25) Non-Statutory Children's Services District Governance Structures**

**The Decision needed:**

Proposed Decision:

To change the 0-19 (and up to 25) non-statutory children's services district governance arrangements by establishing a KCC Member Chaired Local Children's Partnership Group, building on the strengths of the existing groups and for the existing YAGs and DABs to retain their age-specific specialisms and engagement with young people and parents through bi-annual conversations, which will feed into the LCPGs.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Children, Young People and Education

**Date:**

Not before February 2019

**Reason if Key Decision**

It is not expected that the proposed changes to district governance structures for 0-19 (and up to 25) non-statutory children's services will have a negative impact on direct service delivery. However, the Equalities Impact Assessment has been completed, as an appendix to the Proposals Report, to be presented to CYPE Cabinet Committee in January 2019.

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

These proposals have been through consultation with CYPE Cabinet Committee in May and September of 2018. The feedback from these discussions led to further liaison with Members of CYPE Cabinet Committee and the Chairs of the existing governance groups. The Lead Officer has also contact relevant partner agencies, to incorporate their feedback into the final proposals. Draft proposals were also presented to Cabinet Members (CMM) on 3<sup>rd</sup> December 2018 and the revised proposals are scheduled to be presented to CMM on 7<sup>th</sup> January 2019.



Local Councillors who are Chairs or attendees of the current YAGs, DABs and LCPGs were consulted in early 2018 and again during October and December 2018. The feedback from these meetings has been fully considered in the shaping of the proposals to be presented to CYPE Cabinet Committee in January 2019. Members representing the Labour and Liberal Democrat parties at CYPE Cabinet Committee were also consulted with, as part of this process.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

There are no financial implications expected as a result of the proposed changes to district governance structures for 0-19 (and up to 25) non-statutory children's services.

The current arrangements are supported by members of staff within EHPS and, whilst this will continue to be the case within the new proposed arrangements, it is hoped that these will be far more effective and reduce some of the duplicated administration, thus resulting in a reduction of staff time. It is also anticipated that the proposed changes will result in a reduction of duplicated attendance from partner agencies, who currently sit across all three of the existing groups.

**Support documents**

**Responsible Cabinet Member** - Cabinet Member for Corporate and Democratic Services

**Reference No:** There are no legal implications

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**19/00008 - Renewal of Oracle Support and Maintenance (into a single contract)**

**The Decision needed:**

To renew the contract with Oracle for support and maintenance on Oracle eBusiness Suite and Oracle Business Intelligence.

**Section 2 – Who is taking the final decision and when**

<p><b>Who is taking the Decision</b> Cabinet Member for Corporate and Democratic Services</p> <p><b>Date:</b> Not before March 2019</p> <p><b>Reason if Key Decision</b> There are no equality implications</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>The proposed decision will be considered at the Policy and Resources Cabinet Committee on 8 March 2019.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b> The current annual cost is circ £1.2m</p> <p><b>Support documents</b></p>

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Children, Young People and Education</p> <p><b>Reference No:</b> Any legal implications will be identified in the report to the Cabinet Member for Children, Young People and Education before he takes his decision to issue a public notice.</p> <p><b>Key No</b></p>
<p><b>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>19/00009 - Proposal to change the age range of Bysing Wood Primary School, Faversham, from 4-11 years to 2-11 years</b></p> <p><b>The Decision needed:</b> The Cabinet Member for Children, Young People and Education proposes to issue a public notice to permanently change the age range of the school and subject to no objections being received to the public notice, and</p>

change the age range from 4-11 years to 2-11 years in order to establish a Governing Body run nursery provision at Bysing Wood Primary School.

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

Cabinet Member for Children, Young People and Education

### **Date:**

Not before February 2019

### **Reason if Key Decision**

An Equality Impact Assessment is attached and will also be accessible on line via the following link: [www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations) at the start of the consultation.

### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

A four-week public consultation is planned to take place between 07 January and 04 February 2019. At the end of the consultation period, a report will be provided for the Children's, Young People and Education Cabinet Committee on the outcome of the consultation. Because of the timescale involved to enable the school to open the nursery at the start of Term 5 (if agreed), the public notice would have to be published at the beginning of March. Therefore, the decision will need to be taken by the Cabinet Member in February, outside of the Cabinet Committee Meeting.

## **Section 4 – Responsible Officer – Who to contact for more information.**

### **Your name, Your Service, Your phone number and email address:**

There are no financial implications for KCC. The former Rainbow Pre-school accommodation forms part of the Children's Centre located on the Bysing Wood Primary School site. The school will be able to take over this accommodation and will themselves finance the purchase of the equipment from the former Rainbow Pre-school.

### **Support documents**

**NOT BEFORE 15 JANUARY 2018 BY CABINET MEMBER**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Children, Young People and Education</p> <p><b>Reference No:</b> Section 13A of the Education Act 1996 states every admission authority must, before the beginning of each school year determine the admission arrangements which are to apply for that year 7. Local authorities are required by Section 92 of the School Standards and Framework Act and the Education (School Information) (England) Regulations 2008 to publish admission arrangements for all maintained schools in their area. Under section 88(1A) of the School Standards and Framework Act 1998 (as inserted by section 42 of the Education and Inspections Act 2006) it is the duty of a governing body of a community or voluntary controlled school, for which a local authority is the admissions authority, to implement any decision relating to the admission of pupils taken by the admission authority. Similarly, under section 89(3A) of the 1998 Act and regulations, the governing body of a voluntary aided or foundation school must implement a decision of the local authority, made under the relevant co-ordi</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b>  <b>18/00069 - Admission Arrangements and Scheme for 2020-21 Academic Year</b></p> <p><b>The Decision needed:</b>  To determine the primary and secondary school co-ordinated admissions schemes for 2020 and the admission arrangements for Kent community and voluntary controlled primary schools and the admission arrangements for Kent community and voluntary controlled secondary schools 2020</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b>  Cabinet Member for Children, Young People and Education</p> <p><b>Date:</b>  Not before January 2019</p> <p><b>Reason if Key Decision</b>  These will be identified in the report that is discussed by Education Cabinet Committee on 11 January 2019</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>Admission authorities are legally required to determine admissions arrangements for their schools by 28 February each year. It is intended that admissions arrangements for schools where KCC is the admissions authority are to remain broadly unchanged. Currently, in line</p>

