

**ENVIRONMENT, HIGHWAYS AND WASTE CABINET
COMMITTEE**

Friday, 13th December, 2013

10.00 am

Darent Room, Sessions House, County Hall, Maidstone





AGENDA

ENVIRONMENT, HIGHWAYS AND WASTE CABINET COMMITTEE

Friday, 13 December 2013, at 10.00 am
Darent Room, Sessions House, County
Hall, Maidstone

Ask for: **Karen Mannering**
Telephone: **01622 694367**

Tea/Coffee will be available 15 minutes before the start of the meeting

Membership (13)

- Conservative (7): Mrs P A V Stockell (Chairman), Mr M A C Balfour, Mr M J Harrison, Mrs S V Hohler, Mr J M Ozog, Mr C Simkins and Mr M A Wickham
- UKIP (2) Mr M Baldock and Mr L Burgess
- Labour (2) Mr C W Caller and Dr M R Eddy
- Liberal Democrat (1): Mr R H Bird (Substitute) and Mr I S Chittenden
- Independents (1): Mr M E Whybrow

UNRESTRICTED ITEMS

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

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A. Committee Business

- A1 Introduction/Webcasting
- A2 Substitutes
- A3 Declarations of Interests by Members in items on the Agenda

- A4 Meeting Dates 2014
Tuesday, 21 January
Thursday, 24 April
Tuesday, 22 July
Wednesday, 17 September
Friday, 5 December

All meetings will commence at 10.00am and will be held in the Darent Room

- A5 Minutes of the meeting on 3 October 2013 (Pages 5 - 20)
A6 Cabinet Member's and Corporate Director's Update (Oral report)

B. Key or Significant Cabinet/Cabinet Member Decisions(s) for recommendation or endorsement

- B1 Kent Freedom Pass including Post 16 Transport - Decision No 13/00095 (Pages 21 - 26)
B2 New Combined Member Grant Scheme - Decision No 13/00088 (Pages 27 - 32)

C. Monitoring of Performance

- C1 Enterprise & Environment Mid-Year Business Plan Monitoring and Directorate Dashboard (Pages 33 - 48)
C2 Enterprise & Environment Directorate Financial Monitoring 2013/14 (Pages 49 - 74)

D. Other items for comment/recommendation to the Leader/Cabinet Member/Cabinet or officers

- D1 Budget 2014/15 and Medium Term Financial Plan 2014/17 Consultation (Pages 75 - 86)
D2 Joint Transportation Boards - Agreement & Governance Decision No 13/00038 (Pages 87 - 90)
D3 Environment, Highways & Waste Cabinet Committee Draft Programme of Work (Pages 91 - 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)

Peter Sass
Head of Democratic Services
(01622) 694002

Thursday, 5 December 2013

KENT COUNTY COUNCIL**ENVIRONMENT, HIGHWAYS AND WASTE CABINET
COMMITTEE**

MINUTES of a meeting of the Environment, Highways and Waste Cabinet Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Thursday, 3 October 2013.

PRESENT: Mrs P A V Stockell (Chairman), Mr M Baldock, Mr M A C Balfour, Mr R H Bird (Substitute for Mr I S Chittenden), Mr L Burgess, Mr C W Caller, Miss S J Carey (Substitute for Mrs S V Hohler), Dr M R Eddy, Mr S C Manion (Substitute for Mr M J Harrison), Mr J M Ozog, Mr C Simkins, Mr M E Whybrow and Mr M A Wickham

ALSO PRESENT: Mr D L Brazier

IN ATTENDANCE: Mr M Austerberry (Corporate Director, Enterprise and Environment), Mr J Burr (Director of Highways and Transportation), Ms A Carruthers (Transport Strategy - Delivery Manager), Mr A Corcoran (Traffic Schemes & Member Highway Fund Manager), Ms R Childs (Landscape Officer), Mr P Crick (Director of Planning and Environment), Mr R Fitzgerald (Performance Manager), Mr W Forrester (Head of Gypsy & Traveller Unit), Ms M Gillett (Major Projects Manager), Mr D Joyner (Transport & Safety Policy Manager), Mr A Kamps (Principal Accountant), Mr J Prosser (Principal Planning Policy Officer - Waste), Mr T Read (Head of Highway Transport), Mr D Shipton (Head of Financial Strategy), Mrs S Thompson (Head of Planning Applications Group), Mrs C Valentine (Highway Manager), Mr R Wilkin (Waste Manager) and Mrs K Mannering (Democratic Services Officer)

UNRESTRICTED ITEMS**16. Membership**

(Item A2)

The Cabinet Committee noted the appointment of Mr M E Whybrow.

17. Declarations of Interests by Members in items on the Agenda

(Item A4)

Mr Balfour declared an interest in Item D3 as a member of the Kent Downs Area of Outstanding Natural Beauty Joint Advisory Committee and Management Committee.

18. Minutes of the meeting held on 19 June 2013

(Item A5)

RESOLVED that the Minutes of the meeting held on 19 June 2013 are correctly recorded and that they be signed by the Chairman.

19. Cabinet Member's and Corporate Director's Update (Oral report)

(Item A6)

(1) Mr Brazier and Mr Austerberry gave verbal reports on the following issues:-

Mr Brazier

Highways and Transportation – St Dunstan's, Canterbury; Electric Vehicles; National Speed Awareness Course; Annual Resurfacing Programme (Repair & Renewal) 2013/14; and Safe and Sensible Street Lighting Initiative.

Planning & Environment – Solar Panels; Green Business Conference (19 November); and Update on the planning applications for the three exploratory boreholes in East Kent.

Mr Austerberry

Recent audit of the maintenance contract with Enterprise and Customer Fault reporting; grants to voluntary and community transport organisations; funding for two capital road schemes; response to the Airports Commission; Climate Change; and household waste recycling centres and transfer stations.

20. 13/00063 - 20mph Speed Limit Policy - Review

(Item B1)

(1) Further to Minute 27 of 4 July 2012, the report presented national and local evidence on the benefits of 20mph schemes and recommended a new policy that the County would seek to implement 20mph schemes when there were clear road safety or public health benefits. Any locally supported schemes that could not be justified in those terms could still be implemented via the Member Highway Fund provided they were implemented as set out in Department for Transport Circular 01/2013.

(2) The policy would feed into the new Road Casualty Reduction Strategy which was being developed by Highways & Transportation to assist with meeting targets set out in Bold Steps for Kent and delivering the priorities set out in Growth Without Gridlock (GWG).

(3) In recent years the demand for the implementation of 20mph schemes had been increasing in response to both local and national campaigns. KCC had been implementing 20mph schemes in Kent and had 50 schemes covering over 800 roads. In addition, all new residential developments were designed to keep traffic at 20mph although they were not always signed as such to avoid unnecessary sign clutter. The County's current policy allowed the introduction of 20mph schemes at any location where such measures could be justified in crash savings terms or via the Member Highway Fund (MHF) providing they met implementation criteria as set out in DfT Circular 01/2013.

(4) The DfT published new advice on the implementation of 20mph schemes in its circular 01/2013 in January 2013 which contained guidance on the setting of local speed limits. There were two distinctly different types of 20mph speed restrictions which were limits, which relied solely on signing, and zones which required traffic calming to reduce speeds. Highway Authorities had powers to introduce 20 mph

speed limits that applied only at certain times of day. The variable limits might be particularly relevant where a school was located on a major through road that was not suitable for a full-time 20 mph zone or limit.

(5) The report included details and results of Primary School Speed Reduction Scheme Trials. Evidence showed that schemes which combined 20mph limits with traffic calming measures to reduce speeds had proved very successful in reducing casualties by around 40% to 60%. When only signing had been used the overall benefits were significantly less.

(6) The current safety record of the existing 20mph schemes in Kent which were a mix of both limits and zones showed that casualties recorded on 20mph roads in Kent as a proportion of all roads were 2% less than the national average.

(7) From 1 April 2013 Kent County Council became responsible for a number of Public Health functions. One of those was the Health Improvement for the population of Kent – especially for the most disadvantaged. There was evidence that 20mph schemes did encourage healthier transport modes such as walking and cycling as in Bristol, where preliminary results indicated increases in levels of walking and cycling of over 20%. An increase in the implementation of 20mph schemes could assist in the outcome of reducing obesity in adults and children in Kent and improving the overall health of the population.

(8) Kent Police would not support 20mph speed limits unless the average speed of vehicles was 24mph or less, as research had shown that signed only 20mph limits where natural traffic calming was absent had little or no effect on traffic speeds and did not significantly reduce accidents. They would also not support the introduction of 20mph zones without sufficient traffic calming measures being in place and of appropriate design, that reduced the speed of most traffic to 20mph or less thereby making them self-enforcing.

(9) Currently 20mph schemes were funded either from the County's Casualty Reduction Programme or via the Members Highway Fund. The total Casualty Reduction Programme budget for 2013/14 for new schemes was £800k which goes to fund many different types of safety engineering measures across the county. The cost of any 20mph scheme would vary due to the location and objectives of the scheme. It was estimated that the typical capital cost of a 1km length of 20mph speed limit (signing only) was £1,400 and a 1km length of 20mph zone (including traffic calming) was £60,000. Revenue costs associated with any scheme would need to be considered including Traffic Regulation Orders, design, consultation, engagement, marketing, monitoring, on-going maintenance of infrastructure and enforcement.

(10) As with many highway issues there was no national prevailing view as to the policy a local Highway Authority should adopt regarding 20mph schemes. The issues were complex and there were many pros and cons to the various options. The evidence presented did give some clear indicators that the benefits of 20mph zones were much more effective than signed only limits, providing greater speed and casualty reductions. Experience in Kent had shown that once traffic calming had been installed it could become very unpopular. Whilst calls for the introduction of blanket 20mph schemes were heard, the costs involved in installing blanket 20mph across Kent were prohibitive and, given current financial restraints, the existing

philosophy of introducing bespoke targeted road safety schemes was a more efficient way of achieving casualty reduction.

(11) The results of the trials conducted outside several primary schools in Maidstone showed that speeds outside the schools at picking up and dropping off times were already low and would meet with DfT criteria for a signed only 20mph limit.

(12) RESOLVED that a new policy on 20mph schemes be supported to:-

- a) implement 20mph schemes where there was clear justification in terms of achieving casualty reduction as part of the on-going programme of Casualty Reduction Schemes;
- b) identify locations for 20mph schemes which would assist with delivering targets set out in Kent's Joint Health Wellbeing Strategy; and
- c) enable any schemes that could not be justified in terms of road safety or public health benefits but were locally important to be funded via the local County Councillors Member Highway Fund. All schemes must meet implementation criteria as set out in DfT Circular 01/2013.

21. 13/00061 - Winter Service Policy 2013 - 14

(Item B2)

(1) Each year Highways and Transportation reviewed the Council's Highways and Transportation Winter Service Policy and the operational plan that supported it in light of changes in national guidance and lessons learnt from the previous winter. The report set out proposed amendments following the review.

(2) The winter of 2012/13 was one of the most prolonged periods of cold weather experienced in Kent for many years, and as a result the winter service period had to be extended for two weeks and the last salting run of the season was 27 April. National guidance for winter service delivery by highway authorities was issued by the Department for Transport and detailed in the Code of Practice for highway authorities – Well Maintained Highways - section 13 Winter Service. Much of the guidance provided had long been incorporated in the Highways and Transportation (H&T) winter service policy and plan. However some of the technical recommendations (including issues such as vehicle calibration and salt storage) would be looked at and incorporated over the next few years into the planning for the Kent winter service. Guidance on decision making for salting runs had also been provided and a matrix had been developed for use this winter season by Winter Duty Officers.

(3) The allocated budget for winter service for 2013/14 was £3,299,900, £20,000 of which was allocated for the purchase of additional salt bins. The revisions to the winter service policy met the objectives of the Council's medium term plan for 2014/15, Bold Steps for Kent. Working in partnership with other authorities contributed towards achieving a better service and value for money for Kent residents. Putting the citizen in control would be achieved by continuing to provide salt bags to parishes who requested them. Salt bins would continue to be provided across the county. Advice on how people in the Kent community could self help

during winter conditions would also be included on the website, including road safety tips.

(4) Well Maintained Highways recommended that local authorities identified a minimum network that would be treated continuously for a period of six days in the event of a severe winter event. Last year H&T identified the minimum network for Kent as being the main strategic network, i.e. all A and B roads and some other locally important roads as identified in the highway network hierarchy and amended the policy accordingly. Essentially, these equated to the current primary routes minus the local roads and roads that go through estates etc. H&T would always endeavour to treat the entire primary network as identified in the policy but recognised that there might be times as experienced in previous years where it would be prudent to reduce the network as stated above to maintain salt levels and keep the main roads in Kent moving as much as possible.

(5) Additionally, H&T had identified an Operational Winter Period which was October to April and a Core Winter Period which was December to February and the stocks of salt needed during those periods to effectively treat the network in line with recommended resilience levels. H&T had 23,000 tonnes in stock so were well within the recommended resilience levels.

(6) In previous years good relationships had been established with the Highways Agency MAC Area 4 who managed the trunk roads and motorways in Kent. KCC shared two depots with the HA and there had been a reciprocal salt sharing arrangement for some time which had worked very well. Additionally there was an arrangement with Medway Council in respect of the weather forecast and treating areas on the borders of Kent and Medway.

(7) The farmers currently contracted to clear rural areas provided an extremely valuable service. All farmers had agreed routes to clear, usually in rural areas, village centres etc.

(8) Last year a successful winter service campaign 'We're prepared are/have you?' was run across the county. The campaign was designed to increase awareness of the service and also to encourage people to be prepared and use self-help when possible. The winter page on the website was well used with 64,516 hits in January. Visits to the dedicated winter pages increased by 58%. A similar campaign had been designed for the coming year.

(9) Additionally a new feature would be on the website – Find my nearest salt bin – which would enable people to identify the salt bin closest to their home or place of work. All KCC salt bins had been labelled as property of KCC and with a short message about how the contents should be used.

(10) Last year a three year contract was awarded to Meteogroup for the supply of the winter weather forecast. At the time of writing the report the ice prediction service currently provided by Vaisala was out to tender.

(11) The Winter Service Policy was set out in Appendix B to the report, and was supported by an operational Plan which had been updated in line with the Policy and discussions with the contractor Enterprise plc to ensure that plans were aligned. In addition district plans had been developed in conjunction with district councils across

the county and these will be used together with the Policy and Plan to deliver the winter service. Local district plans will be reported to the next round of Joint Transportation Boards.

- (12) The following revisions had been made to the Winter Service Policy:
- (a) Salt bins would be identified on a map on Kent.gov – Find my Nearest
 - (b) A new one year contract to provide an ice prediction service would be in place for the start of the winter service season
 - (c) A trial with some farmers salting key routes through villages in addition to ploughing
- (13) RESOLVED that the proposed changes to the Highways and Transportation Winter Service Policy for 2013/14, be noted.

22. 12/01924 - A20 Corridor Statutory Quality Bus Partnership Scheme
(Item B3)

(1) The report detailed the proposed Statutory Quality Partnership Scheme (SQPS) to be established along the A20 London Road, near Maidstone, and gave an overview of what the Scheme involved and the respective commitments that KCC, Tonbridge and Malling Borough Council and local bus operators would sign up to. It sought approval to establish the SQPS, which would become a legally binding document. The Scheme would then be sent to the Traffic Commissioner for the local area and bus operators serving the route. An official Notice would also be published in the local press, at which point the Scheme would run for a period of 10 years.

(2) There are no financial implications. S106 funds are being used to provide infrastructure improvements (£373,000 available from Holborough Lakes) and more funding would become available in the future from developments at Kings Hill and Leybourne Chase. KCC maintenance requirements were in line with existing procedures so would not necessitate any extra spending.

(3) The desire for the SQPS grew out of the Medway Valley Sustainable Transport Strategy (MVSTS). It is recognised as an important tool to lock in the benefits of investments that had been made by KCC through developer contributions and by bus operators in the area. It is also seen as an opportunity to reduce air pollution in the local Air Quality Management Areas. Arriva and KCC successfully bid for the Government's Green Bus Fund for grant funding to support the purchase of 11 new hybrid diesel/electric buses for Route 71 (Maidstone to Holborough and Snodland via Leybourne Lakes), which KCC also contributed to.

(4) Whilst KCC is not responsible for bus services, the SQPS provides the opportunity to mandate high quality service levels and safeguard investments in bus facilities. It is a legally binding partnership between Kent County Council and Tonbridge and Malling Borough Council to improve bus travel along the A20 London Road corridor. The Scheme would provide all passengers with a high quality bus service. As well as benefiting current bus travellers, it is hoped the improvements will encourage more people to travel by bus and thus limit the increasing congestion on the corridor. The Scheme area is 3 miles in length running

along London Road (A20) from the Junction with Coldharbour Lane (Coldharbour Roundabout) in a Westerly Direction, to the junction with Ashton Way (A228) and Castle Way (See 13.3 map of Scheme Area)

(5) The report included information on the following:-

- Service Standards to be met by operators
- Facilities provided by KCC
- Infrastructure/Services provided by Tonbridge and Malling Borough Council
- Maintenance standards provided by KCC
- Options considered and dismissed – including maintaining the status quo
- Any legal implications of the suggested action
- Any equalities implications of the suggested action
- Any implications for the council's property portfolio of the suggested action
- Who was likely to inherit the main delegations via the Officer Scheme of Delegation – e.g. does a contract need signing who was likely to do it?
- Any other information required in order that the Board/Committee/Cabinet Member/Cabinet is well-informed and has all the information necessary to consider/take the decision

(6) Establishing the SQPS would guarantee local bus operators provided a high quality bus service: one fit for a heavily trafficked, densely populated corridor in which bus travel provided a viable alternative to the private car. It would limit congestion and help to reduce air pollution. The Scheme would ensure maximum return on investments made by KCC and Arriva in improving bus travel in the area.

(7) RESOLVED that:-

- (a) the Consultation Report and the EqIA for the Statutory Quality Partnership Scheme, as set out in Appendix B to the report be supported; and
- (b) the Cabinet Member for Transport & Environment be recommended to approve the Statutory Quality Partnership Scheme along A20 London Road, as set out in Appendix A to the report.

23. North Farm Link Road (Longfield Road) Improvement, Tunbridge Wells - Decision No.13/00031C

(Item B4)

(1) Further to Minute 6 of 19 June 2013, the report updated Members on discussions with landowners and scheme development. The 2013/14 tranche of £600,000 of the Pinch Point funding offer of £3.5m had been received from the Department of Transport. KCC had committed to contribute up to £1.5m and Tunbridge Wells had indicated a willingness to underwrite £0.5m, and there were potential opportunities for s106 contributions.

