To the Members of the Tunbridge Wells Borough Council

I request your attendance at a meeting of the Tunbridge Wells Borough Council to be held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, on Wednesday, 17 July 2019, at 6.30 pm, when the following business is proposed to be transacted.

1. **Apologies for absence**
   To receive any apologies for absence. (Pages 5 - 6)

2. **Minutes of the meeting dated 24 April 2019**
   To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. (Pages 7 - 16)

3. **Minutes of the meeting dated 22 May 2019**
   To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. (Pages 17 - 20)

4. **Minutes of the meeting dated 17 June 2019**
   To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. (Pages 21 - 22)

5. **Declarations of Interest**
   To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest; please contact the Monitoring Officer before the meeting. (Pages 23 - 24)

6. **Announcements**
   To receive announcements from the Mayor, the Leader of the Council, members of the Cabinet and the Chief Executive. (Pages 25 - 26)

7. **Questions from members of the public**
   To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8, to be submitted and answered. (Pages 27 - 28)
8 **Questions from members of the Council**
To receive any questions from members of the Council, of which due notice has been given in accordance with Council Procedure Rule 10, to be submitted and answered. (Pages 29 - 30)

9 **Audit and Governance Committee Annual Report 2018/19**
To consider and, if thought fit, to approve the recommendations set out in the report. (Pages 31 - 48)

10 **Overview and Scrutiny Committee Annual Report 2018/19**
To consider and, if thought fit, to approve the recommendations set out in the report. (Pages 49 - 58)

11 **Motions on Notice**
To consider and, if thought fit, to approve the Motions on Notice as set out in the report, in accordance with Council Procedure Rule 11. (Pages 59 - 60)

12 **Urgent Business**
To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972. (Pages 61 - 62)

13 **Common Seal of the Council**
To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council. (Pages 63 - 64)

14 **Date of next meeting**
To note that the date of the next meeting is 25 September 2019. (Pages 65 - 66)

William Benson
Chief Executive

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**Mark O'Callaghan**
Scrutiny and Engagement Officer
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**Notes on Procedure**

(1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).

(2) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.

(3) Members of the public are encouraged to participate and those wishing to speak on an agenda item will need to register with Democratic Services. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting. Places are limited to a maximum of four speakers per item and each speaker will have a maximum of three minutes to address the Council.

(4) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda of the meeting will identify whether a meeting or part of a meeting is not open to the public and why. Meeting rooms have a maximum public capacity as follows:
   - Council Chamber: 100
   - Committee Room A: 20
   - Committee Room B: 10

(5) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Clerk before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website [www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk) or from Democratic Services.

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If you require this information in another format please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

**Accessibility into and within the Town Hall** – There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.

**Hearing Loop System** – The Council Chamber and Committee Rooms A and B have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.
Full Council  
17 July 2019

Apologies for Absence

Procedural Item:

To receive any apologies for absence.
TUNBRIDGE WELLS BOROUGH COUNCIL

MINUTES of a meeting of the Tunbridge Wells Borough Council, duly convened and held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, at 6.30 pm on Wednesday, 24 April 2019

PRESENT:

The Mayor Councillor Len Horwood (Chairman)
Councillors Backhouse, Barrington-King, Dr Basu, Bland, Chapelard, Dawlings, Elliott, Ellis, Dr Hall, Hamilton, Hastie, Heasman, Hill, Holden, Huggett, Jukes, Lewis, Lewis-Grey, Lidstone, Mackonochie, March, Mc Dermott, Moore, Neve, Noakes, Nuttall, Oakford, Ms Palmer, Podbury, Pope, Reilly, Scholes (Vice-Chairman), Scott, Simmons, Mrs Soyke, Stanyer, Mrs Thomas, Thomson, Uddin, Weatherly, Williams and Woodward

IN ATTENDANCE: William Benson (Chief Executive), Patricia Narebor (Head of Legal Partnership) and Mark O'Callaghan (Scrutiny and Engagement Officer)

APOLOGIES FOR ABSENCE

FC67/18 Apologies were received from Councillors Mrs Cobbold, Hannam and Stewart.

MINUTES OF THE MEETING DATED 27 FEBRUARY 2019

FC68/18 RESOLVED – That the minutes of the meeting dated 27 February 2019 be approved as a correct record.

DECLARATIONS OF INTEREST

FC69/18 Councillor Lewis noted that he worked for Community Learning and Skills which occupied the Adult Education building. The building was part of the development referred to in the motion on notice at FC77/18.

ANNOUNCEMENTS

FC70/18 The Mayor announced:

- The team in the Mayor’s Office had won the National Civic Office of the Year award.