with legislation, the highest priority is given to children in care and those adopted from care in England and Wales. However, following a request to admissions authorities from Nick Gibb, Minister for School Standards, KCC has consulted on the inclusion of a new oversubscription criterion immediately after the highest priority to enable children that were adopted from care from establishments outside of the UK to have the next highest priority. The consultation is due to close on the 10<sup>th</sup> December after which a report will need to summarise feedback to inform whether the new criterion is to be formally determined as a new addition the admission arrangements for schools where Kent is the admissions authority. In addition to the above proposal which would apply to all LA controlled schools if agreed, it is also proposed that there are changes to the priority zone in the admissions arrangements for Tunbridge Wells Grammar School for Boys and a new priority zone is proposed for St Peters CE Primary School, both are detailed in the consultation documentation available through the link detailed below.

Local Authorities are also required to consult with all schools within their geographical boundaries on an Admissions Scheme, which details how the co-ordinated and in year admissions processes will operate for the forthcoming year.

Following the completion of both consultations, the Cabinet Member for Children, Young People and Education are requested to approve the proposed admission arrangements and scheme.

Public consultation held between 29 October 2018 and 10 December 2018. Findings are to be included in a report to Cabinet Committee on 11 January 2019.

[https://consultations.kent.gov.uk/consult.ti/School\\_Admission\\_Arrangements/consultationHome](https://consultations.kent.gov.uk/consult.ti/School_Admission_Arrangements/consultationHome)

This decision will be considered by Children, Young People and Education Cabinet Committee on 11 January 2019 before the Cabinet Member for Children, Young People and Education takes his final decision.

#### **Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

None identified

#### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** We have a duty, under Section 22 of the Children Act 1989, to safeguard and promote the welfare of each child we look after. Under Section 27 of the Act, local authorities are entitled to expect other authorities and certain NHS bodies to assist them in discharging their functions to children in need, looked after children and their parents and carers. The Children Act 2004 introduced a new duty (Section 10) to co-operate at a strategic level on local authorities, CCGs and other relevant children's

services partners. The same partners were also placed under a duty (Section 11) to make arrangements to ensure that they take account of the need to safeguard and promote the welfare of children in the discharge of their own functions. Any change in approach would need to be agreed jointly between the Council, CCG and NEFLT further legal implications will be included in the report to CYPE Cabinet Committee on 11 January 2019.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**18/00071 - Children and Young People's Mental Health Services, Funded by Kent County Council**

**The Decision needed:**

KCC will work with the CCG to review and vary the existing contracts, potentially terminating the section 76 agreement and putting in place arrangements which allow KCC to directly manage the KCC funded NELFT contracts.

**Background**

KCC, Children, Young People and Education (CYPE) Directorate, Public Health and the 7 Clinical Commissioning Groups (CCGs) across Kent have worked together since 2015 to implement a county wide Children and Young People Mental Health service partnership model. This model includes the provision of universal education services, early intervention services for children and young people experiencing early stage wellbeing difficulties, targeted services for those with a high complexity of need and specialist services for those young people with complex and serious mental health conditions.

To work together in the integrated model the Council entered into a Section 76 (S.76) arrangement with West Kent CCG (North, West and East Kent) and Thanet CCG (East Kent), for the NELFT contract to provide services to support:

- Priority assessment for Looked After Children;
- Work in Early Help Units, to intervene early and stop escalation into Tier 3 mental health services;
- Children at risk of, or subject to, the effects of harmful sexual behaviour; and
- Kent Health Needs Education Service (KHNES)

In April 2017, NELFT were awarded the contract to run CYPMHS for 5-years from 1st September 2017 with a total contract value of £82,504,977 over 5-years (£15,964,287 p.a.). Of this KCC fund four key areas; Early Help (£1.2m); Children in Care (£1m); Kent Health Needs Education Service (£240k); and Children at risk of or subject to harmful sexual behaviour (£217k) total £2.657m p.a. over 5-years.

Other options were considered in terms of how best to better manage the KCC elements of the CYPMHS. These included:

- Setting up additional contract management processes, with support from the CCGs,
- Establishing an alternative model of provision and ending the current arrangements.

Having considered the above options, including discussing them with Cabinet Committee, working with the CCG to vary the contract, with the potential for terminating the s76 agreement so that KCC would be managing NELFT directly for the Council's new model of contracts, as proposed in this forthcoming decision, was identified as the most appropriate option to progress.

KCC is committed to working in partnership with the NHS and the provider to manage the challenges that are facing mental health services for children and young people. KCC wishes to retain a partnership approach with the NHS and to review how to make the model work in the interests of children and young people.

However, KCC also has to ensure that the contribution it makes to the contracts in place are delivering the expected outcomes that the Local Authority is responsible for.

By reviewing the contract KCC can make the necessary changes to ensure that the people of Kent get the best outcomes and receive more effective services.