(2) With the benefit of survey information, commencement of initial detailed design, initial responses from utility companies and considerations of buildability, a more informed view could be taken. Cost consultants had been retained and the current estimate was £6.3m. The detailed design and utility diversions needed to be developed but the estimate of £6.3m reflected the state of current knowledge with an

appropriate allowance for risk and was affordable when taking account of anticipated s106 contributions. Expenditure to date in developing the scheme and securing the land was approximately £250,000.

(3) Land negotiations had been protracted with the main issue being that, despite most owners being supportive of the scheme, concerns were raised that they might be liable to claims from their retail tenants for any economic loss that might be attributable to disruption caused during construction of the scheme. KCC could not provide an indemnity for economic loss and it was uninsurable. Businesses had been reassured that everything practical would be done to maintain access and minimise disruption. 8 plots of land were required for the scheme and a commitment to 7 had been secured. The remaining plot was held by Asda.

(4) Despite an extensive supply of traffic information and discussion that showed that the scheme would result in an improvement to journey times to and from their store, Asda had not agreed to release the land required for the scheme. Greg Clark MP was kindly making arrangements to meet Asda's CEO in a last attempt to secure their support for the scheme. As Asda were the only firm who had not indicated support, options had been investigated to amend the scheme without their land so that the scheme could still proceed. Since Asda were located at the start of the scheme and land take was only required for road widening and not a junction improvement, dualling through the section had been retained, through slightly reducing lane widths and a narrowing of the central reservation. However, it also meant that a section of shared footway/cycleway would be need to be deleted from the scheme.

(5) Of the 7 plots with landowner/retailer commitment, Officers were continuing to formally agree the Deeds of Dedication. To date 3 had been executed, 2 were to be finally agreed and 2 with a verbal commitment and discussions to commence on the terms of the draft Deed.

(6) Further surveys continued in preparation for the detailed design stage. Geotechnical site investigation, coring of the carriageway to determine the robustness of the existing pavement construction, drainage surveys to understand the existing system and a tree survey had all been completed. There had been slight refinement of the outline design particularly in the context of verges and minor earthworks and the Report sought approval to the latest outline design scheme plan, 4300034/000/01 Rev 2, and including a possible alternative amendment should the Asda land not be secured, 4300034/000/065 Rev 0.

(7) The continued focus on securing the land meant that the programme had unavoidably slipped and it was expected that it would not be possible to invite construction tenders until January 2014 with a construction start in May 2014 and completion in May 2015. Any continued significant delay in formally securing the land would cause the programme to slip further and might well prejudice the availability of the Pinch Point funding.

(8) A Masterplan for North Farm was developed by KCC in September 2012, and was based on the phased implementation of independent improvement schemes. The Masterplan would be incorporated into the emerging Transport Strategy which would support development aspirations set out in the Tunbridge Wells Local Plan. The lifespan of the Local Plan was to 2026 and the implementation of all phases of

the Masterplan was required within that time period. The suggested phases of the Masterplan were:

Phase 1 and Phase 2 – dualling of Longfield Road between A21 and Dowding Way.

Phase 3 – one way system incorporating the southern end of Longfield Road, Lambert Road and Dowding Way.

Phase 4 – alternative route through North Farm Lane.

Phase 5 – widening of High Brooms Railway Bridge on North Farm Road to allow vehicles to pass side by side and allow access to buses, pedestrians and cyclists.

- (9) RESOLVED that the Cabinet Member for Transport & Environment be recommended to:-
- (a) approve the revised scheme for the improvement of Longfield Road, shown as an outline design on Drg 4300034/000/01/Rev 2 and Drg 4300034/000/065 Rev O, if land could not be secured from Asda, for land charge disclosures and development control;
 - (b) give approval to progress the detailed design, tender preparation and any ancillary works and approvals for the scheme for the improvement of Longfield Road;
 - (c) give approval for Legal Services to take a dedication, transfer or by some other appropriate legal mechanism to secure the land required to deliver the Longfield Road scheme, shown in outline on Drg 4300034/000/01/Rev 2 including but not limited to any ancillary works such as drainage and environmental mitigation; and
 - (d) approve the Masterplan for North Farm shown in concept on the plan in Appendix C to the report, and taking forward to the next stage of feasibility assessment.

24. Environment, Highways & Waste Cabinet Committee Draft Programme of Work

(Item B5)

RESOLVED that the draft programme of work for Environment, Highways and Waste be noted.

25. Enterprise & Environment Directorate Financial Monitoring 2013/14

(Item C1)

(1) Members were asked to note the first quarter's full budget monitoring report for 2013/14 reported to Cabinet on 16 September 2013. The relevant annex from the Cabinet report was attached to the paper and was presented in the pre-election portfolio format. The Cabinet Member for Finance and Procurement was currently assessing the resource implications of mapping the information to the post-election portfolio structure, in light of the current change programme.

(2) RESOLVED that the revenue and capital forecast variances from budget for 2013/14 for the Enterprise & Environment Directorate based on the first quarter's full monitoring to Cabinet be noted.

26. Medium Term Financial Outlook

(Item C2)

(1) The Government had recently launched 3 consultations which provided more information about the final settlement for 2014/15 and indicative settlement for 2015/16. The report provided members with a summary of the potential implications for KCC in advance of consideration of the forthcoming Budget and Medium Term Financial Plan (MTFP). The estimated funding settlement figures included in the report were speculative at this stage. The figures would become more definitive following the outcome of Government's consultations and the publication of funding settlements. The proposals in the government consultation would have a significantly detrimental impact on future funding settlements.

(2) The council's proposed response would emerge when the draft Budget and MTFP were published for consultation later in the year. The final Budget and MTFP would be presented to County Council on 13 February 2014. The report included detailed information on 2014/15 Indicative Funding Allocations; 2015/16 Settlement; Technical Consultations; 2016/17 and Beyond; and Timetable for 2014/15 Budget.

(3) It was clear that announcements on grants for further Council Tax freezes were likely to be around 1%. Referendum levels for excessive increases were also likely to be around 2%, which left very little room for manoeuvre on Council Tax.

(4) RESOLVED that the potential implications on future funding settlements and the Council's Budget/Medium Term Financial Plan and the likely timetable for setting the 2014/15 budget be noted.

27. Enterprise & Environment Performance Dashboard

(Item C3)

(1) The Enterprise and Environment Performance Dashboard, set out in the Appendix to the report, included results up to the end of June 2013 for the Key Performance Indicators (KPIs) included in the year's Divisional business plans. Key Performance Indicators were presented with RAG (Red/Amber/Green) alerts to show progress against business plan targets. All Key Performance Indicators were either ahead of target or were at acceptable levels above the floor standard for the year to date position. There were no indicators rated as Red.

(2) Within the activity indicators the work in progress was higher than expected for Highways and Transportation due to additional demand in the previous quarter, although was now on a reducing trend. The tonnage of waste collected at Household Waste recycling centres had also been lower in the last 12 months than expected, primarily related to policy changes implemented in October 2012.

(3) Mr Whybrow asked whether Ambers for Waste Management represented a plateau being reached for performance and whether we would see further improvement. Mr Wilkin responded that step changes were being delivered with partners from quarter 2 and we would see recycling rates improve as a consequence. New schemes had been introduced from July in Ashford, Maidstone and Swale. The new services in Ashford in particular would result in substantial increases in recycling rates in that district. There were also improvements made in some of the Household

Waste recycling centres. Mr Wilkin was therefore confident that results would show good improvement for the rest of the year

(4) A question was also raised in relation to Carbon emissions and whether outsourcing and other changes in service delivery were fully accounted for in the figures. Mr Crick responded that reduced staffing levels would assist with KCC's own carbon footprint but we need to work to ensure this doesn't increase emissions elsewhere. Support was being provided by the council for businesses to help introduce a range of energy efficiency measures, so activity was focussed not just on KCC's own emissions but across the whole Kent economy.

(5) Mr Baldock asked whether the Committee could be engaged with the setting and review of targets for the indicators. Mr Fitzgerald responded that feedback at any time from Committee was always welcome, however the setting of targets was an annual process through the business plan process, and the Committee would be consulted on the development on next year's plans.

(6) Mr Caller commented that some targets were set lower than last year's performance and this did not seem challenging. Mr Burr responded in relation to Highways and Transportation that maintaining previous performance levels was not an easy task and that targets were reviewed annually. Mr Brazier added that performance was at high levels currently, and this was not the case in the past and he was satisfied with this, although he was committed to tightening up on targets where appropriate.

(7) RESOLVED that the June Performance Dashboard be noted.

28. Public Transport Ticketing - A Kent Travel Smartcard

(Item D1)

(1) It was proposed to develop a new Travel Smartcard for use on bus and rail services across Kent and Medway. The Vision is to provide a convenient and cost-effective way to access transport services, making it easy to travel on different routes, with multiple operators, across both bus and rail. The Kent Travel Smartcard is an important part of the work to improve access to services, and deliver a viable alternative to the car journey, tackling congestion and supporting the regeneration of the Kent economy.

(2) KCC had invested in Smart Ticketing since 2008 through facilitating new ticket machines as well as smart Older Persons', Disabled Persons' and Freedom Pass Travel cards. KCC is now in a position to extend the benefits of the investment, and is currently working in partnership with Arriva to launch a pilot project on Arriva bus services in Maidstone during the beginning of 2014. The Maidstone Arriva pilot Smartcard would comprise Pay-As-You-Go (credit stored on card) and Period Pass tickets (unlimited day, weekly and 4 weekly travel). It is intended that the pilot project would then lead to an extension to other operators in Maidstone (target date spring 2014), and then extension across Kent and Medway (target date autumn 2014).

(3) All bus and train companies had been approached to discuss possibilities for extending the scheme countywide and across transport modes. Bus operator Arriva was committed to the Maidstone pilot and the development of multi-operator tickets. Stagecoach is interested in principle in the scheme and the opportunity to develop

multi-operator tickets. All smaller bus operators were extremely keen to join the scheme. Southeastern Rail were keen to work with KCC to ensure bus and rail ticketing were integrated.

(4) H&T officers continue to liaise closely with the project manager of the 'Kent Card' (the Corporate Smartcard), who was fully aware of the Travel Smartcard proposals.

(5) The initial costs of the trial and development would be funded primarily by KCC and Medway Council from existing budgets. Such costs were estimated to be £60,000. It was expected that the scheme became self-funding in the longer term through a commission out of the revenue apportioned to operators. The DfT had made £15m available for bus ticketing development and it was intended to approach the DfT for funding to deliver the rollout of new technologies such as paying with contactless bank card (EMV) and mobile phone (NFC).

(6) RESOLVED that the contents of the report be endorsed.

29. Report on KCC's representations on recent District Local Plan consultations including Canterbury City Council Local Plan Preferred Options Consultation; Thanet District Council Local Plan Issues and Options Consultation; and Swale Borough Council Local Plan Preferred Options Consultation

(Item D2)

(1) The District and Borough Councils consulted KCC as a statutory consultee at the formal consultation stages in pursuance of Regulation 18 (Issue and Options and Preferred Options) and Regulation 19 (Pre submission) of The Town and Country Planning (Local Planning) (England) Regulations 2012. The Planning Policy Team co-ordinated the KCC response by consulting internally with officers, members of the EHW Committee and KCC Local Members, who represented wards in the relevant Borough or District to ensure their views were provided to the Cabinet Member for consideration when making KCC's response to each Local Authority. An overview of KCC's response for all three of the Local Plans consultations was set out in the report.

(2) The report summarised KCC representations on the following Local Plan consultation documents:-

Canterbury City Council Local Plan Preferred Options (June – Aug 2013)

The City Council proposed that a minimum of 15,600 dwellings would be built over the plan period 2011-2031. The Local Plan also included 118,000 sq m of business space on eight strategic sites and proposed that the Wincheap Retail Area would be developed as a satellite centre of Canterbury City, focused on retail and leisure provision.

Thanet District Council Local Plan Issues and Options consultation (July – Aug 2013)

TDC were at an earlier stage of the Local Plan process and considered three job growth options ranging from a Lower Growth option of 1,200 jobs, an economic baseline based on historic trends of 3,100 jobs and a Higher Growth scenario of

5,100 jobs. TDC had taken a similar approach to housing and matching that to job growth to produce a series of scenarios including zero migration of 3,714 homes and trend migration up to 11,648 homes. Manston Airport was considered separately, and could provide an additional 2,420 jobs. The Plan aimed to strengthen and diversify the local economy and focus investment at the coastal towns and at Westwood.

Swale Borough Councils Local Plan Preferred Options consultation (Aug – Sept 2013)

SBC planned to keep its housing target at 540 dwellings per annum leading to a housing target of 10,800 dwellings for the years 2010/11 – 2031. Sittingbourne continued to be the main focus for development and concentration of public services and facilities. The Plan provided employment land targets of 545,614m² floorspace and 7053 jobs (353 per annum) between 2011 and 2031. Kent Science Park, Sheerness Port and the Sittingbourne Southern Relief Road were identified as “Areas of Future Change” which could trigger a partial review of the Local Plan.

(3) The decisions to be taken by Canterbury City Council might have long term financial implications for KCC as the provider of infrastructure and services to support development. Thanet District and Swale Borough were both at an earlier stage in their processes and as such there would be no direct financial implications for the County Council from decisions taken at that part of their process.

(4) RESOLVED that the representations submitted from KCC by the Cabinet Member for Environment and Transport as set out and summarised in the report be noted.

30. Adoption of the Kent Downs & High Weald Areas of Outstanding Natural Beauty (AONB) Management Plans *(Item D3)*

(1) The report provided an overview of the statutory review of the Kent Downs and High Weald Areas of Outstanding Natural Beauty (AONB) Management Plans. Its purpose was to inform Members of the background and process, and highlighted any significant changes, in order to inform a decision on the Plans’ adoption.

(2) Kent County Council had a statutory duty, along with other local authorities within the boundaries of the two AONBs, to act jointly to prepare and review the Management Plans. It was the second review of the AONB Management Plans, originally adopted by KCC in 2004 – the iteration strongly reflected the original adopted plan. The statutory deadline for adoption was 31 March 2014.

(3) Both AONB Management Plans included targets and/or policies that supported sustainable rural businesses, which contributed directly to Kent’s rural economy. Through the Management Plans, targets and policies were included which delivered support for volunteering, training and education.

(4) The report included details of the Relevant History & Background to Areas of Outstanding Natural Beauty Management Plans. Neither Plan had brought forward any major changes, although a few amendments and occasionally new policies had been included to tackle policy changes. From June 2013 to September 2013 the

Plans underwent a formal consultation and work was now underway to finalise the documents ready for the adoption deadline.

(5) The revision of the two Management Plans had successfully reacted to shifting policy, and the rapidly changing social and economic climate of recent times in addition to environmental pressures. Whilst some minor changes had been made, both Plans were fundamentally the same as the original adopted Plan.

(6) RESOLVED that the Management Plans proceeding for approval be endorsed.

31. Possible Traveller Site Management Opportunities

(Item D4)

(1) The report outlined possible future opportunities for the Gypsy and Traveller Unit, and considered how it might reflect the transformation agenda, help improve quality and economy, and generate income. The Gypsy and Traveller Unit was created in 1989, primarily to ensure that sufficient sites were established for “gipsies”, as was KCC’s duty then under the Caravan Sites Act 1968. Once the law changed in 1994, site management generally followed freehold ownership of sites.

(2) At present, the Gypsy and Traveller Unit managed seven KCC freehold sites, plus one Tonbridge & Malling BC site, and managed two further sites, under contract, with Maidstone BC. Ten sites in all were managed. The Unit also managed unauthorised encampments on KCC land (mainly highway land) across Kent, on behalf of KCC as Corporate Landlord.

(3) Although the service was not one of those listed under the first Market Engagement and Service Reviews, the principles of identifying the most appropriate provider, to deliver the best possible service for customers, applied to all services. It seemed appropriate to explore possibilities which could tackle duplication, repetition and remove low value or no value activity, and which encouraged creativity and innovation.

(4) Within the past eighteen months, a number of councils outside Kent had approached the Unit with a variety of requests and proposals over site management. Most recently, there had been an invitation to discuss joint opportunities, along with a number of county councils in the East and South East of England.

(5) It was understandable, in the current climate, that all authorities were looking for arrangements which were as economic and effective as they could obtain. The risks of taking on any new arrangement depended on the nature of what was being offered. A contract to manage sites, like the one with Maidstone BC, had few financial risks to KCC, but was for a fixed fee and there were no extra financial benefits when site income exceeded costs. However, transfer of a site long lease or freehold, with the long-term responsibility to manage the site or sites, involved careful consideration of a whole range of risks connected with land ownership, and consideration of whether the benefits that could reasonably be expected would be worth the potential risks.

(6) RESOLVED that:-

- (a) the opportunities outlined in the report be further explored; and
- (b) an updated report be submitted to the Cabinet Committee.

32. Kent Minerals and Waste Development Framework (MWDF) Core Strategy at Pre-Submission (Draft Plan) Stage - 12/01879

(Item E1)

(1) The purpose of the report was to ensure that the County Council submitted its Minerals and Waste Local Plan (MWLP) to the Secretary of State. After an Examination in Public into the soundness of the plan had been held and reported upon by an appointed planning inspector, the County Council would be able to adopt the MWLP as its planning policy for minerals and waste. The production of a Minerals and Waste Local Plan (MWLP) was a statutory requirement for the County Council. When adopted, along with Local Plans produced by District Councils and Government Planning Policy, it would form the policy basis for decision making by the County Council when determining planning applications for proposed minerals and waste developments. Its preparation was separate from KCC's role as Waste Disposal Authority (WDA) for household (municipal) waste. It was also a distinct function from KCC's role as Planning Authority in determining minerals and waste planning applications. A list of all the planning policies in the MWLP was set out in Appendix B to the report.

(2) Hosting the Examination in Public and paying for the appointed planning inspector was the County Councils responsibility. It was estimated that it would cost up to £250,000 and a budgetary provision had been made.

(3) The future programme for the MWLP was set out in the report. When the Minerals and Waste Plan 2013-2030 was adopted, the County Council could then proceed with the formal stages of production of the Minerals and Waste Sites Plans. It was estimated that the documents could be finished, consulted upon and submitted to the Secretary of State such that they could be adopted by the County Council during April 2016. The report included details on public consultation; submission; options; legal implications; equalities implications; and delegated powers.

(4) RESOLVED that the Pre-Submission Draft Kent Minerals and Waste Local Plan (MWLP), prior to its submission to Cabinet for endorsement and onward transmission to the County Council for approval to submit the Plan to the Secretary of State be noted, subject to:

- (a) a six week period of public consultation on the plan;
- (b) no material objections being received during the public consultation; and
- (c) the Director of Planning & Environment being given delegated powers to approve any non-material changes to the MWLP in consultation with the Cabinet Member for Transport and Environment following on from the public consultation and to agree any amendments to the MWLP during the Examination in Public for submission to the appointed planning inspector, if the amendments were likely to resolve objections.