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

Cabinet Member for Children, Young People and Education

### **Date:**

Not before January 2019

### **Reason if Key Decision**

It is not expected that the contract variation will have a negative impact on directly service delivery. However, the Equalities Impact Assessment from the original contract will be reviewed as part of this work.

### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

CYPE Cabinet Committee have received several reports on the subject:

CYPE Cabinet Committee – 10 July (as part of a report on Emotional Wellbeing and Mental Health Services for Children and Young People in Kent)

CYPE Cabinet Committee – 29 November

(The three options detailed above were presented for consideration to Cabinet Committee and further discussed via a Member briefing)

The final draft proposed decision will be presented to the CYPE Cabinet Committee for consideration on 11 January 2019, prior to the decision being taken by the Cabinet Member for Children, Young People and Education.

#### **Section 4 – Responsible Officer – Who to contact for more information.**

##### **Your name, Your Service, Your phone number and email address:**

The KCC element of the CYP Mental Health Service contract is worth £2.657m over 5 years. The proposed decision would allow KCC to manage the payment to the provider directly. There is existing capacity within the service to undertake the variation and manage the contract going forwards. Whilst there is no cost associated with terminating the Section 76 Agreement, there may be costs incurred in seeking advice from Legal Services. Further financial information will be provided in the report to Cabinet Committee on 11 January 2018.

##### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Planning, Highways, Transport and Waste

**Reference No:**

**Key** Yes

#### **Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**18/00072 - KCC Supported Bus Services in Thanet and Sevenoaks consultation**

**The Decision needed:**

To agree proposed changes to selected bus services in Thanet and Sevenoaks effective from April 2019.

#### **Section 2 – Who is taking the final decision and when**



<p><b>Who is taking the Decision</b> Cabinet Member for Planning, Highways, Transport and Waste</p> <p><b>Date:</b> Not before January 2019</p> <p><b>Reason if Key Decision</b></p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>Public consultation is being held between 22<sup>nd</sup> November and the 19<sup>th</sup> December 2018. A report into the consultation outcome will be presented to Environment and Transport Cabinet Committee on 17 January 2019.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b></p> <p><b>Support documents</b></p>

<p><b>Responsible Cabinet Member - Cabinet Member for Planning, Highways, Transport and Waste</b></p> <p><b>Reference No:</b></p> <p><b>Key Yes</b></p>
<p><b>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>18/00073 - Thanet Transport Strategy</b></p> <p><b>The Decision needed:</b> The existing Thanet District Transport Plan was adopted in 2005. Many of the measures that were identified 13 years ago have been implemented successfully. However, the growth proposed within the emerging Thanet Local Plan has instigated a review of the existing transport challenges within the district and a new strategy is now required to meet the future</p>

needs of the local highway network.

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

Cabinet Member for Planning, Highways, Transport and Waste

### **Date:**

January 2019

### **Reason if Key Decision**

An EqlA has been completed. The TTS as an overarching strategy document, with detailed schemes being progressed at a later stage, therefore at this stage the impact of the TTS is expected to be low, with individual schemes being subject to their own EqlA at the time of inception. Any impacts that have been identified can be managed appropriately as set out within the EqlA action plan.

### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

County members have been subject to ongoing briefing sessions throughout the development process of the TTS. A further member briefing session was earmarked for week commencing 6<sup>th</sup> December 2018. All views conveyed by members will be included in the subsequent report to E&T Cabinet Committee.

The proposed decision will be considered at the Environment and Transport Cabinet Committee on 17 January 2019.

## **Section 4 – Responsible Officer – Who to contact for more information.**

### **Your name, Your Service, Your phone number and email address:**

The TTS places no financial commitment onto KCC. It is expected that all infrastructure will be delivered using section 106 developer contributions or direct delivery by developers via an appropriate highway agreement.

External funding streams across the plan period will be fully explored as appropriate. Scheme designs are being prepared where necessary to inform potential business cases for any funding streams as they are announced

### **Support documents**

**NOT BEFORE 2 JANUARY 2019 BY CABINET MEMBER**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Planning, Highways, Transport and Waste</p> <p><b>Reference No:</b> None</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>18/00068 - Managing Highways Infrastructure in Kent</b></p> <p><b>The Decision needed:</b> To adopt and publish documents concerning highways asset management and our implementation of Well-managed Highway Infrastructure, to maximise Incentive Fund resource and continue to be well placed to defend claims.</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b> Cabinet Member for Planning, Highways, Transport and Waste</p> <p><b>Date:</b> Not before January 2019</p> <p><b>Reason if Key Decision</b> None</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>The proposed decision will be considered at the Environment and Transport Cabinet Committee on 17 January 2019.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b> This decision does not have any additional financial implications</p>
<p><b>Support documents</b></p>

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<b>Responsible Cabinet Member</b> - Cabinet Member for Adult Social Care and Public Health
<b>Reference No:</b> The recommendation report will distinguish between those rates and charges over which Members can exercise their discretion, and those which are laid down by Parliament.
<b>Key</b> Yes
<b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b>
<b>Title:</b> <b>18/00067 - Rates Payable and Charges Levied for Adult Social Care Services 2019/2020</b>
<b>The Decision needed:</b> This proposed decision revises the rates payable and charges levied. It will enable the Council to raise funding, as required by Parliament, to help meet the cost of providing social care services to the people of Kent.
<b>Section 2 – Who is taking the final decision and when</b>
<b>Who is taking the Decision</b> Cabinet Member for Adult Social Care and Public Health
<b>Date:</b> Not before January 2019
<b>Reason if Key Decision</b> None.
<b>Reason if this decision has been delayed/withdrawn from a previous plan</b>
<b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b>
<b>Consultees</b>  The proposed decision will be discussed at the Adult Social Care Cabinet Committee on 12 March 2019.
<b>Section 4 – Responsible Officer – Who to contact for more information.</b>
<b>Your name, Your Service, Your phone number and email address:</b> This decision revises the rates payable and charges levied. It will enable the

Council to raise funding, as required by Parliament, to help meet the cost of providing social care services to the people of Kent.

**Support documents**

**NOT BEFORE 19 DECEMBER 2018 BY CABINET MEMBER**

**Responsible Cabinet Member** - Cabinet Member for Corporate and Democratic Services

**Reference No:** None.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.**

**Title:**

**18/00065 - SAN Replacement Programme**

**The Decision needed:**

The current infrastructure to support the hardware, is end of life and is very costly to run and maintain on an annual basis. Support and maintenance cannot be secured when the current agreement comes to an end as parts are obsolete. Whilst the Council could proceed without support and maintenance this is integral to supporting KCC’s ICT services and there would be a significant business risk to the Council if this was to fail.

Proposed decision – The Cabinet Member for Corporate & Democratic Services authorises the Director of Infrastructure in consultation with the Cabinet Member for Corporate and Democratic Services to award the contract(s) for the implementation of the storage replacement solution including the necessary contractual negotiations and enter into any subsequent necessary legal agreements.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Corporate and Democratic Services

**Date:**

Not before December 2018

**Reason if Key Decision**

None.

**Reason if this decision has been delayed/withdrawn from a previous**

<b>plan</b>
<b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b>
<p><b>Consultees</b></p> <p>The matter was discussed at the Policy &amp; Resources Cabinet Committee on 20<sup>th</sup> November 2018.</p>
<b>Section 4 – Responsible Officer – Who to contact for more information.</b>
<p><b>Your name, Your Service, Your phone number and email address:</b></p> <p>The decision to replace the storage infrastructure commits the Council to spend in excess of over £1 million for the duration of the contract(s). The cost of the replacement is already built into Council’s Medium-Term Financial Plan and is within the budgets that are allocated</p> <p><b>Support documents</b>  PROD  Report</p>

**NOT BEFORE 17 NOVEMBER 2018**

<p><b>Responsible Cabinet Member - Cabinet</b></p> <p><b>Reference No:</b> The Kent Commissioning Plan for Education enables KCC to meet its Statutory responsibility to ensure that every child receives appropriate educational provision</p> <p><b>Key</b> Yes</p>
<b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b>
<p><b>Title:</b>  <b>18/00058 - Commissioning Plan for Education Provision 2019-23</b></p> <p><b>The Decision needed:</b>  The Commissioning Plan for Education Provision in Kent (KCP) is a five year rolling plan which is updated annually. It sets out how Kent discharges its statutory responsibility, as the Strategic Commissioner of Education Provision, to provide sufficient Early Years, SEND, Primary and Secondary places and to ensure that there are appropriate learning pathways for pupils at Post 16. It is also our responsibility to ensure that we have enough places in the right locations, to meet the demands of</p>

increased pupil numbers and parental preferences. It reflects the fact that the Local Authority's role has changed to being the commissioner, as well as continuing to be a provider, of education provision.

Data from the Office for National Statistics (ONS) and the Health Authority suggest that births across the County, which have fluctuated in recent years, rose slightly in 2016-17. The numbers of families with primary and secondary aged pupils migrating into the County continue to be greater than the numbers moving out, with a net increase in the year ending June 2017 of 1,575 pupils at primary age and 862 at secondary. The housing identified in District/Borough core plans or their variants suggest there is provision for up to 55,000 new homes across the period 2017-18 to 2022-23. These factors require increases in the provision of school places (particularly at the secondary school phase) in the coming years.

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

Cabinet

### **Date:**

Not before January 2019

### **Reason if Key Decision**

A full EqIA has been completed

### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

Individual consultations will be taken out on each proposal outlined in the Commissioning Plan if required.

Consultation will take place at the Children's, Young People and Education Cabinet Committee on 29 November 2019.

The decision will be considered and endorsed at Cabinet in January 2019.

## **Section 4 – Responsible Officer – Who to contact for more information.**

### **Your name, Your Service, Your phone number and email address:**

The Local Authority as Strategic Commissioner of Education Provision has a key role in securing funding to provide sufficient education provision in the County, particularly in schools, in order to meet its statutory responsibilities. The cost of providing additional school places is met from Government Basic Need Grant, supported borrowing by KCC and developer contribution monies. The forecast capital outlay needed to fulfil the need identified in the Commission Plan 2019-23 will be provided in the report to CYPE Cabinet

Committee on 29 November 2019 for comment, prior to full sign off by Cabinet in January 2019.

**Support documents**

**NOT BEFORE 29 AUGUST 2018 BY CABINET MEMBER**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** Any legal implications will be identified in the report to the Cabinet Member for Children, Young People and Education before he takes his decision.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**18/00047 - Proposal to establish a 16 place Specialist Resource Provision (SRP) for Social, Emotional and Mental Health (SEMH) from September 2019 at St John's CE Primary School, Canterbury**

**The Decision needed:**

As Cabinet Member for Children, Young People and Education, subject to no objections being received to the public notice, I propose to:

- (i) Issue a public notice to establish a 16 place Specialist Resource Provision (SRP) for Social, Emotional and Mental Health (SEMH) from September 2019.
- (ii) Establish a 16 place Specialist Resource Provision (SRP) for Social, Emotional and Mental Health (SEMH)

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Children, Young People and Education

**Date:**

Not before August 2018

**Reason if Key Decision**

An Equality Impact Assessment will be completed as part of the consultation.