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From: David Brazier, Cabinet Member – Transport & Environment

John Burr - Director of Highways & Transportation

To: Environment, Highways & Waste Cabinet Committee – 13 December 2013

Decision No: 13/00095

Subject: Kent Freedom Pass including Post 16 Transport

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: To the Cabinet Member for Transport & Environment for decision

Electoral Division: Countywide

Summary:

Following an extensive analysis of current provision, it is proposed to introduce a revised Freedom Pass scheme from the academic year commencing September 2014/15. This will entail a stored value smartcard which provides a defined, pre-paid travel benefit per pupil. It is proposed to include 16-19 year olds in education or training at a lesser stored value. The new scheme will be reviewed within 6 months of commencement.

Recommendation(s):

1. The Cabinet Committee is asked to consider and endorse the proposal to introduce a stored value smartcard providing £350 value for 11-16 year olds and £250 for 16-19 year olds, with both at a cost of £100.
2. The Committee is asked to support the review of the scheme after 6 months.
3. The Committee is asked to note that a report updating Members on the more detailed operational issues of the scheme will be submitted to the April 2014 meeting of this Committee.

1. Introduction

1.1 Following an extensive analysis of current provision, it is proposed to introduce a revised Freedom Pass scheme from the academic year commencing September 2014/15. This will entail a stored value smartcard which provides a defined, pre-paid travel benefit per pupil. It is proposed to include 16-19 year olds in education or training at a lesser stored value. The new scheme will be reviewed within 6 months of commencement.

2. Discussion

2.1 The Kent Freedom Pass was introduced in 2007 and has become highly successful in enabling young people to access education and leisure activities by bus. The scheme provides free unlimited bus travel across Kent for an initial cost of £100 (£50 for those on free school meals and free to looked after children) and is unique in the UK outside London.

2.2 The net budget for the Freedom Pass is around £13.5m, with an average benefit per pupil of £430 per annum, and future pressures on the demand for travel will increase this figure markedly. The County Council's "Facing the Challenge" programme sets out the need to save £239m over the next four year period. As a non-statutory service, it is inevitable that the Freedom Pass scheme should bear part of the reductions being faced by all services across the County Council.

2.3 The benefits of the Freedom Pass are well documented and the challenge facing the County Council is how to devise an amended scheme which provides equity across the whole school age spectrum. In this context, the County Council considered a petition signed by around 16,000 people earlier this year seeking a similar travel benefit for post 16 students to that provided through the Freedom scheme for 11-16 year olds. Simply to extend the current Freedom Pass arrangement is not sustainable financially as it would add an estimated £6m to the budget. Therefore, to provide an equitable way forward, a review of concessionary travel for all academic year groups has been considered which proposes to reduce the overall benefit value provided for 11-16 year olds and to extend the proposed stored value scheme to 16-19 year olds.

Smartcard Technology

2.4 Officers have considered a number of alternative schemes and this paper sets out the benefits of using Smartcard technology as the best mechanism for a revised scheme commencing in September 2014. In terms of using a capped "stored value", Smartcard technology is proven. A report was considered and endorsed by this Committee in October 2013 which set out the benefits of a Kent wide travel card using smartcard technology and this proposal builds on that foundation. It is considered that smartcards offer a very practical solution to implementing a stored value replacement for the Freedom Pass scheme. Most buses in Kent are already fitted with Smartcard readers. A report providing more detail on how the revised Freedom Pass scheme will work is planned to be presented to the April 2014 meeting of this Committee

3. Financial Implications and Proposal

3.1 The draft Medium Term Financial Plan for 2014/15 and 15/16 requires a significant saving from the Freedom Pass scheme.

3.2 It is recognised that the County Council does not have a statutory requirement to fund post 16 transport; currently, post 16 students receive a travel pass costing £520 that provides a small overall subsidy for those travelling on a regular basis. However, it is reasonable that with a generous provision for 11-16 year olds, the County Council could spread the resource in a more equitable way to include 16-19 year olds albeit at a lesser level of funding. The proposal is set out below.

3.3 A drawback with the current Freedom pass scheme is that in allowing free unlimited use across Kent, it is difficult to accurately quantify the level of or demand for travel. This creates a significant budget risk year on year. A method of gaining greater budget certainty is to cap the value of the travel concession provided. The most practical and accountable way of doing this is to provide students with a personalised Smartcard containing a “stored value”. This is very simple to use as travel costs (i.e. fares) are deducted each time the student makes a journey. This is achieved by installing a reader on the ticket machine of each bus which is now common practice throughout the UK.

3.4 The proposal is that for 11-16 year olds, for an unchanged cost of £100, users would receive a card with £350 stored value (i.e. KCC contribution £250). For 16-19 year olds, for a pass cost of £100, users would receive a card with £250 stored value (i.e. KCC contribution £150). It is estimated that this will cost £7.5m for 11-16 year olds and £1.8m for 16-19 year olds. As now, a charge will not be made for Young Carers and Looked After Children. Passes will be granted only to those in education or training, including apprentices.

3.5 There will be a need for holders of the new Freedom Pass to recognise that if the stored value is exhausted before the end of the year there will be a need to “top it up”. This could be done by parents or schools and colleges.

3.6 Take-up estimates used to arrive at the cost of the scheme to the authority are calculated on the experience gained since the introduction of the Freedom Pass.

3.7 It is proposed to introduce these schemes in September 2014 to coincide with the new academic year. A review will take place after 6 months as it is essential that savings are not negated by an unaffordable degree of take-up.

4. Bold Steps for Kent and Policy Framework

4.1 Whilst the benefits provided through these proposals are largely non-statutory, there are clear links relating to reducing congestion and encouraging young people to access “out of hours” facilities both locally and at school. This links closely to greater independence.

4.2 The objectives of the Freedom pass scheme closely link with the County Council’s Growth without Gridlock strategy.

5. Moving Forward - consultation

5.1 If Members are minded to support the recommendation in this paper, consultation should be considered. As this scheme is discretionary, we are not required by statute to consult.

6. Recommendation(s):

The Cabinet Committee is asked to consider and endorse the proposal to introduce a stored value smartcard providing £350 value for 11-16 year olds and £250 for 16-19 year olds, with both at a cost of £100.

The Committee is asked to support the review of the scheme after 6 months.

The Committee is asked to note that a report updating Members on the more detailed operational issues of the scheme will be submitted to the April 2014 meeting of this Committee.

7. Background Documents

None

8. Contact details

Report Author:

Name: **David Hall**
Title: **Deputy Director of Highways & Transportation**
Tel No: **01622 221081**
Email: david.hall@kent.gov.uk

Relevant Director:

Name: **John Burr**
Title: **Director of Highways & Transportation**
Tel No: **01622 694192**
Email: john.burr@kent.gov.uk

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

David Brazier, Cabinet Member for Transport & Environment

DECISION NO:

13/00095

For publication

Subject: Kent Freedom Pass including Post 16 Transport

Decision:

As Cabinet Member for Transport & Environment, I agree to introduce a revised Freedom Pass scheme from the academic year commencing September 2014/15. This will entail a stored value smartcard providing a defined, pre-paid travel benefit per pupil. 16-19 year olds in education or training will be included in this scheme at a lesser stored value.

The stored value smartcard will provide £350 value for 11-16 year olds and £250 for 16-19 year olds, both at a cost of £100.

Reason(s) for decision:

The County Council considered a petition signed by around 16,000 people earlier in the year seeking a similar travel benefit for post 16 students to that provided through the Freedom scheme for 11-16 year olds. Simply to extend the current Freedom Pass arrangement is not sustainable financially as it would add an estimated £6m to the budget. Therefore, to provide an equitable way forward, a review of concessionary travel for all academic year groups has been considered which proposes to reduce the overall benefit value provided for 11-16 year olds and to extend the proposed stored value scheme to 16-19 year olds.

It is recognised that the County Council does not have a statutory requirement to fund post 16 transport; currently, post 16 students receive a travel pass costing £520 that provides a small overall subsidy for those travelling on a regular basis. However, it is reasonable that with a generous provision for 11-16 year olds, the County Council could spread the resource in a more equitable way to include 16-19 year olds albeit at a lesser level of funding.

Cabinet Committee recommendations and other consultation:

To be entered after the meeting and considered by the Cabinet Member when taking the decision.

Any alternatives considered:

Alternatives could include a half fare scheme or charging the recipient significantly more than £100 for a Freedom Pass giving free bus travel. It is considered that the proposal is the most equitable way of providing travel concessions within the constraints of the budget.

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

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signed

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date

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From: **Mike Hill – Cabinet Member, Community Services**
David Brazier - Cabinet Member, Transport & Environment

To: **Environment, Highways & Waste Cabinet Committee – 13 December 2013**

Decision No: **13/00088**

Subject: **New Combined Member Grant Scheme**

Classification: **Unrestricted**

Future Pathway of Paper: This paper is being presented at both Communities Cabinet Committee and Environment, Highways and Waste Cabinet Committee.

Electoral Division: All Divisions

Summary:

This paper builds on the proposal for a new combined Members Grant Scheme that will deliver annual base savings in the region of £1.32m.

This paper indicates how this scheme would work, as well as both the benefits and impact for Members.

Recommendation(s):

The Cabinet Committee is asked to comment and endorse this proposal, or make recommendations to the Cabinet Members for Community Services and Transport and Environment with regards to the new Member Grant Scheme as outlined in this paper.

The Cabinet Committee is asked to support any 2013/14 underspend being used to fund/part fund any adaptations that are required to the existing IT system within EHW.

1. Introduction

- 1.1 In light of “Facing the Challenge” and the transformation agenda, there has been discussion between Cabinet Members with regards to a new combined Members Grant Scheme (MGS) for Kent. The proposal intends to ensure that demand is managed downward, that a more integrated approach is adopted and that value for money is a primary focus given the current financial climate the authority finds itself within.
- 1.2 This paper takes forward this proposal and sets out a range of principles, financial implications, benefits, risks and the next steps for implementation, which is currently scheduled for April 2014.

1.3 Currently members have access to £3.52m (see 1.4) of delegated grant funds and in light of the real financial pressure the authority faces, there has been a commitment to deliver a more pragmatic and cost effective grant scheme, while continuing to allow members to react to local priorities that perhaps do not form part of the council's core focus.

1.4 The proposal is to cease the four current grant schemes:

• Member Grants	-	£840k
• Local Schemes Grant	-	£400k
• Capital Scheme Grants	-	£500k
• Member Highway Fund	-	£1,780k (after top slicing)

These total £3.52m. The proposal is to then introduce one single Member Grant Scheme (MGS), consisting of £25k per member (£2.1m in total).

2. Financial Implications

2.1 The new Member Grant Scheme's budget will be £2,100,000, which is an annual saving to KCC of £1.32m.

2.2 Once implemented, the new Member Grant Scheme would offer all Members financial parity in the grant funding available to them, as previously, some elements of the grant were not allocated on a pro rata member or district basis e.g. Local Scheme Grants.

3. New Scheme Overview

3.1 The new Member Grant Scheme will be managed and administered through the Community Engagement Officers (CEOs), who will work with local residents and continue to support Members.

3.2 All applications will initially be discussed with Members by the CEO, who will provide advice in terms of funding availability, as well as any queries in relation to the application and criteria for the scheme.

3.3 If the application is for a community based project, the CEO would liaise with the applicant and Member from the point of receiving the application to payment being made.

3.4 If the application is for a highways related project, the application (once verified and accepted by the CEO as above) will be passed to a dedicated Highways team for feasibility and technical support and this Highways officer will then be the point of contact for Members. The Highways Team and the CEO will then liaise in the background to ensure the governance is correct.

3.5 A refreshed single application process and performance management system will be implemented and it is intended that it will be predominantly based on the current online Member Highway Fund process, as well as incorporating some of the information required as part of the current Member Grants process.

3.6 The current criteria for three of the grant schemes stipulates that projects where KCC has withdrawn funding in the past are not eligible for Member grants and given the future transformation, outsourcing and potential down-sizing of

services, it is imperative that this remains for the new Member Grant Scheme. The criteria will be refreshed and distributed in advance of the implementation date.

- 3.7 Managing demand is an essential part of “Facing the Challenge” and currently Members can request feasibility studies for a multitude of projects that their £25k Member Highway Fund could never afford, with one in seven (approximately) being abortive. There are also currently no parameters stipulated around scope of the projects to be assessed.
- 3.8 A menu of costed Highways project options will be developed in consultation with members of the Environment, Highways & Waste Cabinet Committee in early 2014 in order to give guidance on the potential costs of a range of Highways based projects. This would not prohibit the ability of Members to explore other projects, but make it simpler when deciding how to allocate funds and what projects to prioritise.
- 3.9 There may be some initial costs in adapting the Member Highway Fund IT systems to ensure it is compatible with the requirements of the new Member Grant Scheme. It is proposed that any underspend in 2013/14 is used to support the transition process and fund the IT upgrade.
- 3.10 Consideration needs to be given to the sign off arrangements, allowing both the relevant Cabinet Member and a Senior Officer to act as the designated approval / sign off method.

4 Benefits

- 4.1 The most obvious benefit of this proposal is an annual saving to KCC of £1.32m. This is a clear message to staff and residents that every budget within the organisation is under scrutiny and as this proposal clearly links with the principles of the transformation project and seeking to do things differently.
- 4.2 The proposed new Member Grant Scheme aims to provide a more joined up and flexible scheme for Members, with the opportunity to use funds in a way that meets local community needs without being restricted on specific funding stream criteria.
- 4.3 There will inevitably be further savings to be extracted if demand is legitimately reduced as each abortive project has a financial implication.

5. Impact

- 5.1 The obvious impact of 4.1 is that less funding will ultimately be available to members.
- 5.2 Resources currently supporting the existing schemes will be reviewed in line with the demand for the new scheme.

6. Conclusions

- 6.1 Officers who currently manage both the Member Highway Fund and the other Member Grant Schemes are all very supportive in the establishment of the proposed new scheme, which as detailed will deliver considerable savings for KCC, will bring greater consistency to the current disparate processes and provides a more flexible pot for Members to access.
- 6.2 The scheme will be operational from 1st April 2014. To aid with this constrained timetable, it is proposed that all final applications for the existing four grant schemes are submitted before 1st March 2014. This will allow time for the old systems to be completed and ensure there is time to get new systems in place.
- 6.3 Once completed, a full set of criteria, a clear flow chart for the new Member Grant Scheme and a copy of the new application form will be circulated to Members and the intention is for user testing prior to implementation.

7. Recommendation(s):

- 7.1 The Cabinet Committee is asked to comment and endorse this proposal, or make recommendations to the Cabinet Members for Community Services and Transport and Environment with regards to the new Member Grant Scheme as outlined in this paper.
- 7.2 The Cabinet Committee is asked to support any 2013/14 underspend being used to fund/part fund any adaptations that are required to the existing IT system within EHW.

Officer Contact details

Steve Charman
Head of Consultation and Engagement
steve.charman@kent.gov.uk

Tim Read
Head of Transportation
tim.read@kent.gov.uk

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Paul Carter - Leader

DECISION NO:

13/00088

For publication

Subject: New Combined Member Grant Scheme

Decision:

As the Leader of Kent County Council, I agree to introduce a single Member Grant Scheme (MGS), consisting of £25k per Member (£2.1m in total) and to cease the following grant schemes:

Member Grants
Local Schemes Grant
Capital Scheme Grants
Member Highway Fund

The new Member Grant Scheme will take effect from 1st April 2014.

Reason(s) for decision:

Currently Members have access to £3.52m of delegated grant funds and in light of the real financial pressure the authority faces, there is a commitment to deliver a more pragmatic and cost effective grant scheme, while continuing to allow Members to react to local priorities that perhaps do not form part of the Council's core focus.

The new Member Grant Scheme's budget will be £2,100,000, which is an annual saving to KCC of £1.32m.

Cabinet Committee recommendations and other consultation:

To be entered after the meeting and considered by the Cabinet Member when taking the decision.

Any alternatives considered:

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

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signed

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date

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From: David Brazier, Cabinet Member for Transport and Environment
Mike Austerberry, Corporate Director for Enterprise and Environment

To: Environment, Highways and Waste Cabinet Committee
13 December 2013

Subject: Enterprise and Environment Mid-Year Business Plan Monitoring and Directorate Dashboard

Classification: Unrestricted

Summary:

The mid-year Business Plan monitoring provides highlights of achievements to date for the divisions within the Enterprise and Environment Directorate and the Directorate Dashboard shows progress made against targets set for Key Performance Indicators.

Recommendation(s):

The Environment Highways and Waste Cabinet Committee is asked to NOTE the report.

1. Introduction

- 1.1. The Business Plan monitoring and Directorate Dashboard are provided to assist the Committee in its role in relation to reviewing performance.
- 1.2. Divisional Business Plan monitoring is reported to the Cabinet Committee twice a year and the current report is for the mid year position of the financial year 2013/14.
- 1.3. Performance Dashboards are regularly reported to Cabinet Committee throughout the year and the current report includes data up to the end of September 2013.

2. Mid-year business plan monitoring

- 2.1. The mid-year Business Plan Monitoring Report is provided in Appendix 1.
- 2.2. The monitoring report provides highlights of Key Achievements and Issues in the delivery of the current financial year Business Plan objectives.
- 2.3. A detailed review was completed to produce the Business Plan monitoring report, with progress against every Business Plan action considered.

3. Directorate Dashboard

- 3.1. The Enterprise and Environment Performance Dashboard, attached at Appendix 2, includes results up to the end of September 2013 for the Key Performance Indicators (KPIs) included in this year's Divisional business plans.

- 3.2. Key Performance Indicators are presented with RAG (Red/Amber/Green) alerts to show progress against business plan targets. Details of how the alerts are generated are outlined in the Guidance Notes, included with the Dashboard in Appendix 2.
- 3.3. All indicators are either ahead of target or are at acceptable levels above the floor standard for the year to date position.

4. Recommendation(s)

Recommendation(s):

The Environment, Highways and Waste Cabinet Committee is asked to Note this report.