<b>Reason if this decision has been delayed/withdrawn from a previous plan</b>
<b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b>
<p><b>Consultees</b></p> <p>A consultation is planned to take place from 10 September to 8 October 2018. A drop-in information session for parents will be scheduled during the consultation period.</p> <p>A report will be submitted to the Cabinet Member in October 2018 and the Children’s, Young People and Education Cabinet Committee will be updated at their meeting on 29 November 2018.</p>
<b>Section 4 – Responsible Officer – Who to contact for more information.</b>
<p><b>Your name, Your Service, Your phone number and email address:</b> The cost of the establishment of the SRP will be met through historic developer contributions identified for primary age provision in Canterbury City.</p> <p><b>Support documents</b></p>

**NOT BEFORE 23 APRIL 2018 BY CABINET MEMBER**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Corporate and Democratic Services</p> <p><b>Reference No:</b> Risk Assessment / Survey Program The rolling programme of risk assessments / survey programme, forms an integral part of the statutory compliance package and are commissioned with the budgets within Infrastructure.</p> <p>Legal Implications: This Policy meets all legislative requirements and forms part of the Authority’s planned preventative maintenance and statutory maintenance regimes.</p> <p>Equality Implications: Completed</p> <p><b>Key</b> Yes</p>
<b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b>

**Title:**

**18/00017 Policy and Practice for the Management of Hot and Cold Water Systems**

**The Decision needed:**

To approve the adoption of the Policy and Code of Practice for the Management of Hot and Cold-Water Systems

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Corporate and Democratic Services

**Date:**

Not before June 2018

**Reason if Key Decision**

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

This item was considered and endorsed at the meeting of the Policy & Resources Cabinet Committee on 16 March 2018

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

The rolling programme of risk assessments / survey programme, forms an integral part of the statutory compliance package which is delivered by the Total Facilities Management (TFM) contract and managed on a day to day basis by GEN2 as our managing agent. Therefore, water hygiene costs are not split out for the Corporate landlord buildings as they included within the overall planned preventative maintenance and statutory maintenance costs.

Where KCC have responsibilities for the school risk assessments / survey programme, a fixed cost is attributed to the service provided by the TFM contractors.

Remedial works and maintenance of Corporate landlord and school water systems can be difficult to correctly estimate as it is dependent on the size and complexity of the system, together with management, reliability and potential damage issues.

For KCC schools, water systems that require remedial works are the responsibility of the school when they fall within their financial limits sho

Support documents

**NOT BEFORE FEBRUARY BY CABINET MEMBER**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Community and Regulatory Services</p> <p><b>Reference No:</b> Kent County Council (KCC) does not have a legal duty to provide sites in Kent for the Gypsy and Traveller community. This is a statutory duty placed upon the district and borough councils to discharge as part of their local plans. All local councils are required to produce an up-to-date Local Plan for their area, to guide the spatial development of the borough.</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>17/00135 - Pitch Allocation Policy for Gypsy and Traveller Service Change</b></p> <p><b>The Decision needed:</b> To revise and update Kent County Council’s (KCC) Gypsy and Traveller Service Allocations Policy and to the introduction of a service charge which will be subject to an annual increase in line with the Retail Price Index (RPI) for all plots on KCC managed sites, which will be used to maintain and support reasonable living standards for site residents.</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b> Cabinet Member for Community and Regulatory Services</p> <p><b>Date:</b> Not before July 2018</p> <p><b>Reason if Key Decision</b> EQIA’s have been completed to ensure these implications have been factored in and mitigated against where appropriate. Ensure that the council’s policies on Equality and Human Rights and customer care are met and promote the health and safety in quiet enjoyment of pitches by all its site residents and ensure that the operation of the allocation policy assists in meeting that outcome. Acknowledge that the gypsy and traveller communities belong to</p>

recognised ethnic groups and are protected groups under the Equality Act 2010.

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

Yes this has gone out to consultation and the closing date is: 20<sup>th</sup> December 2017.

We consulted:-

1. All of our site residents households across all affected sites
2. All affected district and borough councils specifically the Housing Benefit Departments x 6
3. Friends Families and Travellers (G&T Advocate Group)
4. KCC online consultation for all interested parties

This will go to the Environment and Transport Cabinet Committee on 31<sup>st</sup> January 2018

All Divisions are affected.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

In summary, not implementing the service charge would lead to either the deterioration or closure of existing sites. So despite considering alternative approaches, it was clear that charging a service charge would be the best approach to protect the service and continue to deliver for residents and KCC has endeavoured to keep this charge well below rental market costs.

**Support documents**

**NOT BEFORE JANUARY BY CABINET MEMBER**

**Responsible Cabinet Member** - Deputy Leader and Cabinet Member for Finance and Traded Services

**Reference No:** Provision of this service is a statutory responsibility. The market was tested to establish levels of interest.

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**17/00125 - Healthwatch Kent interim contract**

**The Decision needed:**

Proposed decision: To agree:-

- a) the implementation of an interim contract for the provision of a Local Healthwatch for Kent for the period April 1<sup>st</sup> 2018 to March 31<sup>st</sup> 2020, with sufficient break clauses to end earlier where appropriate; and
- b) To incorporate the Service User Forum and Mental health Action Groups into the Healthwatch Kent contract

How the decision relates to Corporate Objectives

- Commissioning Framework Principle 7: Customers at the heart of our commissioning approach
- KCC's commissioning of a Healthwatch for Kent is required by duties under the Health and Social Care Act 2012, which built upon the Local Government and Public Involvement in Health Act 2007

The matter is referred to in the Business Plan/Medium Term Capital Programme.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Deputy Leader and Cabinet Member for Finance and Traded Services

**Date:**

Not before January 2018

**Reason if Key Decision**

No equalities implications – whole Kent provision.