5. Background Documents

5.1 KCC Business Plans 2013/14

http://www.kent.gov.uk/your_council/council_spending/financial_publications/business_plans_2013-14.aspx

6. Contact details

Report Author: Richard Fitzgerald, Performance Manager,
01622 221985, richard.fitzgerald@kent.gov.uk

Mid Year Business Plan Monitoring Report – Enterprise and Environment

Highways and Transportation Division

1. Improving Kent's highway network - We delivered a pothole blitz in-house with another annual find and fix programme through our term contractor Enterprise with support from local sub-contractors. Due to the impact of the weather this year's programme ran to the end of July. Highway inspectors and highway stewards are now using mobile tablets and are able to commit their jobs in the field which is more efficient. Work continues on refining our statutory inspection routes across the county and we are trialling new and more efficient ways of working all the time including a combined driven and walked inspection for Canterbury city centre.
2. Improve journey times and reliability - The Highway Management Centre (HMC) now take an active role during major events to ensure the highway works as effectively as possible and recent notable events where we were represented in control rooms were the Kent County Show, the Leeds Castle Open Air Music Festival, and the War and Peace Show. The HMC are currently creating even closer links with Kent Police and the Highways Agency to ensure we can add additional driver messages for potential congestion spots on Blue Bell Hill and Detling Hill. The Kent Lane Rental Scheme went live on 28 May after a successful 3 month trial, minimising the impact of road works to customers on busy routes.
3. Improving the condition and life of the highway - Since April we have delivered around £45m of highway maintenance, repairs and renewal works, including resurfacing around 320 roads, replacing over 1,000 defective street lighting columns and undertaking over 200 drainage repairs. The soft landscape team have been successfully integrated back in-house from the previous consultant. Work is being done to procure several soft landscape contracts, namely, Urban and Rural (Swathe) Grass, Hedges and shrubs contracts for Tunbridge Wells, Tonbridge & Malling, and Sevenoaks, and the Countywide Weed Treatment and Arboriculture contracts. We have also begun the process of procuring two new external resurfacing contracts. Work has started on the street lighting energy saving initiative, and we have begun switching off a number of surplus lights.
4. Ensuring our highway network operates as safely and efficiently as possible - Despite some concerns from landowners, progress with the Pinch Point funded scheme to improve the road into the North Farm estate in Tunbridge Wells has been excellent and is on track. We are conducting an extensive consultation on options for the St Dunstan's area of Canterbury. After a lot of detailed research the review of our 20mph policy has been presented to Cabinet Committee. Work on our new Casualty Reduction Strategy has started well, and we continue to work with the district councils on transport strategy to meet their emerging Local Plans. We once again hosted the FIA Scholars and have been successful again in the Prince Michael of Kent Road Safety Awards.
5. Improving how we help people use public transport to get to where they are going The Public Transport team have a busy few months ahead with many challenges. Budgetary pressures will require the team to scrutinise everything they do, to ensure that maximum value for money is achieved. In particular, the Freedom Pass and socially necessary bus services will be undergoing change as also the way we do

business with our suppliers. The team has a range of high profile projects over the coming months, including re-letting the Tilbury – Gravesend ferry contract, further developing the Fastrack network and integrating BSOG (Bus Service Operators Grant) payments for tendered services. A restructuring programme will also be undertaken, to ensure the public transport function is responsive to the current and future demands and is fully integrated into the Division.

6. Improving how we drive improvement in Highways and Transportation – We have mobilised the Technical Environment Services Contract with Amey, now working from Brenchley House in Maidstone. Amey are also providing services to Medway Council. Approximately 40 full time equivalent staff were TUPE transferred from Jacobs and professional relationships and co-located staff are now established. There has been extensive amounts of IT system integration including traffic models, crash data and traffic count information and all data and systems were successfully migrated. An internal audit of Highway’s Customer Fault Reporting which reviewed internal processes from the initial customer contact through to the delivery of service found a ‘substantial’ level of assurance. Our Highways and Transportation maintenance contract has also been audited. The aim of the audit was to provide an assurance that the procurement had followed the correct procedures and is being adequately and effectively managed in order to meet the service and corporate objectives. Again, a ‘substantial’ assurance level has been attained.

Waste Management Division

7. Waste Volumes - The projected total amount of municipal waste tonnage managed for 2013/14 is 675,000 tonnes, and if sustained this would deliver a reduction of 13,000 tonnes on the amount of waste managed compared to 2012/13. This reduction is largely attributed to the policy changes implemented at the household waste recycling centres in October 2012, although there has also been a decline in tonnages of household waste collected by district councils.
8. Diversion Performance - The percentage of Kent’s waste being diverted away from landfill continues to increase annually, and is forecast this year to reach 80% of waste either recycled, composted or used to create energy. A step change in performance has been enabled through the provision of transfer facilities for residual waste from Canterbury City Council, which allows diversion of waste to create energy at the Allington Waste to Energy Plant.
9. Household Waste Recycling Centres (HWRC) - Following the decision to change operating policies at the HWRCs, overall waste volumes managed at the HWRC’s show a sustained decrease compared to past years, particularly in relation to construction waste (one of the major forms of illicit trade waste). New contracts for the operation of 14 of the 18 HWRCs in the county are being developed, which places a greater emphasis on the reduction of waste sent to landfill, improved customer care, and value for money. These contracts will commence in April 2014.
10. Improving the HWRC Network - The redevelopment of the Ashford HWRC has been completed, and the site opened fully in July 2013. It is already showing very high levels of customer satisfaction. Improvement works to the Tovil site commenced in

October 2013, and works at the Canterbury HWRC are due to commence in February 2014.

11. East Kent Joint Waste Contract - Overall delivery on Phase 2 of the project remains on track with Canterbury City Council expected to complete their roll-out by February 2014. Procurement of the new contract for waste transfer for the Canterbury area was delayed due to a protracted legal challenge following the initial award process during 2012. Interim arrangements were made in line with procurement rules as a result of the delay, and the award of the new contract is expected to be confirmed in November 2014. Thanet District Council will commence borough wide roll-out of new recycling services during Quarter 3, however, Thanet have introduced early adaptor rounds for food waste during September which have proved successful. Overall recycling and landfill diversion performance is increasing as planned.
12. Mid Kent Joint Waste Project - There has been a successful roll-out of new recycling services by Ashford and Maidstone Borough Councils. Roll-out for Ashford was completed in August 2014 and Maidstone was completed in September 2014. Swale Borough Council will commence new recycling services in December, with the introduction of separate food waste collections commencing from April 2014. The Ashford Transfer Station opened in early July to support the introduction of new recycling services in the Ashford area. To provide a single tipping location for Maidstone Borough Council, successful contractual negotiations with FCC Environment were concluded, which saw the introduction of a transfer station at the Allington plant to manage the separate collections in Maidstone of food waste and mixed dry recyclables waste streams. Modifications at the Swale Transfer Station will be completed by the end of Quarter 4 to facilitate the roll-out of new recycling services from April 2014.
13. West Kent Waste Project - KCC officers worked with Gravesham Borough Council on the authoring of a report setting out recommendations for improving waste diversion through an amended collection scheme, including separate collections of food waste. That report was subsequently approved by Gravesham Cabinet in October 2013, and roll out of the scheme is anticipated to commence in Summer 2014. A draft inter-authority agreement concerning sharing of savings is being prepared for approval by both councils. Dartford Borough Council is currently undertaking an internal review and intending to report back to the West Kent Group in January 2014. A further report to Gravesham Council is anticipated early in the next financial year.
14. “Waste as a resource”, South East 7 (SE7) Waste Project - Delivery Plan recommendations were presented to the SE7 Leaders in September 2013. These were approved, and now a programme of engagement with waste collection authorities in Kent, through the Kent Resource Partnership, has commenced to pursue the opportunities identified.
15. Waste Management Review - A review of the Waste Management Service has taken place, and this is culminating in a restructure process commencing in November 2014. The key drivers are to create an “intelligent client” model, improve customer focus, and to drive innovation and ambition. Some disruption may result during the process, but this will be minimised through the use of seconded resources from other services to ensure key projects are delivered.

Planning and Environment Division

16. Funding for transport infrastructure – The team secured funding for two schemes (North Farm and Westwood Cross) through the Department for Transport Local Pinch Point Fund (£5m), and for a further two schemes (M20 J10a and A226 London Road, Dartford) through the Local Transport Body (£24m). We are currently working on the process to secure further funding from the Single Local Growth Fund. KCC's proposals for a UK Fuel card went to the European Commission and their response has led to a rethinking of the key principles of the proposal which we are investigating.
17. Third Thames Crossing – In July KCC responded to the Department for Transport consultation on corridor options for the Third Thames Crossing. Using the economic and environmental studies, together with evidence from private sector environment, the case was made for KCC's variant to the Option C variant. The Secretary of State's decision is due during the autumn.
18. Operation Stack/Lorry Parking - A study is being undertaken to identify a network of sites for overnight lorry parking, to include partial provision for Operation Stack. Funding for some lorry parking provision has been applied for through the Local Transport Board and Public Works Loan Board.
19. A21 Dualling – KCC's evidence was presented to the Public Inquiry in May 2013 and we are now awaiting the Inspector's report and decision which is due in early 2014.
20. Transport improvements for East Kent, including Thanet Parkway – A joint project team has been set up with Network Rail to deliver rail journey time improvements between Ashford and Canterbury, with funding secured from BIS. Network Rail have agreed in principle to fund Phase 2 of these works from Canterbury to Ramsgate. An updated business case for a new Thanet Parkway station is currently being worked up, however this work has been delayed by issues of commercial confidentiality around train operator data.
21. Rail Action Plan - The Rail Action Plan is supporting negotiations with DfT and train operators to ensure high levels of service continue in the interim period until the franchise award in mid-2018, as well as improvements in the specification for the next franchise
22. Aviation Strategy - KCC's response to discussion papers and proposals for short and long term aviation capacity solutions were submitted to the Davies Commission in July. Finalisation of the Bold Steps for Aviation strategy will be completed by the end of the year.
23. Support the development of the green economy – There are now 1,271 businesses registered on the Low Carbon Kent business network, of which 151 businesses are listed as suppliers of low carbon services/technologies. A Green Business Conference was held in November with the aim of raising the profile of Kent as a favourable place for low carbon businesses and to showcase the work of the members of the Low Carbon Kent business network. Kent will also be hosting a South East retrofit event in February 2014. Steps to Environmental Management (STEM) workshops continue to be popular, with 494 businesses certified to at least the first level (STEM Blue) and the first STEM Gold workshop held in October.

24. Energy efficiency for residents and a Green Deal for Kent – KCC is part of the Kent and Medway Green Deal Partnership which is driving the retrofit agenda in Kent. In May 2013 Enterprise Utility Services were appointed as ECO funding provider for Kent following a procurement exercise. KCC on behalf of the Partnership were successful in bidding for DECC Green Deal pioneers places funding which was used to offer free Green Deal assessments, provide Energy Champion Training, run an online business survey and create 4/5 “open homes”. KCC is also funding retrofit works on 3 community buildings to create further demonstration properties. The Partnership launched the Kent Warm Homes scheme in October with an initial focus in Dover, Gravesham, Medway and Swale.
25. Rising to the challenge of climate change - The national roll out of Kent’s Severe Weather Information Monitoring System is on track, with six pilot areas now completing testing and it will be made available to all authorities from January 2014. This forms part of a major national media campaign for Climate Ready and the National Adaptation Programme.
26. Public sector resource efficiency – We are working on 4-5 LED replacement projects, and have agreed a street lighting upgrade project worth around £100k and two school projects. We are talking to SALIX about funding for a pilot for part-night street lighting. We are preparing a business case for a potential electric vehicle pilot for the Community Safety team and are working with Property Services on the biomass pilot.
27. Minerals and Waste Local Plan – The consultation draft of the plan is currently going through the governance process and is due to go before the full Council in December. The draft Plan will then go out for six weeks consultation in January 2014, with submission to the Secretary of State expected in May 2014. The ‘duty to co-operate’ requirements meant that we had to consult an extra 130 Planning Authorities. A briefing session was held for Members in September.
28. Flood Risk Management – The Kent Local Flood Risk Management Strategy was adopted in May and published. Work has begun on the Surface Water Management Plans for Deal Town, Folkestone, Dartford, Margate and Ramsgate. Guidance on master planning for sustainable drainage has been completed and will be adopted by April 2014.
29. Sandwich Town Tidal Defence scheme – The programme of works is now underway with Reaches 14 & 15 completed to date, with other reaches either on target or reprogrammed. Right bank upstream (reach 2) was completed in October, right bank Sandwich Town (4) and Town Quay (5) will commence during the winter, with the works at Discovery Park (16) starting in April 2014.
30. Local Plans and Community Infrastructure Levy (CIL) – We have responded to consultations on local plans for Thanet, Canterbury and Swale, and prepared evidence for the A21 examination-in-public. KCC’s response on CIL schedules for Sevenoaks and Dartford was submitted and proactive engagement with all districts on CIL is ongoing.
31. Planning Applications – The Planning Applications team has dealt with a number of high profile cases so far this year, including a successful planning inquiry decision on

extension of the ragstone quarry into Oaken Wood, Aylesford, three exploratory borehole applications to test coal measures for methane gas in East Kent, and the County Council's Basic Need programme for primary school places across the county. A successful training and induction process was delivered for the new Members after the council elections, and this was very well received.

32. Theme 3 of Kent Environment Strategy – The strategic action plan for the Kent Local Nature partnership has been completed and targets are now being developed. A bid for development funding for an ecological network pilot project has been submitted to Heritage Lottery Fund and the result is expected in December. The Dover Heritage Strategy has been adopted which is the first standalone Heritage Strategy in the South East to be approved. The Council for British Archaeology is funding a community archaeology placement in the Heritage Team to increase community engagement.
33. Gypsy and Traveller unit – The redevelopment of the Coldharbour site is nearing completion with first handover in December. The delays to this project were due to technical and design issues which needed to be resolved first. The allocation of the pitches will be finalised in mid-October in time for the completion of the site works. The team is currently working on introducing direct billing of electricity and water for site residents to reduce KCC liabilities.

Enterprise & Environment Performance Dashboard

Financial Year 2013/14

Data up to September 2013 (Quarter 2)

Produced by Business Intelligence, Business Strategy

Publication Date: 14 November 2013

Guidance Notes

Highways and Transportation indicators are reported with monthly frequency.

Waste Management indicators are reported with quarterly frequency and on the basis of rolling 12 month figures, to remove seasonality.

RAG RATINGS

GREEN	Performance has met or exceeded the current target
AMBER	Performance is below the target but above the floor standard
RED	Performance is below the floor standard

Floor standards are pre-defined minimum standards set in Business Plans and represent levels of performance where management action should be taken.

DOT (Direction of Travel)

↑	Performance has improved in the latest month/quarter
↓	Performance has fallen in the latest month/quarter
↔	Performance is unchanged this month/quarter

Activity Indicators

Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating or Direction of Travel alert. Instead they are tracked within an expected range represented by Upper and Lower Thresholds. The Alert provided for Activity Indicators is an **In Tolerance** rating. Activity which is within the expected range is In Tolerance (**Yes**). Activity which is above the Upper Threshold is (**High**) and when below the Lower Threshold is (**Low**). Expected activity Thresholds are based on previous year trends.

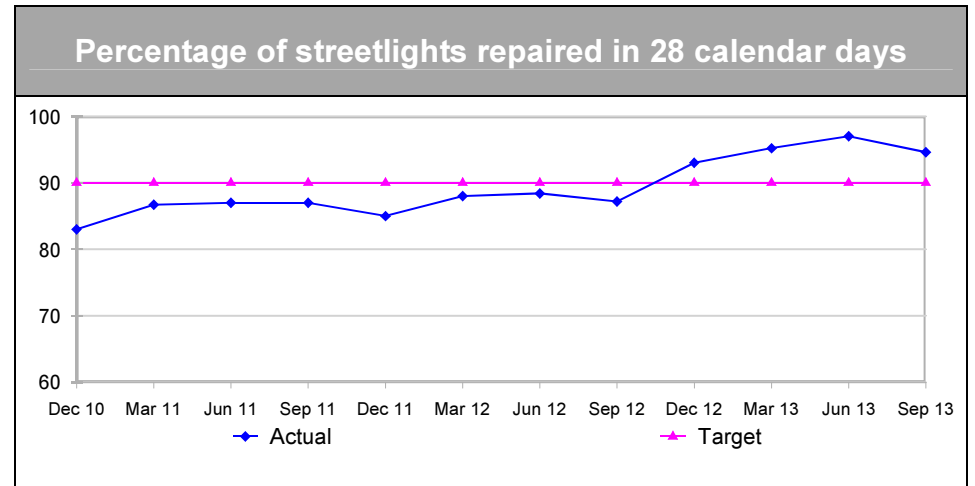
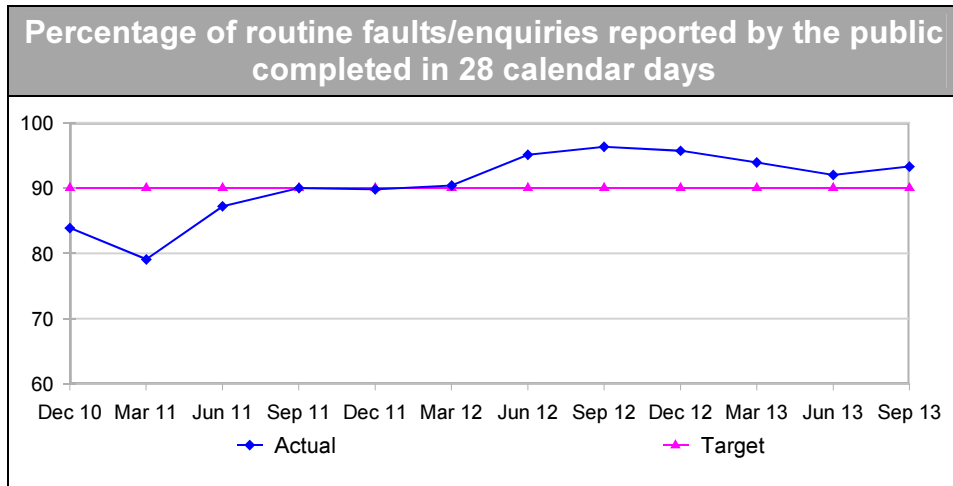
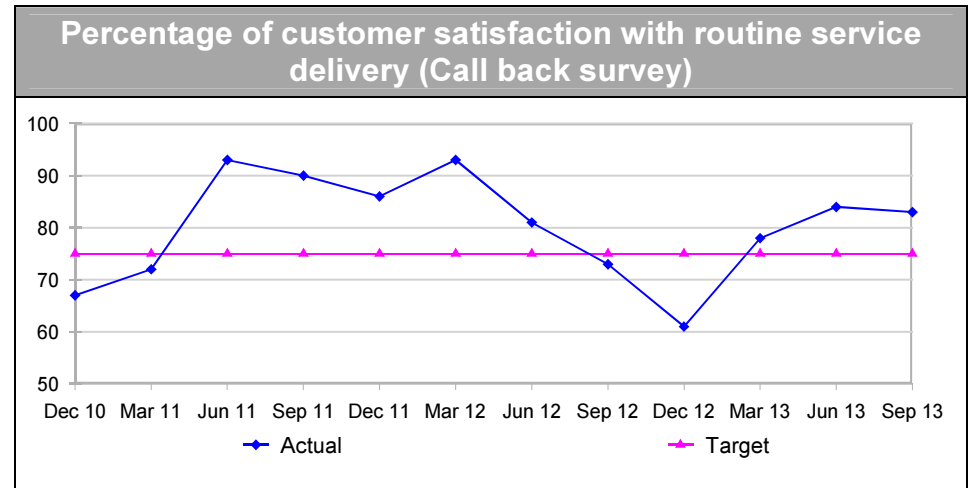
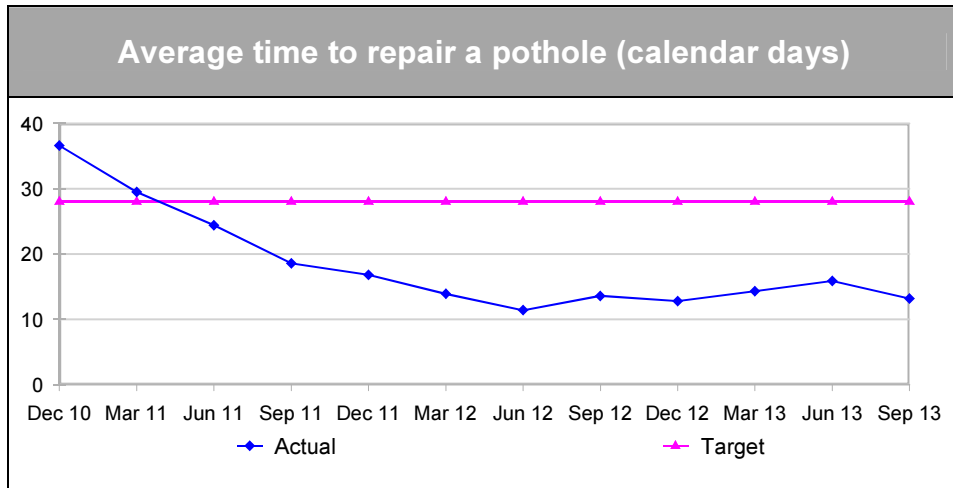
Highways & Transportation – Director: John Burr

Ref	Indicator description	Latest Month	Month RAG	DOT	Year to date (YTD)	YTD RAG	Target	Floor Standard	Previous year
HT 01	Average time to repair a pothole (calendar days)	12.9	GREEN	↓	15.0	GREEN	28	35	13.4
HT 02	Potholes repaired in 28 calendar days	96.1%	GREEN	↑	92.2%	GREEN	90%	80%	94.4%
HT 03	Routine faults/enquiries reported by the public completed in 28 calendar days	94.0%	GREEN	↑	92.8%	GREEN	90%	80%	94.9%
HT 04	Streetlights repaired in 28 calendar days	94.6%	GREEN	↓	96.0%	GREEN	90%	80%	90.2%
HT 05	Streetlights on (working)	99.4%	GREEN	↔	99.4%	GREEN	98%	90%	98.8%
HT 06	Customer satisfaction with routine service delivery (Call back survey)	76.0%	GREEN	↓	83.7%	GREEN	75%	60%	73.5%

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Activity Indicators	Year to date	In Tolerance	Expected Activity		Prev. yr YTD
			Upper	Lower	
Number of contacts received	94,782	Yes	110,000	80,000	90,327
Number of enquiries raised	45,727	Yes	55,000	40,000	45,598
Work in Progress (Routine customer enquiries)	1,690	Yes	1,800	1,400	1,191
Work in Progress (Programmed customer enquiries)	4,581	High	4,500	3,400	4,748
Number of pothole repairs completed	7,492	High	5,300	3,700	4,568
Number of streetlight repairs reaching completion due date (28 days)	11,890	Low	18,000	14,000	16,339

Trend graphs - Quarterly



Waste Management – Director: Roger Wilkin

All indicators for Waste Management are reported as rolling 12 month figures to remove seasonality

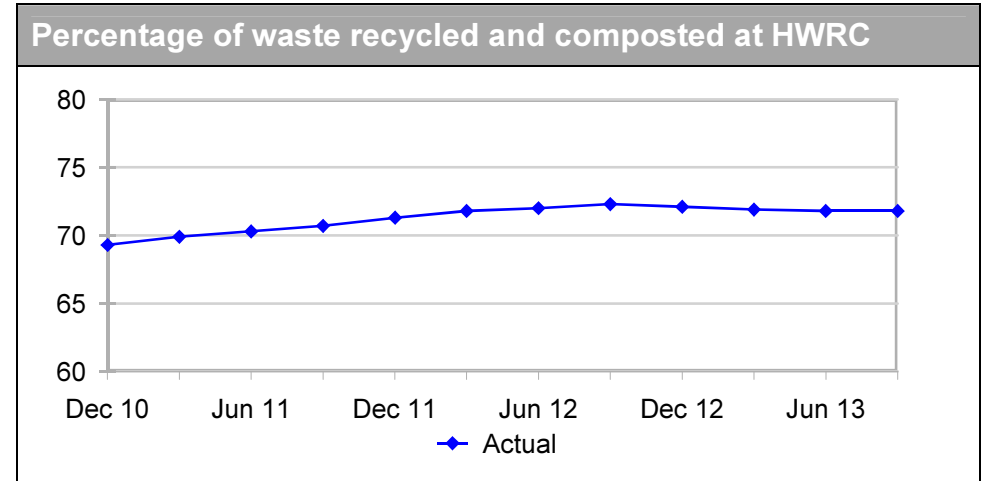
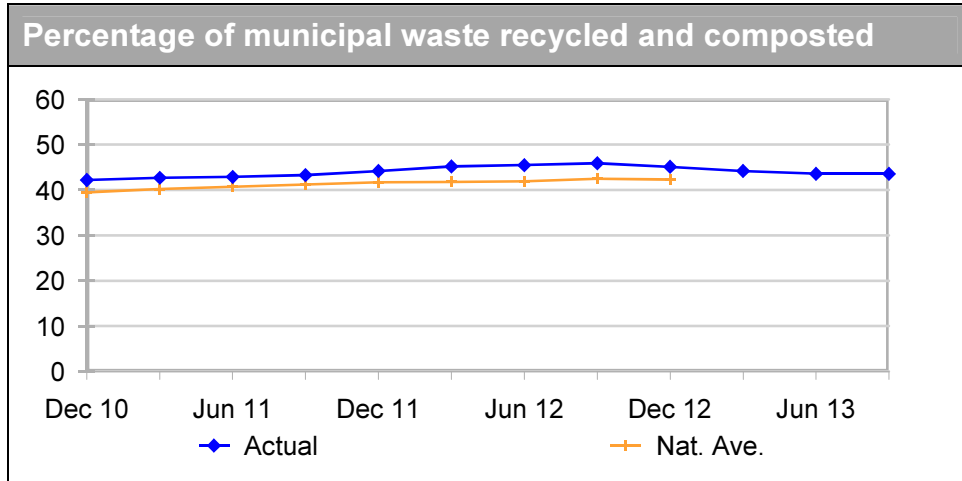
Ref	Indicator description	Latest quarter	RAG	DOT	Previous quarter	Target	Floor Standard	Previous year
WM 01	Municipal waste recycled and composted	43.6%	AMBER	↔	43.6%	44%	42.6%	44.2%
WM 02	Municipal waste converted to energy	37.6%	GREEN	↓	37.7%	35.7%	34.6%	35.0%
01+02	Municipal waste diverted from landfill	81.2%	GREEN	↓	81.3%	79.7%	77.2%	79.2%
WM 03	Kg of residual household waste per household	586	AMBER	↑	598	584	601	596
WM 04	Waste recycled and composted at Household Waste Recycling Centres	71.8%	AMBER	↔	71.8%	71.9%	71.0%	71.9%

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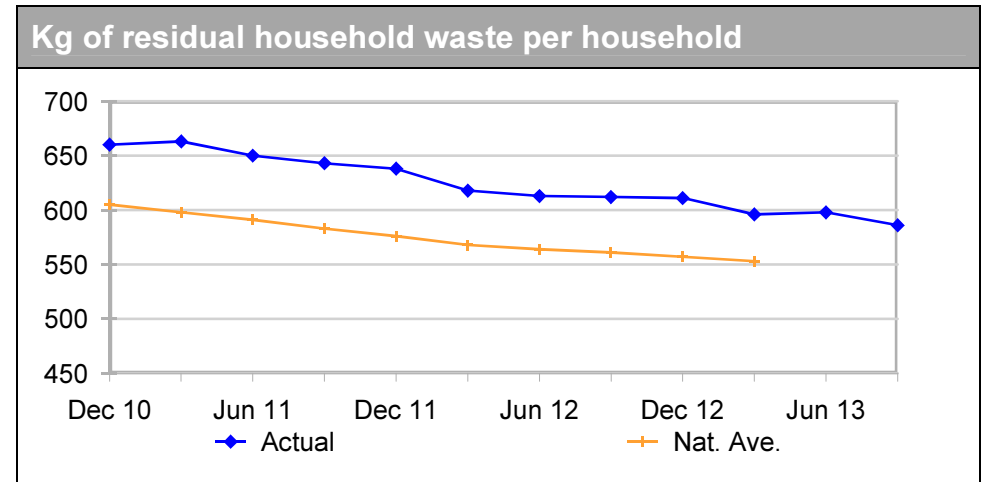
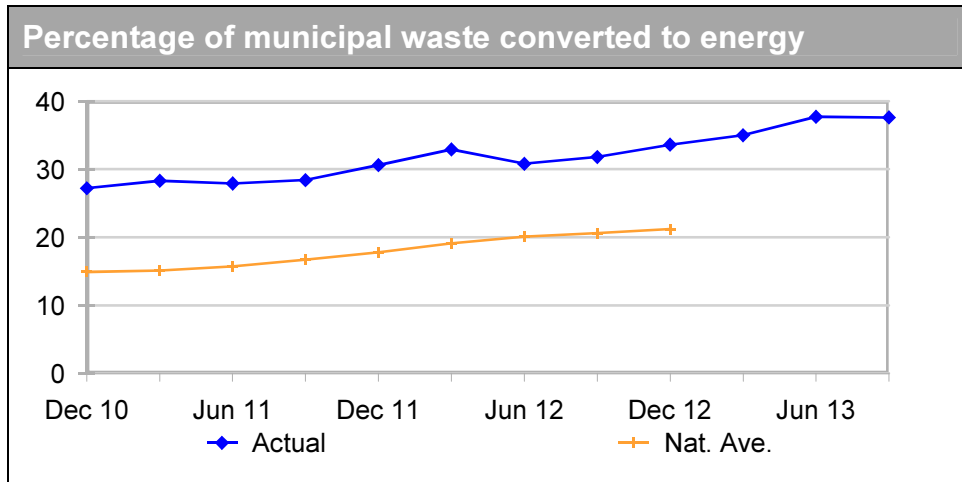
Activity Indicators	Latest quarter	In Tolerance	Expected Activity		Previous year
			Upper	Lower	
Total Municipal waste tonnage collected	668,500	Low	715,000	685,000	688,000
Waste tonnage collected by District Councils	522,000	Yes	535,000	505,000	522,000
Waste tonnage collected at KCC Household Waste Recycling Centres	126,000	Low	183,000	160,000	166,000

The difference between Municipal waste and Household waste is accounted for by beach cleansing, fly-tipping and hardcore which are included in the Municipal waste figures but are not included in Household waste figures.

Trend graphs – Rolling 12 month



Recycling and composting in the quarter reached a new high of 48.6%, with performance for waste collection authorities up to 40.7%. This compares to 40.2% and 32.4% respectively in the quarter to March 2013, when there was a relative dip in performance. Rolling 12 month figures as shown in the graphs above will start to show improvement in future quarters.



Planning & Environment – Director: Paul Crick

Ref	Indicator description	Latest Quarter	Quarter RAG	DOT	Year to date (YTD)	YTD RAG	Target	Floor Standard	Prev. yr YTD
PE 01	Business mileage by KCC staff (in millions)	3.14	GREEN	↑	3.14	GREEN	3.42	3.49	3.46

Data is reported a quarter in arrears. Data shown is up to end of June.

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From: **David Brazier, Cabinet Member for Transport & Environment**
Mike Austerberry, Corporate Director for Enterprise and Environment

To: **Environment, Highways & Waste Cabinet Committee – 13 December 2013**

Subject: **Enterprise & Environment Directorate Financial Monitoring 2013/14**

Classification: **Unrestricted**

Summary:

The Cabinet Committee is asked to note the second quarter's full budget monitoring report for 2013/14 reported to Cabinet on 2nd December 2013.

Recommendation(s):

The Environment, Highways & Waste Cabinet Committee is asked to note the revenue and capital forecast variances from budget for 2013/14 for the Enterprise & Environment Directorate based on the second quarter's full monitoring to Cabinet.

1. Introduction:

1.1 This is a regular report to this Committee on the forecast outturn for Enterprise & Environment Directorate.

2. Background:

2.1 A detailed quarterly monitoring report is presented to Cabinet, usually in September, December and March and a draft final outturn report in either June or July. These reports outline the full financial position for each portfolio together with key activity indicators and will be reported to Cabinet Committees after they have been considered by Cabinet. These quarterly reports also include financial health indicators, prudential indicators, the impact on revenue reserves of the current monitoring position and staffing numbers by directorate. In the intervening months a mini report is made to Cabinet outlining the financial position for each portfolio. The second quarter's monitoring report for 2013/14 is attached.

2.2 The attached relevant annex from the Cabinet report is presented in the pre-election portfolio structure. Given the inevitable changes that are coming from "Facing the Challenge", the Cabinet Member for Finance & Procurement has agreed that in terms of competing priorities, value added and risk, the work involved in mapping the pre-election portfolios to the

post-election portfolio structure exceeds the benefits to be had, given the relatively short period that these new portfolios will be in existence before a

further major change takes effect. Therefore, reporting for the remainder of this financial year will continue in the pre-election portfolio structure.

3. Recommendation(s):

The Environment, Highways and Waste Cabinet Committee is asked to note the revenue and capital forecast variances from budget for 2013/14 for the Enterprise & Environment Directorate/Portfolio based on the second quarter's full monitoring to Cabinet.

4. Contact details

Report Author

- Anthony Kamps, Enterprise & Environment Finance Business Partner
- Telephone number: 01622 694035
- Email address: Anthony.kamps@kent.gov.uk

ENTERPRISE & ENVIRONMENT DIRECTORATE SUMMARY
SEPTEMBER 2013-14 MONITORING REPORT

1. REVENUE

1.1		Cash Limit	Variance Before Mgmt Action	Management Action	Net Variance after Mgmt Action
	Directorate Total (£k)	+151,726	+1,667	-	+1,667

1.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Environment, Highways and Waste portfolio						
Strategic Management & Directorate Support budgets	4,858.5	-21.0	4,837.5	-654	-233	Saving on contractor annual management charge This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-120	An historic budget for a revenue contribution to capital remains but there is no requirement within the capital programme for 2013-14 for this funding This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-99	Underspend on Legal costs
					-202	Other minor variances all less than £100k in value
<u>Community Services:</u>						
- Gypsies & Travellers	714.0	-430.0	284.0	-70		
<u>Environment:</u>						
- Environment Management	4,136.0	-1,617.1	2,518.9	-13		
<u>Highways:</u>						
- Highways Maintenance						
- Adverse Weather	3,299.9	0.0	3,299.9	+389	+222	Costs of April salting runs beyond normal winter season
					+159	Balance of 2012-13 costs including snow emergency costs for which insufficient provision was made
					+8	Other minor variances