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

The proposed incorporation of the Service User Forum and Mental health Action Groups into the Healthwatch Kent contract was discussed by the Adult Social Care Cabinet Committee on 23 November 2017.

The interim contract will be discussed by the Health Reform and Public Health Cabinet Committee on 24 January 2018.

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

The value of the proposed interim contract is up to £1.46M (£730k pa) for the period 1 April 2018 to 31 March 2020.

**Support documents**

**NOT BEFORE OCTOBER BY CABINET MEMBER**

**Responsible Cabinet Member** - Cabinet Member for Corporate and Democratic Services

**Reference No:** None

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**17/00094 - Disposal of Land East of Great Chart Primary School, Singleton**

**The Decision needed:**

Approval to the Director of Infrastructure to progress with and enter into the necessary documentation to complete the disposal of the aforementioned property in consultation with the Cabinet Member for Corporate and Democratic Services. The Decision will seek legal agreements to be actioned to complete the sale of the relevant properties.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Corporate and Democratic Services

**Date:**

Not before October 2017

**Reason if Key Decision**

None

<p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p> <p>Securing a capital receipt to fund the capital programme and to streamline the Council's property portfolio to achieve financial and efficiency benefits in line with appropriate policy</p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>Property decisions to be discussed at the Property Sub Committee.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b></p> <p>Property holding costs will cease upon sale.</p> <p><b>Support documents</b></p>

<p><b>Responsible Cabinet Member - Cabinet Member for Planning, Highways, Transport and Waste</b></p> <p><b>Reference No:</b> None</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b></p> <p><b>17/00084 - (Phase 2) A274 Sutton Road, Maidstone at its junction with Willington Street</b></p> <p><b>The Decision needed:</b></p> <p>The Willington Street Junction Improvement Scheme is to help reduce congestion on the Sutton Road corridor on the A274 strategic route. Public engagement on the revised scheme layout will be carried out during August 2017, a report will be presented to advise the feedback and potential amendments including any related mitigation measures.</p> <p>The scheme supports policy objectives of supporting existing businesses and encouraging economic activity with housing growth and job creation by reducing congestion and improving infrastructure and accessibility.</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b></p>

<p>Cabinet Member for Planning, Highways, Transport and Waste</p> <p><b>Date:</b> Not before October 2017</p> <p><b>Reason if Key Decision</b> None - detailed scheme design will consider equalities aspects</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>On-going liaison and engagement with residents and business community as required and at appropriate stages of the scheme development.</p> <p>The decision will be discussed at the Environment and Transport Cabinet Committee on 21<sup>st</sup> September 2017.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b> The estimate cost is £3m and will covered under existing budget allocations from the Local Growth Fund and Section 106 Developer Contributions.</p> <p><b>Support documents</b></p>

**LONG TERM**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Corporate and Democratic Services</p> <p><b>Reference No:</b></p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b> <b>Lawn Primary School, Gravesend - New Playing Field</b></p> <p><b>The Decision needed:</b> Update 01 February 2017: Officers have confirmed that the decision is still</p>



'live' and that KCC continue to work with the landowner regarding use of the land and any consequential s106 arrangements. The process is expected to be lengthy and is likely to be ongoing for the duration of 2017.

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The Cabinet Member will be asked to agree that KCC take a long lease of 99 years at a nominal rent from Lafarge to facilitate expansion of school roll. Lafarge to create new playing field and to maintain subsoil thereafter. The Playing Field is being delivered as part of a s106 Agreement being a contribution to mitigate the impact of adjacent development of 510 homes upon Lawn Primary School and free up space on the existing Lawn PS site to enable expansion of the existing school buildings from 1FE to 2FE.

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

Cabinet Member for Corporate and Democratic Services

#### **Date:**

Before January 2018

#### **Reason if Key Decision**

This decision is considered as a key decision owing to the length of the lease, in accordance with the Council's Property Management Protocol

#### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

The proposed Cabinet Member decision will be considered by the Property Sub-Committee at its meeting scheduled 27 March 2015

## **Section 4 – Responsible Officer – Who to contact for more information.**

### **Your name, Your Service, Your phone number and email address:**

Lead officer: Kahren Knott – Estates Surveyor, Property & Infrastructure Support

03000 416356

kahren.knott@kent.gov.uk

Lead Director: Rebecca Spore – Director of Property & Infrastructure Support

03000 416716

Rebecca.spore@kent.gov.uk

### **Support documents**

**Responsible Cabinet Member** - Cabinet Member for Children, Young People and Education

**Reference No:** 16/00101

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**

**16/00101 - Proposal to expand Marden Primary School**

**The Decision needed:**

The Cabinet Member for Children, Young People and Education will be asked to agree to:

- i. Expand Marden Primary School, Goudhurst Road, Marden, Tonbridge, Kent, TN12 9JX, from 280 places to 420 places, increasing the published admission number (PAN) from 40 to 60 for Year R entry in September 2018
- ii. Allocate the budget from the Basic Needs budget (full details to be provided within the Education and Young People's Services Cabinet Committee Report)