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Bridges & Other Structures	2,588.1	-182.0	2,406.1	+18			
- General maintenance & emergency response	13,616.0	-487.0	13,129.0	+4,037	+4,153	Find and fix repair of pot holes	This underspend is contributing to the 2014-17 MTFP savings target.
					+164	Increase in maintenance on high speed roads, and type of maintenance being undertaken, as a consequence of find and fix activity	
					-207	Underspend on depot maintenance	
					-73	Other minor variances	
- Highway drainage	3,265.8	0.0	3,265.8	0			
- Streetlight maintenance	4,050.3	-154.0	3,896.3	0			
	26,820.1	-823.0	25,997.1	+4,444			
- Highways Management:							
- Development Planning	2,110.9	-1,310.0	800.9	-146	-48	Additional income from developers	
					-98	Other minor variances	
- Highways Improvements	1,875.3	-82.0	1,793.3	-467	-200	Temporary staff no longer required for Member Highway Fund as the backlog has been cleared	This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-168	An historic budget for a revenue contribution to capital remains but there is no requirement within the capital programme for 2013-14 for this funding.	This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-99	Other minor variances	
- Road Safety	3,257.6	-2,234.0	1,023.6	+45			
- Streetlight energy	4,795.0	0.0	4,795.0	+750	+950	Price increase for 2013-14	This pressure is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-200	Rebate on 2012-13 costs following final volume and price reconciliation	
- Traffic management	5,870.7	-3,421.1	2,449.6	-233	-141	Additional income from roadworks and enforcements	
					-92	Other minor variances	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Tree maintenance, grass cutting & weed control	3,252.8	0.0	3,252.8	+40	+170 Additional weed control treatment required following complaints from District Councils in particular concerning weeds causing a trip hazard +162 Removal of tree stumps +120 Additional expenditure in respect of bus route clearance -192 Savings on the transfer of the contract to a new contractor -183 Duplicate orders raised and receipted in error in 2012-13 -37 Other minor variances	Part of this saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
	21,162.3	-7,047.1	14,115.2	-11		
<u>Planning & Transport Strategy:</u>						
- Planning & Transport Policy	1,491.9	0.0	1,491.9	-48		
- Planning Applications	1,079.9	-600.0	479.9	+116	+217 Reduction in income for planning applications due to the current economic climate -84 Staffing underspend -17 Other minor variances	
	2,571.8	-600.0	1,971.8	+68		
<u>Transport Services:</u>						
- Concessionary Fares	16,672.0	-27.0	16,645.0	-629	-376 Fewer replacement bus passes expected to be issued in 2013-14 than budgeted -269 Reduced bus operator costs due to reduced journeys being taken +16 Other minor variances	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Freedom Pass	15,643.0	-2,459.0	13,184.0	+97	+97	Higher than budgeted number of journeys travelled using the Freedom Pass (as illustrated in the activity section 2.3 below)	There is an underlying pressure on this budget which will need to be addressed in the 2014-17 MTFP as the £800k funding provided from the 2012-13 roll forward is one-off and there will also be the impact of the change in education transport policy on the next cohort of students transferring to the secondary sector.
- Subsidised Bus Routes	8,960.1	-1,454.0	7,506.1	-231	-415	Funding awarded for price rises has proved to be in excess of what is required and contracts re-tendered in year have generally not increased	This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-145	Staff vacancies	
					+200	Additional costs of service provision due to a existing contractor going into liquidation	
					+131	Reduced income from ELS due to fewer entitled scholars using the subsidised bus routes	This pressure is expected to be ongoing and will be reflected in the 2014-17 MTFP
					-2	Other minor variances	
- Transport Operations	1,127.4	-214.5	912.9	+12			
- Transport Planning	558.4	-228.0	330.4	-24			
	42,960.9	-4,382.5	38,578.4	-775			
<u>Waste Management</u>							Impact of the current Waste forecast on the 2014-17 MTFP:
- Waste Operations	1,762.0	0.0	1,762.0	-295	-150	Sale of previous year landfill allowances, under the Landfill Allowance Trading Scheme, to another local authority	Until the Joint Waste Projects have been operating for a while it is difficult to predict with any certainty the impact of these on the 2014-17 MTFP. A view will be taken at the time of setting the budget based on the most up to date data available.
					-61	Vacancy management and removal of a post	
					-84	Other minor variances	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Recycling & Diversion from Landfill:							
- Household Waste Recycling Centres	8,240.2	-1,982.0	6,258.2	-599	-380	Forecast lower volumes of materials managed at sites resulting in reduced haulage fees	
					+239	Management and contract fees for Richborough site expected to be closed for 2013-14 but remains open	
					-348	Haulage and management costs associated with the new combined Ashford HWRC and transfer station now included in the Haulage & Transfer Stations A-Z line	
					-102	Reduced recycling bonus payments due to reduced waste volumes at HWRC	
					-57	Additional income from the sale of recyclable materials	
					+49	Other minor variances	
- Partnership & Waste Co-ordination	606.0	-168.0	438.0	-21			
- Payments to Waste Collection Authorities (DCs)	6,068.0	-102.0	5,966.0	-214	-143	Reduced tipping away payments (which are determined by distance travelled) to Waste Collection Authorities due to new arrangements to manage waste closer to where it is collected	
					-96	Reduced recycling credit payments to Waste Collection Authorities	
					+25	Other minor variances	
- Recycling Contracts & Composting	9,030.0	-1,571.0	7,459.0	-423	+524	Price increases for hardcore due to changes in legislation	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP
	Gross £'000	Income £'000	Net £'000	Net £'000		
					£'000	
					-504	Forecast reduction of 21,400 tonnes in hardcore, wood, garden waste and other materials offset by an increase in food waste
					+494	Reduced income from the East Kent Contract due to changes in market prices
					+207	East Kent Contract: Forecast reduction of 4,600 tonnes of saleable material, (together with an increase of 6,600 tonnes of co-mingled materials due to changes in collected services, at zero cost)
					+176	Income expected to be generated from the new Mid Kent Contract has not materialised
					+370	Additional costs of processing mixed materials, including glass at the new Materials Recycling Facility (MRF) for Mid and West Kent
					-1,692	Savings due to the closure of the MRF and the opening of a Transfer Station at the Allington site to manage materials from the Mid Kent Contract, which offset the pressure on the new Mid and West Kent MRF and additional costs on disposal contracts
					+2	Other minor variances
	23,944.2	-3,823.0	20,121.2	-1,257		
- Waste Disposal:						
- Closed Landfill Sites & Abandoned Vehicles	864.0	-180.0	684.0	-134	-114	Net saving on the termination of the Operation Cubit contract
					-20	Other minor variances
						This saving is expected to be ongoing and will be reflected in the 2014-17 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Disposal Contracts	28,836.0	-156.0	28,680.0	-305	-1,285	Forecast reduced tonnage of residual waste to be managed through Allington Waste to energy Facility (-14,000 tonnes)
					-78	Reduced disposal costs due to lower residual waste sent to landfill (-7,400)
					+1,899	Forecast increase of tonnage throughput at the Allington Waste to energy Facility (resulting in reduction sent to Landfill) (+20,100 tonnes)
					-1,859	Saving on contracted payments to Allington Waste to Energy Plant due to 19,700 tonnes less waste being processed via the facility during April-June as a result of extended maintenance
					+1,154	Allington Waste to Energy contractual changes due to the closure of the MRF and the opening of a Transfer Station at the Allington site which has resulted in a pressure which is offset by savings on the Recycling and Composting budget reported above
					-124	Saving on managing hazardous and clinical waste
					-12	Other minor variances
- Haulage & Transfer Stations	9,579.0	-75.0	9,504.0	+1,218	+368	Delays in the closure of the Hawkinge transfer station
					+161	Haulage and management costs associated with the new combined Ashford HWRC and transfer station together with reduced expenditure at the Ashford transfer station due to the delays in the closure of the Hawkinge site

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					-327	Forecast reduced tonnage managed at sites
					+220	New arrangements at Allington transfer station to enable the receipt of food and dry recyclable waste
					+628	East Kent Contract Haulage fee budget set only for January to March but payments are being incurred for the whole financial year
					+206	Extra contract payments for managing waste in Thanet and Canterbury under the East Kent Contract as the new service is being rolled out
					-38	Reduced haulage of residual waste from Canterbury and Thanet to Allington due to extended maintenance at the Allington Waste to Energy Facility
- Landfill Tax	7,571.0	0.0	7,571.0	-549	-549	Forecast reduction in the volume of waste sent to landfill due to overall reduction in residual waste of 7,400 tonnes, together with a net reduction of 400 tonnes due to planned diversion of waste to be processed at the Allington Waste to Energy facility (-20,100) offset by an increase in waste diverted to landfill due to extended maintenance at Allington Waste to Energy facility (+19,700 tonnes)
	46,850.0	-411.0	46,439.0	+230		
- Commercial Services	0.0	-4,899.0	-4,899.0			
Total E,H & W portfolio	175,779.8	-24,053.7	151,726.1	+1,667		
Regeneration & Enterprise portfolio						
Development Staff & Projects	656.6	-656.6	0.0	0		

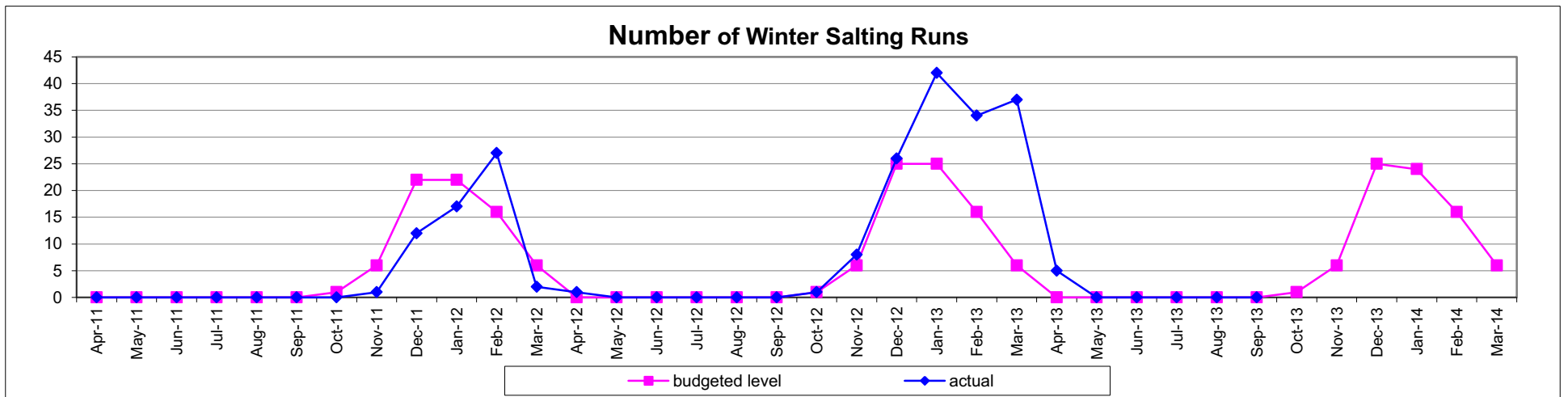
Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
Total E&E controllable	176,436.4	-24,710.3	151,726.1	+1,667			
Assumed Mgmt Action							
- EHW portfolio							
- R&E portfolio							
Total Forecast <u>after</u> mgmt action	176,436.4	-24,710.3	151,726.1	+1,667			

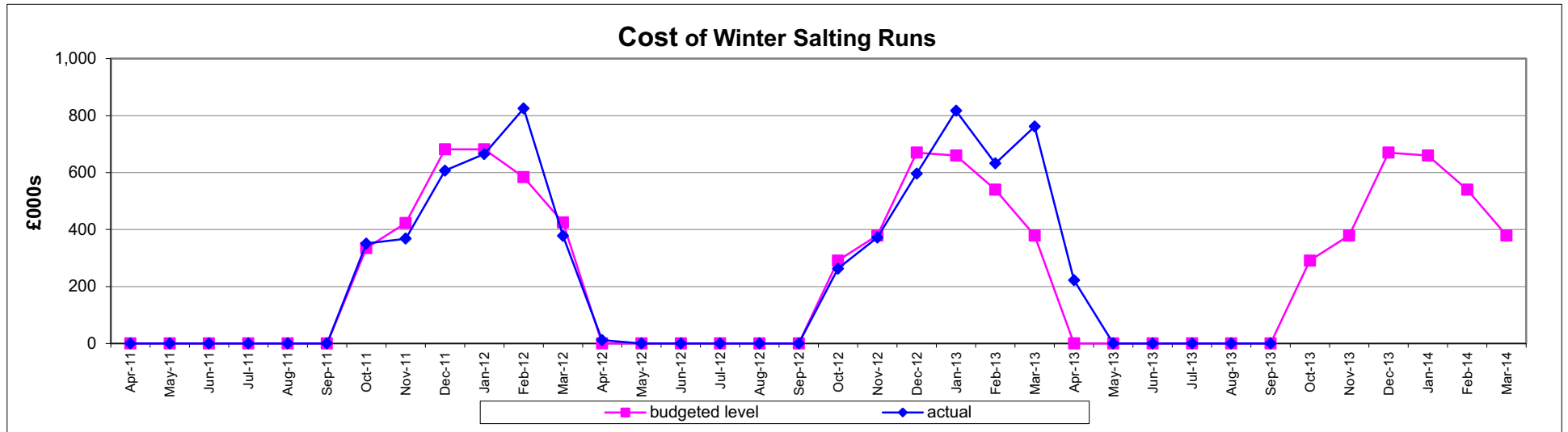
2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

2.1 Number and Cost of winter salting runs

	2011-12				2012-13				2013-14			
	No. of salting runs		Cost of salting runs		No. of salting runs		Cost of salting runs		No. of salting runs		Cost of salting runs	
	Budgeted level	Actual	Budgeted level £'000	Actual £'000	Budgeted level	Actual	Budgeted level £'000	Actual £'000	Budgeted level	Actual	Budgeted level £'000	Actual £'000
Apr	-	-	-	-	-	1	-	12	-	5	-	222
May	-	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-	-
Oct	1	-	335	351	1	1	291	263	1	-	291	-
Nov	6	1	423	368	6	8	379	372	6	-	379	-
Dec	22	12	682	607	25	26	670	596	25	-	670	-
Jan	22	17	682	665	25	42	660	817	24	-	660	-
Feb	16	27	584	825	16	34	540	632	16	-	540	-
Mar	6	2	425	378	6	37	379	762	6	-	379	-
	73	59	3,131	3,194	79	149	2,919	3,454	78	5	2,919	222

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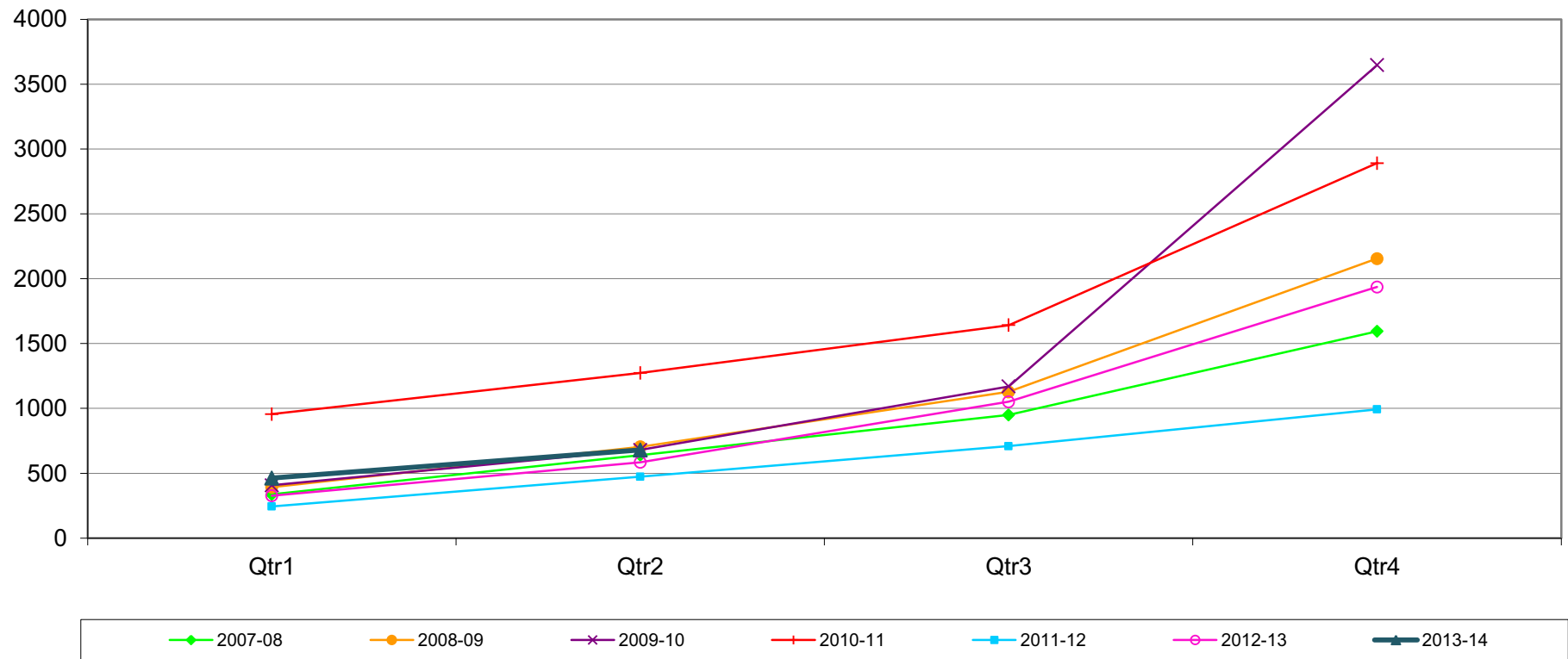
Comments:

- As a result of the prolonged hard winter which extended into April 2013, unbudgeted salting runs were required at the start of this financial year, resulting in a forecast pressure against the adverse weather budget of £0.222m, as shown above and in table 1.
- Although the budgeted number of salting runs is higher in 2012-13 than in 2011-12, the budgeted cost is lower because 2011-12 was a transition year due to the change in contractor from Ringway to Enterprise and 2012-13 included the full year efficiency savings, hence the reduction in the budgeted costs.
- It had been anticipated that the generally mild winter in 2011-12 would mean that the number and cost of salting runs would be below budget. However, the snow emergency in February 2012 required emergency salting runs, which were more expensive than the routine salting runs due to a higher rate of spread of salt than originally budgeted. Also, additional costs were incurred as part of the new Winter Policy introduced for 2011-12, as smaller vehicles needed to be leased in order to service parts of the routes that were inaccessible to the larger vehicles (approx £140k) and some of the salting routes were extended in order to meet local needs. This resulted in outturn expenditure of £3.194m against a budget of £3.131m, despite the number of salting runs being below the budgeted level.
- The actual number of salting runs in 2012-13 was above the budgeted levels, however, the budgeted cost of salting runs was calculated using the worst case scenario in terms of the rate of spread of salt. As the actual spread of salt was at a lower rate than assumed, this resulted in the costs of salting runs not being as high as the number of salting runs may suggest. Overall there was a net overspend of £1.669m on the adverse weather budget in 2012-13, which was due to an overspend of £0.535m on winter salting runs (as shown in the table above) and an overspend of £1.134m of other costs associated with adverse weather, not directly attributed to salting runs, such as costs of snow clearance, maintenance costs of farmers' ploughs, salt bins & weather stations.

2.2 Number of insurance claims arising related to Highways

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims
Apr to Jun	337	393	408	956	245	327	462
Jul to Sep	640	704	680	1,273	473	584	679
Oct to Dec	950	1,128	1,170	1,642	709	1,051	
Jan to Mar	1,595	2,155	3,647	2,891	993	1,936	

Cumulative Number of insurance claims relating to Highways



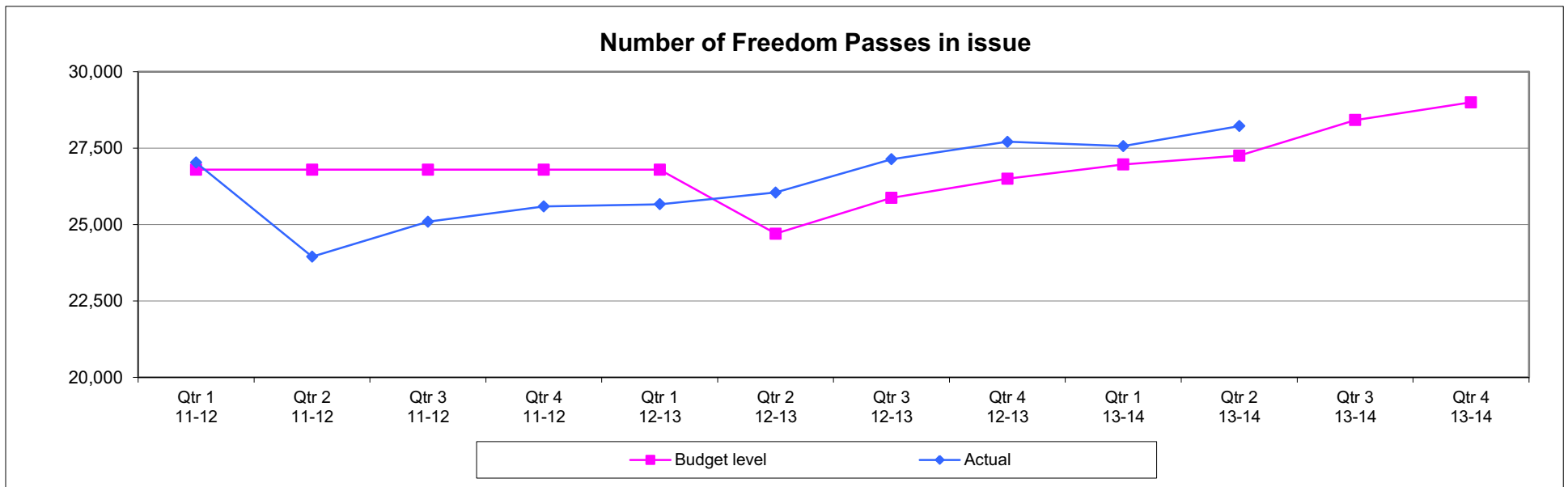
Comments:

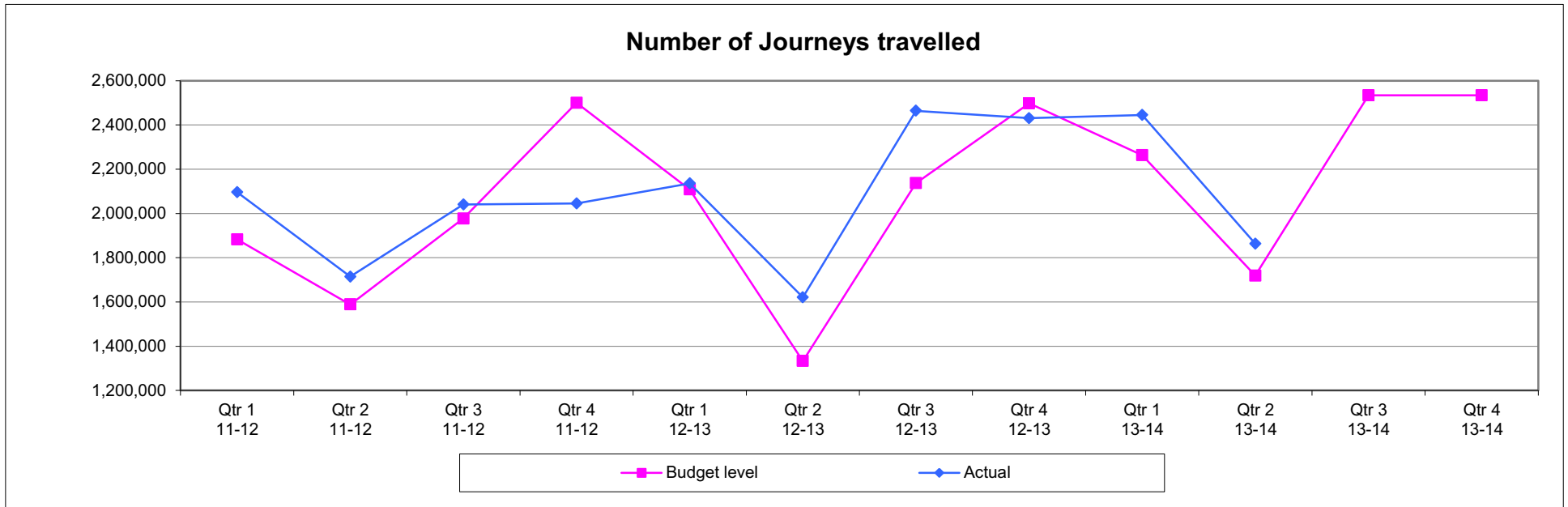
- Numbers of claims will continually change as new claims are received relating to incidents occurring in previous quarters. Claimants have 3 years to pursue an injury claim and 6 years for damage claims. The data previously reported has been updated to reflect claims logged with Insurance as at 30th September 2013.
- Claims were high in each of the years 2008-09 to 2010-11 largely due to the particularly adverse weather conditions and the consequent damage to the highway along with some possible effect from the economic downturn. These claim numbers are likely to increase further as more claims are received for incidents which occurred during the period of the bad weather.
- Claims were lower in 2011-12 which could have been due to many factors including: an improved state of the highway following the find and fix programmes of repair, an increased rejection rate on claims, and a mild winter. However, claim numbers increased again in 2012-13, which was likely to be due to the prolonged hard winter and the consequent damage to the highway, but claim numbers did not increase to the levels experienced during 2008-09 to 2010-11, probably due to the continuation of the find and fix programmes of repair. It is likely that claim numbers for both 2011-12 and 2012-13 will increase as new claims are received relating to incidents occurring during these two years, as explained above.
- The Insurance section continues to work closely with Highways to try to reduce the number of claims and currently the Authority is managing to achieve a rejection rate on 2013-14 claims where it is considered that we do not have any liability, of about 86%.

2.3 Freedom Pass

	2011-12				2012-13				2013-14			
	Passes		Journeys travelled		Passes		Journeys travelled		Passes		Journeys travelled	
	Budget level	Actual	Budget level (000's)	Actual (000's)	Budget level	Actual	Budget level (000's)	Actual (000's)	Budget level	Actual	Budget level (000's)	Actual (000's)
Qtr 1	26,800	27,031	1,882	2,096	26,800	25,668	2,108	2,136	26,970	27,571	2,263	2,445
Qtr 2	26,800	23,952	1,589	1,714	24,703	26,051	1,333	1,621	27,260	28,227	1,719	1,864
Qtr 3	26,800	25,092	1,977	2,041	25,877	27,141	2,137	2,464	28,420		2,534	
Qtr 4	26,800	25,593	2,499	2,045	26,500	27,711	2,498	2,431	29,000		2,534	
			7,947	7,896			8,076	8,652			9,050	4,309

The data for this activity indicator is only provided on a quarterly basis from our external provider MCL Transport Services.





Comments:

- As predicted the number of Kent Freedom Passes was lower in the first quarter of 2012-13 compared to the same quarter in 2011-12 probably due to the fee increase. Applications have steadily increased since Q1 2012-13, due in part to changes in education transport policy, and the continued popularity of the scheme, resulting in a pressure on this budget in 2012-13, hence Cabinet, at the 15 July 2013 meeting, agreed to allocate £0.8m of rolled forward 2012-13 underspending to support this budget in 2013-14.
- The figures for actual journeys travelled are regularly reviewed and updated as further information is received from the bus companies, so may be subject to change. There is a forecast pressure of £97k on the Freedom Pass budget due to the higher than budgeted number of journeys, as reflected in table 1 of this annex.
- The above figures do not include journeys travelled relating to free home to school transport as these costs are met from the Education, Learning & Skills portfolio budget and not from the Kent Freedom Pass budget.

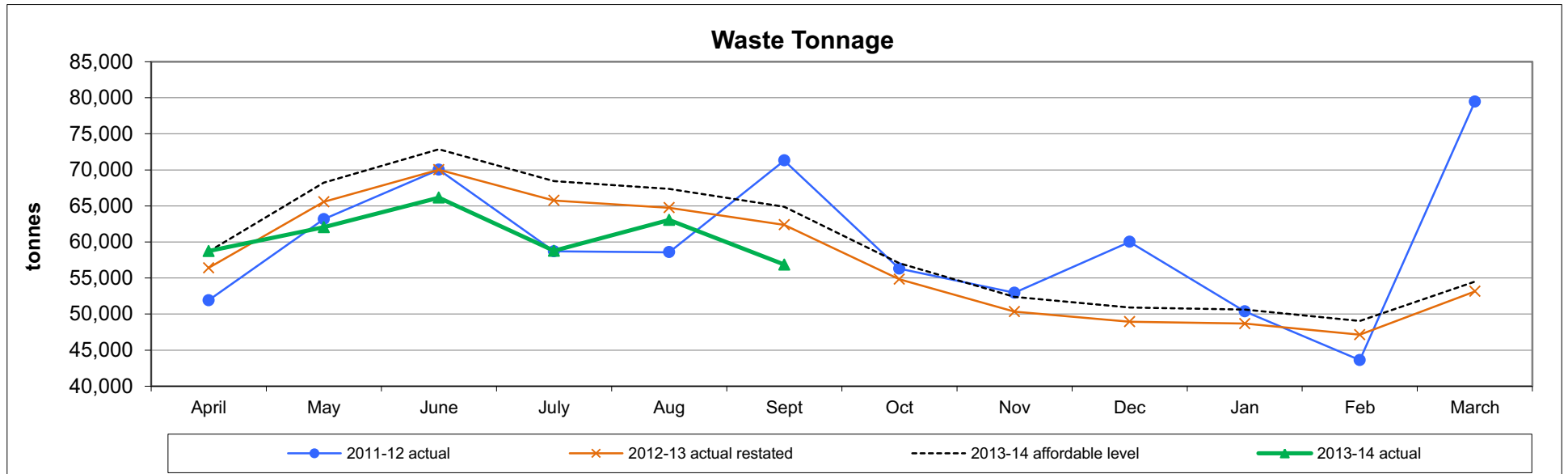
2.4 Waste Tonnage

	2011-12	# 2012-13 restated	2013-14	
	Waste Tonnage	Waste Tonnage	Affordable Level ^	* Waste Tonnage
Apr	51,901	56,390	58,673	58,726
May	63,168	65,562	68,216	62,037
Jun	70,006	70,033	72,869	66,138
Jul	58,711	65,764	68,426	58,772
Aug	58,581	64,760	67,381	63,060
Sep	71,296	62,377	64,902	56,857
Oct	56,296	54,837	57,057	
Nov	52,942	50,344	52,382	
Dec	60,009	48,925	50,906	
Jan	50,366	48,668	50,638	
Feb	43,607	47,135	49,043	
Mar	79,468	53,150	54,507	
	716,351	687,945	715,000	365,590

^ Historically contracts with service providers have been on the basis of a four/four/five week cycle of accounting periods (with weeks ending on a Sunday), rather than on calendar months, and reported waste tonnages have reflected this. From April 2013, due to changes in managing waste contracts, all service providers have transferred on to a calendar month basis and this is reflected in the monthly affordable levels for 2013-14, hence why the line on the graph representing the affordable level for 2013-14 reflects a different profile to the actuals for 2011-12.

The 2012-13 actual waste tonnage data has been restated on a calendar month basis to ease comparison with 2013-14.

* Note: waste tonnages are subject to slight variations between quarterly reports as figures are refined and confirmed with Districts



Comments:

- 2013-14 data has been restated in this report to reflect tonnage based on waste outputs from transfer stations rather than waste inputs to our facilities. This is necessary due to the changes in how waste is being presented to KCC by the waste collection authorities, where several material streams are now being collected by one refuse collection vehicle utilising split body compaction. These vehicles are only weighed in once at our facilities, where they tip all of the various waste streams into the separate bays, and then the vehicle is weighed out when empty. The separate waste streams are stored separately at our transfer stations, where these materials are bulked up for onward transfer to various processing plants/facilities. The bulked loads are weighed out, providing data for haulage fees and then are weighed in at the relevant processing plant, providing data for processing fees. 2012-13 data and the 2013-14 affordable level have also been restated on this output basis in order to enable comparison.
- These waste tonnage figures include residual waste processed either through Allington Waste to Energy plant or landfill, recycled waste and composting.
- To date, the cumulative tonnage activity for the first six months of the year is approximately 34,900 tonnes less than the affordable level for the same period, and this reduction is reflected in the current forecast in table 1 of this annex.
- Overall waste volumes are currently 5% lower for the first six months when compared with the same period for last year (based on the restated 2012-13 figures). Waste volumes at Household Waste Recycling Centres continue to show a reduction in waste volumes as a result of implementing new operating policies at these sites.
- Based on the actual waste tonnage for April to September of 2013-14 and forecasts for October to March, the overall volume of waste to be managed this financial year is expected to be approximately 674,200 tonnes, which is 40,800 tonnes below the affordable level and equates to a saving of £3.018m. However this saving on waste volumes is offset by other pressures within the service, as detailed in table 1, giving an overall saving against the waste management budget of £1.322m.
- The figures in Table 1 of section 1.2 are based on actual activity between April and August. The September activity figure suggests the underspend will increase and if verified, this will be reflected in the next monitoring report.

3. CAPITAL

3.1 The Enterprise & Environment Directorate has a working budget for 2013-14 of £77,144k. The forecast outturn against the 2013-14 budget is £60,558k giving a variance of - £16,586k.

3.2 **Table 2** below details the EE Capital Position by Budget Book line.

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Rolling Programmes									
Commercial Services Vehicles Plant and Equipment	3,900	1,300	0	0			Green		
Highway Major Enhancement / Other Capital Enhancement / Bridge Assessment and Strengthening	94,872	38,909	-3,400	-3,400	Rephasing	Highways capital funding to be reviewed in detail as part of 2014-17 MTFP process. The maintenance programme is currently being reviewed to achieve the expected target of £3,400k.	Green		
Integrated Transport Schemes under £1m	12,513	5,295	-6	388	Real - DfT grant	Additional grant has been awarded to carry out Sustainable transport schemes.	Green		
				-394	Rephasing	Some of the s106 schemes are at outline design stage with programmed delivery in 14-15.			
Land compensation and Part 1 claims arising from completed projects	2,834	2,348	0	0			Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Major Schemes - Preliminary Design Fees	400	350	0	0			Green		
Old Schemes Residuals	0	0	-41	-41	Real - Creditor provisions	Reversal of surplus creditors for old major schemes. This will be used to fund the overspend on Rushenden Relief Road.	Green		
Members' Highway Fund	6,600	2,472	0	0			Green		
Individual Projects									
Planning & Environment:									
Coldharbour Gypsy Site	672	888	0	0			Amber	Delays due to significant utility problems during construction period, adverse weather conditions and increased site security.	
Energy and Water Efficiency Investment Fund - External	481	328	-75	-75	Rephasing		Green		
Energy Reduction and Water Efficiency Investment - KCC	241	140	-29	-29	Rephasing		Green		
Growth without Gridlock initiatives	5,000	2,750	-2,620	-2,620	Rephasing	Rephasing due to delay in development works for Thanet Parkway & lorry park.	Green		
Sandwich Sea Defences	2,328	656	-203	-203	Rephasing	Contribution profile has been revised.	Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Household Waste Recycling Centres (HWRCs) and Transfer Stations (TSs):									
East Kent Joint Waste Project	1,576	1,593	-511	-511	Real - Prudential	Review of the contract resulted in changes to the type and number of containers used and a lower price than originally estimated.	Green		
HWRC - Tonbridge and Malling	1,300	0	0	0			Green		
HWRC - Site Improvements - Herne Bay	0	0	22	22	Real - Prudential (from underspend on East Kent Waste Facilities)				
HWRC - West Kent	600						Green		
Mid Kent Joint Waste Project - Invest to Save	4,440	4,440	-812	-812	Real - Prudential / Revenue	Funding for infrastructure improvements as originally planned at local Borough Council depot no longer required because alternative arrangements to manage waste streams have now been put in place.	Green		
TS/HWRC - Ashford	500	1,715	-50	-50	Rephasing		Green		
TS - North Farm			69	69	Real - Prudential (from underspend on East Kent Waste Facilities)				
TS/HWRC - Swale	3,530	1,880	-1,630	-1,630	Rephasing	Site search completed; study to redevelop existing site is underway. Contract work is expected to start in 14-15	Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Highways & Transportation:									
Ashford Ring Road - Major Road Scheme	91	93	0	0			Green		
East Kent Access Phase 2 - Major Road Scheme	3,958	1,316	-920	-920	Rephasing	Extension of LCA Part 1 claims due to completion of several major schemes. The new term consultant is to double check noise claims in line with new industry standard.	Green		
Cyclopark initiative	0	176	0	0			Green		
North Farm Development	3,000	125	600	600	Rephasing	The award of grant and the funding deadline has accelerated the spend on scheme development and detailed design.	Green		
Kent Thameside Strategic Transport Programme	11,764	2,243	-1,866	-1,866	Rephasing	The design and development of the Rathmore Road link has been extended whilst further traffic assessment work for the determination of the planning application submitted in April 2012. Also, work will be rephased to account for the development of the transport strategy for Dartford Town Centre and the completion of the S106 Agreement for the Lowfield Street development.	Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Kent Highway Partnership - Co-location Depots	40	48	0	0			Green		
Rushenden Link (Sheppey) - major road scheme	635	490	-395	-436	Rephasing	Extension of LCA Part 1 claims due to completion of several major schemes. The new term consultant is to double check noise claims in line with new industry standard.	Green		
				41	Real - Creditor provisions	Footway remedial works to be carried out for safety reasons. Funded from release of creditor provisions from old residual schemes.			
Sittingbourne Northern Relief Road - major road scheme	2,799	814	-687	-687	Rephasing	Extension of LCA Part 1 claims due to completion of several major schemes. The new term consultant is to double check noise claims in line with new industry standards.	Green		
Street Lighting Column - Replacement Scheme	3,750	1,250	0	0			Green		
Street Lighting Timing - Invest to Save	2,906	2,131	-1,042	-1,042	Rephasing	Police liaison with longer and wider public consultation resulting in implementation being re-scheduled.	Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
A228 Colts Hill Strategic Link - Major Road Scheme	0	0	0	0			Green		
A228 Leybourne & West Malling Corridor	0	0	0	0					
South East Maidstone Strategic Link - Major Road Scheme	0	0	0	0					
Ashford's Future Schemes:									
A28 Chart Road	7,600	1,800	-1,800	-1,800	Rephasing	Original budget profile assumed Growing Places funding which has not materialised. Project will only proceed if external funding is secured.	Green		
Drovers Roundabout junction	220	370	-280	-192	Rephasing	Extension of LCA Part 1 claims due to completion of several major schemes. The new term consultant is to double check noise claims in line with new industry standard.	Green		
				-88	Real - Grant	Review of the scheme has recommended minor sign and road marking changes.			
Orchard Way Railway	15,000	0	0	0			Green		

Budget Book Heading	Three year cash limit (£000)	2013-14 Working Budget (£000)	2013-14 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance	Project Status ¹	Explanation of Project Status	Actions
Victoria Way	239	424	-405	-405	Rephasing	Extension of LCA Part 1 claims due to completion of several major schemes. The new term consultant is to double check noise claims in line with new industry standard.	Green		
Westwood Relief Strategy-Poorhole Lane	0	800	-505	-505	Rephasing	Rephasing to reflect revised profiling of project.	Green		
Total	193,789	77,144	-16,586	-16,586					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

From: **David Brazier, Cabinet Member for Transport & Environment**
Mike Austerberry, Corporate Director for Enterprise & Environment

To: **Environment, Highways & Waste Cabinet Committee – 13 December 2013**

Subject: **Budget 2014/15 and Medium Term Financial Plan 2014/17 Consultation**

Classification: **Unrestricted**

Electoral Division: **All**

Summary: Consultation on the forthcoming Budget and Medium Term Financial Plan was launched on 8th November. The aim of the consultation is to better inform Kent residents and businesses of the financial challenge the authority faces as a result of continued reductions in funding from central government combined with additional spending demands and restrictions on our ability to raise Council Tax. We also want to better engage with people and the consultation seeks views on the broad direction and pace of travel rather than the detail of specific proposals. We have commissioned specific market research to support the consultation and explore issues in more detail. We will undertake more detailed consultation about specific aspects of the budget before changes are implemented.