In accordance with Appendix 4 Part 2 16 (a) of the Council's constitution, the Council's Executive Scheme of Officer Delegation provides that "Once a Member-level decision has been taken.....the implementation of that decision should be delegated to officers..." In this instance it is envisaged that the Director of Infrastructure will inherit the authority to act and will enter into any necessary contracts/ agreements on behalf of the County Council or further delegate responsibilities in accordance with 16 (c) of the same scheme "Senior Managers exercising delegated powers will...be able to sub-delegate...functions to more junior officers"

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Children, Young People and Education

**Date:**

Not before January 2018

**Reason if Key Decision**

This proposal will help "to ensure that Kent's young people have access to the education....necessary to support Kent business to grow ..." as set out in 'Increasing Opportunities, Improving Outcomes: Kent County Council's Strategic Statement (2015 - 2020)' and supports delivery of KCC's responsibility to provide sufficient, high quality places where they are needed as set out in the 'Commissioning Plan for Education Provision in

Kent 2016-2020'

Financial Implications: Will be set out in the report that will be considered by the Children's, Young People and Education Cabinet Committee.

Legal Implications: Any legal implications will be identified in the report that will be considered by the Children's, Young People and Education Cabinet Committee

Equality Implications: An Equality Impact Assessment has been produced and can be viewed here: [www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations) .

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

**Consultees**

The Commissioning Plan for Education Provision 2016-20 identified Marden as an area of future need and Marden Primary School was therefore proposed for expansion to meet that predicted demand. The Plan was considered and endorsed by the Education and Young People's Services Cabinet Committee on 15 December 2015 prior to the final version being considered and approved by Cabinet on 21 March 2016.

A public consultation commenced on 23 September 2016 and closed on 21 October 2016. Further information is available on the School Consultation webpage: [www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations)

The outcome of the consultation was due to be reported to Education and Young People's Services Cabinet Committee on 23 November. The report was deferred, pending further discussions on the design and planning process and will be considered by the Cabinet Committee at its meeting scheduled for 22 June 2017

**Section 4 – Responsible Officer – Who to contact for more information.**

**Your name, Your Service, Your phone number and email address:**

Jared Nehra, Area Education Officer for West Kent

03000 412209

Jared.nehra@kent.gov.uk

**Support documents**

**UPDATE AWAITED**

<p><b>Responsible Cabinet Member</b> - Cabinet Member for Corporate &amp; Democratic Services</p> <p><b>Reference No:</b> 13/00095</p> <p><b>Key</b> Yes</p>
<p><b>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</b></p>
<p><b>Title:</b>  <b>Disposal - Residential Land adjoining Great Clayne Lane Farm, Gravesend.</b></p> <p><b>The Decision needed:</b>  To seek approval for the Director of Property and Infrastructure Support in consultation with the Cabinet Member for Corporate and Democratic Services to progress with and enter into the necessary legal documentation to complete the disposal of residential land adjoining Great Clayne Lane Farm, Gravesend following the marketing of the site. The site has been marketed and offers received, shortlisted and a preferred purchaser has been identified. The Decision will seek for legal agreements to be actioned to complete the sale of the property.</p>
<p><b>Section 2 – Who is taking the final decision and when</b></p>
<p><b>Who is taking the Decision</b>  Cabinet Member for Corporate &amp; Democratic Services</p> <p><b>Date:</b>  Not before October 2015</p> <p><b>Reason if Key Decision</b>  Financial criteria is likely to be exceeded</p> <p><b>Reason if this decision has been delayed/withdrawn from a previous plan</b></p>
<p><b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b></p>
<p><b>Consultees</b></p> <p>Local Members Colin Caller and Jane Cribbon will be consulted before the decision is taken and all members of the council notified.</p>
<p><b>Section 4 – Responsible Officer – Who to contact for more information.</b></p>
<p><b>Your name, Your Service, Your phone number and email address:</b>  Lead officer: Rebecca Spore  Director of Property &amp; Infrastructure Support</p>

Tel: 01622 - 221151  
E-Mail: rebecca.spore@kent.gov.uk

**Support documents**

**Responsible Cabinet Member** - Cabinet Member for Corporate & Democratic Services

**Reference No:** 14.00022

**Key** Yes

**Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**

**Title:**  
**Former Shepway Resource Centre, Folkestone - Disposal**

**The Decision needed:**

**LATEST UPDATE:**

19/05/2014 - Decision due date changed from 18/02/2014 to 01/08/2014.

**REASON:** The proposed decision to dispose of the Centre was delayed while internal processes were undertaken to ensure that no other suitable use could be found before disposal. This process is complete and the former resource centre will be placed on the market shortly. Responses from the market will be gauged after a period of approximately 3 months and a proposal for the site put forward at that time. The decision will be considered by the Property Sub-Committee or the Policy and Resources cabinet Committee before being taken by the Cabinet Member.

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To seek approval to the disposal of the former Shepway Resource Centre following the marketing of the site

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Corporate & Democratic Services

**Date:**

Not before October 2015

**Reason if Key Decision**

**Reason if this decision has been delayed/withdrawn from a previous**

<b>plan</b>
<b>Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b>
<p><b>Consultees</b></p> <p>The proposed decisions will be discussed at Policy &amp; Resources' Property Sub Committee following marketing. The property is situated within the electoral division of Folkestone West. Cllr Hod Birkby has been consulted.</p>
<b>Section 4 – Responsible Officer – Who to contact for more information.</b>
<p><b>Your name, Your Service, Your phone number and email address:</b> Alyson McKenna, 01622 696032 alyson.mckenna@kent.gov.uk Rebecca Spore, 01622 221151 rebecca.spore@kent.gov.uk</p> <p><b>Support documents</b></p>

**DEFERRED**

<p><b>Responsible Cabinet Member - Cabinet Member for Corporate &amp; Democratic Services</b></p> <p><b>Reference No:</b></p> <p><b>Key Yes</b></p>
<b>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</b>
<p><b>Title:</b> <b>Sandwich Highways Depot</b></p> <p><b>The Decision needed:</b> <b>Update 09/03/2015:</b> <b>DEFERRED: The disposals team at KCC are currently working on new plans for the site in order to ensure that the maximum value is secured; surveys are being carried out with a view to marketing the</b></p>

**site in the future dependent on the outcome of those surveys.**

**Latest Update:**

19/05/2014: Decision due date changed from 23/12/2013 to 'Not before' 01/11/2014.

REASON: The disposals team at KCC are currently working on new plans for the site in order to ensure that the maximum value for the site is secured. Options appraisal work is underway and this work is expected to take approx. 6 months, therefore an expected decision date is set for November.

To seek approval to proceed with the disposal of the above site to raise a capital receipt which will be allocated to support the capital programme.

To seek approval to identify and progress with the acquisition of a new site for the service.

The Director of Property and Infrastructure Support will be authorised to finalise terms for both the disposal and acquisition of a new site.

This decision is needed to enable a modern highway service operation to be provided in the East Kent Area that is both reactive and responsive to changing demands. It directly supports 3 of the Bold Steps for Kent.

- Firstly it helps deliver the “Kent Environment Strategy” by the provision of new environmentally friendly facilities (e.g. grey water) via the construction technique with the eventual adaptation of new work practices within the new depot.
- Secondly it builds relations with key business sectors across Kent as the supply chain involved in such a project provides work to businesses of all sizes.
- Thirdly by the better siting and provision of facilities for the new depot it ensures that the most robust and effective public protection arrangements are in place for road management including bad weather response.

The impact of the decision is that full assessment of the potential disposal of the site can be explored within the market place to ensure that best value principles are adhered to. In tandem a full search and feasibility study will be undertaken to identify a new location for the alternative highways depot which satisfies the above objectives.

**Section 2 – Who is taking the final decision and when**

**Who is taking the Decision**

Cabinet Member for Corporate & Democratic Services

**Date:**

**Reason if Key Decision**

**Reason if this decision has been delayed/withdrawn from a previous plan**

**Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

## Consultees

The matter was considered by the Property Sub Committee of the Policy and resources Cabinet Committee at its meeting on 27<sup>th</sup> February 2013. The proposed decision was endorsed by the Committee.

The report to committee was exempt from publication and consideration of it took place in private.

Public minutes can be viewed by clicking on the link below:

<https://democracy.kent.gov.uk/documents/g5176/Printed%20minutes%2027th-Feb-2013%2014.00%20Property%20Sub-Committee.pdf?T=1>

## Section 4 – Responsible Officer – Who to contact for more information.

**Your name, Your Service, Your phone number and email address:**

## Support documents

## Responsible Cabinet Member -

**Reference No:** 12/020231

**Key No**

## Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

**Title:**

**Eden Centre Lease**

**The Decision needed:**

**LATEST UPDATE:**

19/05/2014 - Decision due date changed from 01/03/2014 to 01/01/2015.

**REASON:** The decision remains at the earliest stages of investigation and options appraisal. A further review will take place in January 2015 when a decision pathway will be identified and the proposed decision updated further.

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**To seek agreement to the principle of granting a long lease to a charitable community interest company or similar vehicle, of The Eden Centre, Four Elms Road, Edenbridge.**

The proposal directly links to Bold Steps for Kent, putting the citizen in control, building new partnerships and providing a new fit for purpose building to deliver Library and FSC services in conjunction with other partners such as the Citizen's Advice Bureau and House (West Kent Action), to support Kent's more vulnerable citizens.



The impact of the decision will be that KCC will have less control of the management and operation of the centre as they would become the responsibility of a third party.

Risks identified are:

- Reliance on the professionalism of the trustees to deliver a successful facility, agreeing with all partners a financial model for the charitable vehicle
- Reputational damage to KCC if the charitable vehicle were to fail
- Obtaining buy in from all community groups in occupation to form trust
- Untried and untested model
- Level of income generation from the centre which could go to the charitable vehicle is currently unknown as a new facility
- Continued KCC ownership of a non-core asset
- Officers may be unable to get agreement from stakeholders, charitable vehicle does not prove financially sustainable or the trust may break down and charitable vehicle will have to pick up void periods and associated costs (benefit to KCC).

## **Section 2 – Who is taking the final decision and when**

### **Who is taking the Decision**

**Date:**

#### **Reason if Key Decision**

Not a key decision

#### **Reason if this decision has been delayed/withdrawn from a previous plan**

## **Section 3 – – Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors**

### **Consultees**

The Eden Church, Citizen's Advice Bureau, House (West Kent Action), Edenbridge Library and FSC as partners in the centre. It is expected that representatives from all of these occupier groups will be represented by the charitable vehicle trustees, along with Sevenoaks District Council and Edenbridge Town Council.

## **Section 4 – Responsible Officer – Who to contact for more information.**

### **Your name, Your Service, Your phone number and email address:**

Rebecca Spore - Director of Property & Infrastructure Tel no 01622 22115,  
Rebecca.spore@kent.gov.uk

Barbara Cooper, Director of Economic Development. Tel no 01622 221856,  
Barbara.cooper@kent.gov.uk

**Support documents**

<b>- Who is to be consulted, how and when, ( The Duty to Inform/consult/Involve ) including relevant scrutiny councillors</b>