Recommendation(s):

The Cabinet Committee is asked to consider and comment on the consultation strategy/process. The Cabinet Committee is also invited to make any recommendations to the Cabinet Member for Transport & Environment arising from the draft financial proposals outlined in the consultation for inclusion in the final draft budget to be considered by Cabinet on 22nd January prior to debate at County Council on 13th February.

1. Introduction

- 1.1 This report provides Cabinet Committee members with more background to the current budget consultation and an opportunity to engage as part of the consultation prior to the finalisation of the draft budget proposals. During the September round of Cabinet Committee meetings members were informed that the consultation could not be launched until November.
- 1.2 The overall objective of the consultation is to inform more people of the financial challenge the authority faces and to engage with them about how we respond. Previously we have consulted about the detail of budget proposals but have not been successful in getting a wide engagement. The main consultation this year is based on a campaign “2 minutes 2 questions” where we are asking residents to devote a small amount of time to answer two fundamental questions.

- 1.3 The main campaign will be backed up with a summarised “at a glance” presentation of the budget challenge for the next three years (with additional detail for those who wish to explore the budget issues in more depth). We have provided an on-line tool to enable those who wish to provide more feedback through submitting their opinion on what should be KCC’s budget priorities over the coming years.
- 1.4 In previous years we have been successful in carrying out market research with a small representative sample of residents, and engagement with this group has worked well through face to face workshops. We have run these workshops again this year (albeit employing a different independent market research agency from previous years). This agency has also carried out a face to face survey using the on-line tool with a wider representative sample of Kent residents (1,200), and undertaken a similar process of a workshop with KCC staff and an e-mail survey (using the on-line tool) with a sample of staff.
- 1.5 In previous years we have been less successful in engaging with residents outside the workshops and responses to the consultation have been very low (we managed to get a slightly higher response in 2012 with over 400 responses). To date the new campaign approach seems to have succeeded and many more residents and staff are engaging in the process.
- 1.6 The consultation closes on 13th December. The outcome from the main campaign together with the feedback from the more in depth responses on-line, the independent market research findings and discussions with key stake holder groups will be available for the January cycle of meetings. The final draft budget will be considered by Cabinet on 22nd January before it is presented to County Council on 13th February for final approval.
- 1.7 We have assumed a “digital by default” approach and produced all of the material on-line. This is designed in such a way that information can be accessed in layers. There is high level headline information for those who only want to get a feel for the financial challenge. There is then a slightly more detailed picture below the headline level which gives readers a flavour of how we propose to meet the challenge and below this there is pull down menu with a detailed narrative of each element of the budget options. This “digital by default” information is difficult to reproduce in printed form but we have attached examples of the consultation material in the attached appendices although it is not possible to reproduce the information included in drop down menus in print.

2. Financial Implications

- 2.1 We have kept the overall cost of the consultation process within the same amount as last year (£50k budget). Within this we have devoted more resource to promoting the campaign and have obtained significantly more independent market research by using a new agency (BMG Research). To stay within budget and to comply with communications standards we have significantly reduced the volume of printed material and produced more information on-line.
- 2.2 The overall financial equation presented in the consultation shows estimated government funding reductions of £142.6m over the next 3 years. We are confident that the reduction for 2014/15 (£39m) is robust (this is based on the

indicative settlement included in the 2013/15 MTFP adjusted for subsequent announcements), although there is more uncertainty about the estimate for 2015/16. We anticipate we will get the outcome of Government decisions on the 2014/15 and 2015/16 settlement when the provisional settlement is announced in December (likely to be around 19th December). We are not anticipating a provisional settlement for 2016/17 (the June Spending Round only related to 2015/16 and we are expecting that 2016/17 will not be resolved until a new government is elected following General Election in 2015). Therefore the amounts identified in the consultation and the final draft MTFP can only be our best estimates.

- 2.3 We also estimated additional spending demands over the next 3 years of £139.5m. There is still some uncertainty about the pressures for 2014/15 (these will be updated in light of the latest budget monitoring) and we have made provision for emerging pressures in the following years i.e. reasons unquantified at this stage. Within the pressures for 2014/15 we know we need to find £24.9m to replace the one-off savings in the 2013/14 which were necessary due to late and unexpected changes in the funding arrangements. We have offset the additional spending with forecast increase in Council Tax base (0.5%), impact of Council Tax Collection and inflationary uplift to our share of Business rates. These reduce the pressure of additional spending demands to £130m.
- 2.4 Overall this means the County Council is facing the challenge to find an estimated £273m to balance the budgets over the next 3 years as a result of a combination of funding reductions and additional spending demands. Within the draft budget included in the consultation we assumed a Council Tax increase for 2014/15 of 1.99% (the referendum limit). If this were agreed and repeated for the following two years, this would produce £31.4m additional income over 3 years and reduce the savings target to £241.2m.

3. Bold Steps for Kent and Policy Framework

- 3.1 Putting more power into the hands of Kent residents so that they have the opportunity to shape how services are provided to them and their local communities is a key feature of Bold Steps. This budget consultation is an essential feature of this by engaging better with Kent residents in a way which encourages them to respond.
- 3.2 We have been conducting budget consultations for a number of years. We have found that direct engagement with focus groups has worked well but we have been less successful in communicating the budget challenge with residents at large or engaging with them about the council's spending priorities. This year's strategy has been developed to build on the successful aspects from previous years whilst at the same time getting this wider communication and engagement. We aim to achieve this by presenting a simpler message and asking fewer questions while at the same time providing the opportunity for those who wish to delve deeper. Early indications are this enhanced strategy is achieving the overall objective of better communication and more engagement.
- 3.3 We will provide a demonstration of the on-line facilities to the committee meeting.

4. The Report

- 4.1 KCC has a strong track record of delivering difficult budgets. Over the last 3 years the budget has included savings of £269m. We have achieved these savings and delivered a balanced budget, albeit inevitably there have been some areas which have over delivered and some areas which haven't achieved their budget targets. The challenge of the next three years will be to deliver further savings of a similar magnitude to the previous three years.
- 4.2 As part of this challenge we will have to insist on much greater financial rigour and delivery of budgets as our scope to over deliver to cover shortfalls elsewhere will be severely restricted. The new structures being proposed under "Facing the Challenge" will include medium term financial targets. To support this we are proposing to present the final draft MTFP in directorate format rather than the portfolio presentation used in the past. This will enable senior managers to have a much better understanding of their contribution to meeting the budget challenge.
- 4.3 We have considered alternative options to engage residents in the budget consultation and have concluded that the proposed "2 minutes 2 questions" campaign offers the best chance of wider engagement. In particular we have looked at other on-line tools and use of more market research but were concerned these would not meet our expectations of engagement with the wider public.
- 4.4 We have undertaken an Equality Impact Assessment of the overall budget consultation and setting process. We have arranged telephone support for residents who need help with engaging with the on-line information. The information on the web-site can be produced in alternative formats upon request. Equality impact assessment screening on individual budget lines will be carried out prior to the budget being set and equality impact assessments of individual proposals within the overall budget package will be carried out prior to the more detailed consultation and implementation which will be needed after the budget has been approved. In some instances managers have been given authority to start planning for implementation in advance in order to ensure savings can be delivered for the next financial year but this cannot be completed until the budget has been approved and all necessary consultation and Equality Impact Assessment has been completed.
- 4.5 Consultation on the overall budget closes on 13th December. Following that we will analyse the results and report them to Cabinet and Cabinet Committees in January. We will produce a final draft budget which will be considered by Cabinet on 22nd January and will be open for a short window for any final comments prior to publication of County Council papers for 13th February. The precise format for the County Council debate has not yet been agreed, although it is likely to follow a similar pattern to previous years with the day devoted to debate about the proposed budget and scope to consider amendments. At this stage we are not suggesting that alternative budgets should be prepared for consideration at County Council, but we have not finally ruled this out.
- 4.6 The budget must be agreed by the County Council which in doing so sets the Council Tax precept for the forthcoming year and gives delegated authority to

Cabinet Members and Corporate Directors to manage services within the resources allocated. As already indicated there will be a requirement for further more detailed consultation prior to individual elements within the budget being implemented. The “at a glance” presentation of the 3 year plan presented as part of the consultation is designed to help understanding and engagement and unlike previous years is not a full draft of the budget and MTFP “for consultation”. This means we will only produce two versions of the full budget and MTFP, “final draft for Cabinet/County Council” and the “final approved version following County Council”.

5. Conclusions

- 5.1 We have developed a revised and enhanced consultation and engagement strategy with the aim of improving Kent residents’ understanding of the financial challenge facing local authorities and to better engage with them to get their views on how we should respond. The main “2 minutes 2 questions” campaign is aimed at having a face to face debate with a much wider audience and to get instant feedback (or signpost them to KCC’s website to give a response to either the 2 questions and the more detailed budget modelling tool).
- 5.2 Ideally we would have launched consultation earlier with a longer period for response. However, uncertainty around the 2015/16 settlement would have meant we would have been restricted to the 2014/15 budget and previous experience has shown that we need to engage about the substantial challenge we are facing over a number of years.

6. Recommendation(s)

The Environment, Highways and Waste Cabinet Committee is asked to consider and comment on the consultation and engagement strategy/process set out in this report. The Cabinet Committee is also invited to make any recommendations to Cabinet Member for Transport & Environment arising from the draft financial proposals outlined in the consultation for inclusion in the final draft budget to be considered by Cabinet on 22nd January prior to debate at County Council on 13th February 2014.

7. Background Documents

- 7.1 Consultation materials published on KCC website can be found at:

www.kent.gov.uk/budget

8. Contact details

Report Author

- Dave Shipton, Head of Financial Strategy
- 01622 694597
- Dave.shipton@kent.gov.uk

Relevant Director:

- Andy Wood, Corporate Director Finance & Procurement
- 01622 694622
- Andy.wood@kent.gov.uk

- Matt Burrows, Director of Communications and Engagement
- 01622 694015
- Matt.Burrows@kent.gov.uk

Headline Budget Information

	2014/15				2015/16				2016/17			
	Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year	
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Government Funding		357.5		-39.2		295.8		-61.7		254.0		-41.8
Local Taxation		571.7		14.0		584.1		12.4		598.7		14.6
Total Resources		929.2		-25.1		879.9		-49.3		852.7		-27.1
Council Spending												
Base Budget		954.3				929.2				879.9		
Additional Spending				56.0				36.4				47.1
<i>Savings and Income</i>												
Ring Fenced Grants				-4.9				0.0				0.0
Income Generation				-5.5				-4.8				-1.8
Efficiency Savings				-14.0				-6.1				-1.3
Service Transformation & Demand Management				-56.8				-74.8				-71.3
Total savings needed to balance budget presuming 1.99% Council Tax increase is agreed		-81.2				-85.7				-74.3		
Proposed Budget				929.2				879.9				852.7

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Summary of Budget Proposals

	A	I	J	K	L	M	N	O	P	Q	R	S	T
2		2014/15				2015/16				2016/17			
3		Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year	
4		£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
5													
6	Government Funding		357.5		-39.2		295.8		-61.7		254.0		-41.8
7	Revenue Support Grant	205.2		-41.5		151.4		-53.9		118.0		-33.4	
8	Business Rate Top-up	122.2		3.9		125.6		3.4		123.0		-2.6	
9	Education Services Grant	18.0		-2.6		13.0		-5.0		13.0		0.0	
10	Council Tax Freeze 2013/14	5.8		0.0		5.8		0.0		0.0		-5.8	
11	Other Grants (incl NHB)	6.2		1.1		0.0		-6.2		0.0		0.0	
12													
13	Local Taxation		571.7		14.0		584.1		12.4		598.7		14.6
14	Council Tax	522.4		12.8		535.5		13.1		548.9		13.4	
15	Council Tax Collection Fund	2.0		-0.2		0.0		-2.0		0.0		0.0	
16	Business Rates	47.3		1.5		48.6		1.3		49.8		1.2	
17													
18	Total Resources		929.2		-25.1		879.9		-49.3		852.7		-27.1
19													
20	Council Spending												
21	Base Budget		954.3				929.2				879.9		
22													
23	Additional Spending				56.0				36.4				47.1
24	Pay and Prices			9.4				15.8				19.0	
25	Legislative			2.0				1.4				0.0	
26	Demand & Demography			7.8				11.0				11.0	
27	Impact of local decisions			12.0				8.1				7.1	
28	Unquantified											10.0	
29	One-Off Savings in Previous Year			24.9				0.0				0.0	
30													
31	<i>Savings and Income</i>												
32	Ring Fenced Grants				-4.9				0.0				0.0
33	Public Health Grant			-4.9				0.0				0.0	
34													
35	Income Generation				-5.5				-4.8				-1.8
36	Commercial Services			-2.8				-3.0				0.0	
37	Uplift in Social Care Fees			-1.7				-1.7				-1.7	
38	Other			-1.0				-0.1				-0.1	

	A	I	J	K	L	M	N	O	P	Q	R	S	T
2		2014/15				2015/16				2016/17			
3		Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year		Estimated Total		Change on Previous Year	
4		£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
40	Efficiency Savings				-14.0				-6.1				-1.3
41	Staff Pay and Travel			-4.6				-0.2					0.0
42	Premises			-0.4				-2.9					-0.9
43	Contracts			-7.9				-1.1					-0.3
44	Other Efficiencies			-1.2				-1.9					0.0
46													
47	Service Transformation & Demand Management				-56.8				-74.8				-71.3
48	Adults Transformation			-16.0				-7.0					-4.0
49	Specialist Children's Services			-4.6				-2.7					0.0
50	Childrens Centres			-2.0				-0.5					0.0
51	Adolescents Services			-4.2				-3.6					-7.4
52	Early Years Services			-0.3				-2.9					-1.4
53	Supporting People			-2.4				-1.0					0.0
54	Highways			-3.7				0.0					0.0
55	Home to School Transport			-3.4				-2.6					0.0
56	Public Transport			-1.5				-1.0					0.0
57	Library Services			-0.6				-0.6					0.0
58	Economic Development Activities			-0.6				-0.2					0.0
59	Member and Local Grants			-1.5				-0.2					-0.2
60	Facing the Challenge			-16.0				-52.3					-58.3
61													
62	Total savings needed to balance budget presuming 1.99% Council Tax increase is agreed		-81.2				-85.7				-74.3		
63													
64	Proposed Budget				929.2				879.9				852.7
65													

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From: **David Brazier, Cabinet Member – Transport & Environment**

Agenda Item D2

John Burr - Director of Highways & Transportation

To: **Environment, Highways & Waste Cabinet Committee – 13 December 2013**

Decision No: **13/00038**

Subject: **Joint Transportation Boards Agreement and Governance**

Classification: **Unrestricted**

Past Pathway of Paper: Environment, Highways & Waste Cabinet Committee - November 2012 and January 2013.

Future Pathway of Paper: Joint Transportation Boards

Electoral Division: Countywide

Summary:

The Kent Association of Local Councils (KALC) has requested that Parish Councils be given voting rights at Joint Transportation Board (JTB) meetings. This matter was previously considered by the Environment, Highways & Waste Cabinet Committee at KALC's request in November 2012 and Members rejected the proposal. Under the current JTB constitution, the Parish representative may speak but currently has no voting rights. Members are invited to give their views.

Recommendation(s): The Environment, Highways and Waste Cabinet Committee is asked to consider the request from KALC to extend voting rights to Parish Councils at JTBs.

1. Introduction

A report covering the up-dating of the JTB Agreement and allowing Parish representatives a voting right at JTBs was considered by Members at the November 2012 meeting of the Environment, Highways & Waste Cabinet Committee. At this meeting, Members expressed their opposition to Parishes being given voting rights, as requested by the Kent Association of Local Councils and asked officers to resubmit a report to the January 2013 meeting.

At the January 2013 meeting, Members considered a revised report seeking authority to up-date the current JTB agreement and to provide flexibility for a JTB Chairman to vary the number of Parish representatives, but voting rights for Parishes was not included. Members of the Cabinet Committee endorsed the recommendations and a report covering the issues has been considered and endorsed by each JTB. Amendment to the existing JTB Agreement is now being considered internally by District Councils.

2. Financial Implications

2.1 None.

3. **Bold Steps for Kent and Policy Framework**

- 3.1 The proposals are consistent with;
- To put the citizen in control

4. **The Report**

4.1 **Kent Association of Local Councils**

KALC has formally requested that consideration be given to introducing voting rights for Parish representative/s attending the JTB. In principle this is a reasonable request. It is suggested that Members give consideration to each JTB having two Parish representatives with voting rights. It is important that KALC is responsible for arranging the Parish representative's attendance at JTBs and notifies the Chairman accordingly.

4.2 **Moving Forward**

If Members are minded to endorse the KALC proposal, it will be linked with the other proposed changes to the JTB Agreement and should then be individually ratified by each District Council through its own agreed constitution. A report will then be provided for each JTB confirming the revision to the Agreement and clarifying the Parish representation issue with the formal outcome. It is then anticipated that each District Council will enter into a revised Agreement with the County Council to reflect the changes approved. At this point the matter will be reported to this Committee to make a final recommendation to the Cabinet Member.

5. **Conclusions**

Members are asked to consider whether Parish Council representatives at JTBs should be given voting rights following a request from KALC.

6. **Recommendation(s)**

Recommendation(s):

The Environment, Highways and Waste Cabinet Committee is asked to consider the request from KALC to extend voting rights to Parish Councils at JTBs.

7. **Background Documents** None

8. **Contact details**

Report Author:

Name: **David Hall**

Title: **Deputy Director Highways and Transportation**

Tel No: **01622 221081**

Email: david.hall@kent.gov.uk

Relevant Director:

Name: **John Burr**
Title: **Director of Highways & Transportation**
Tel No: **01622 694192**
Email: john.burr@kent.gov.uk

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Environment, Highways & Waste Cabinet Committee Draft Programme of Work

January 2014

- Growth without Gridlock Update
- Highways & Transportation Fees
- Budget 2014/15
- Member Funded Highway Schemes Criteria

April 2014

- Bold Steps for Aviation
- Kent Freedom Pass update
- Making Kent's Roads Safer
- Financial Monitoring
- Directorate Dashboard

Dates to be confirmed

- Local Transport Strategies - Various

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