Councillor Jukes announced:

- Tunbridge Wells had recently been voted the thirteenth best place to live in the UK.
- Caution should be used as a fake email address purporting to be his had been circulating.
- Councillor Weatherly would be stepping down at the end of the municipal year. Her service was highly valued.

Councillor March announced:

- 548 children from 13 schools had benefitted from free art provision through free illustration workshops on the Advent Calendar Project.
- 25 schools, a 56 per cent increase, attended the pantomime.
- 125 people from 7 community groups helps create the panto art display.
• The Council’s first work experience programme had been delivered, providing opportunities for 5 students.
• Nearly 21,500 tickets had been sold for the pantomime and a further 38,000 tickets had been sold for the ice rink.
• Two previous recipients of the Civic Medallion had formed the Local and Live Charity which would help develop an even stronger community role and local music scene.
• Work at Grosvenor and Hilbert Recreation Ground had been completed and signed off by the Heritage Lottery Fund, display boards were available outside the Council Chamber.
• Entries had opened for the Britain in Bloom competition.

The Chief Executive announced:
• Related Party Transaction forms must be completed for the end of year accounts.

QUESTIONS FROM MEMBERS OF THE PUBLIC

FC71/18 The Mayor advised that no questions from members of the public had been received under Council Procedure Rule 8.

QUESTIONS FROM MEMBERS OF THE COUNCIL

FC72/18 The Mayor advised that no questions from members of the Council had been received under Council Procedure Rule 10.

COMMUNITY SAFETY PARTNERSHIP PLAN 2019/20

FC73/18 Councillor Weatherly moved, and Councillor March seconded, the recommendations set out in the report.

The debate included consideration of the following matters:
• The reporting period showed a 37 per cent rise in crime. However, taking account of the latest figures the overall rate fell to 22 per cent.
• Tunbridge Wells remained the safest district in Kent.
• Part of the increase was due to improved reporting and Kent Police were rated nationally as being the most accurate in recording crime. Whilst this distorted year-on-year comparison figures it ensured better support for victims.

RESOLVED – That the Community Safety Partnership Plan 2019/20, as set out at Appendix A to the report, be approved.

REVIEW OF THE CONSTITUTION APRIL 2019

FC74/18 Councillor Reilly moved, and Councillor Scott seconded, the recommendations set out in the report.

The debate included consideration of the following matters:
• The report set out a number of changes which broadly fell into two categories, firstly from the outcome of a ‘page-turn’ exercise which would help the Council operate more smoothly; the second were related to the disciplinary policy for senior statutory officers, which came about at a result of legislative changes.
All bar one of the recommendations were supported by the Constitution Review Working Party on 21 March 2019. Following further clarification, all recommendations were supported by the Audit and Governance Committee on 2 April 2019.

It was disappointing that such a bureaucratic process for disciplining a senior officer had been imposed by the legislation.

The Constitution Review Working Party had done an excellent job in preparing the recommendations.

The changes also allowed for electronic delivery of documents.

If approved the changes would take effect immediately and relevant documents would be updated in due course.

RESOLVED –

1. That Part 2, Article 10 (Suspension, Interpretation and Publication of the Constitution), Paragraph 10.3 be amended so that the words: “The Monitoring Officer will give a printed copy of this Constitution to each member of the Council upon delivery to him of that individual’s declaration of acceptance of office on the member first being elected to the Council” be replaced with: “All members are referred to the up to date version of the Constitution, which is maintained online. The Monitoring Officer will give a printed copy of the Constitution to a member of the Council if that member requests a copy”;

2. That Part 3, Section 7 (Audit and Governance Committee), Paragraph 7.1 be amended so that the words “5 independent members” be replaced with: “2 independent members”;

3. That Part 3, Annex C (Officer Scheme of Delegations), Table 1 (General Delegations to All Chief Officers), Paragraph 13 be amended so that the words: “Monitoring Officer £250” be replaced with: “Monitoring Officer £500”;

4. That Part 3, Annex C (Officer Scheme of Delegations), Table 2 (Delegations to the Chief Officers) be amended to add a new clause after paragraph 51 that reads: “To settle employment claims and other staff related payments in consultation with the Head of Paid Service and the Head of Human Resources, Customer Services and Culture, where it is in the best interests of the Council to do so.” and the subsequent paragraphs be renumbered as appropriate;

5. That Part 3, Annex C (Officer Scheme of Delegations), Table 2 (Delegations to the Chief Officers), Paragraph 60 be amended so that the words: “exceeding £50,000” be replaced with: “between £50,000 and £250,000”;

6. That Part 5, Annex 4 to the Code of Conduct (Code of Conduct for Employees) be amended to add a new clause after paragraph 11.4.2 that reads: “Any gift up to a de minimis equivalent financial value of £25, which can be accepted and does not need to be declared, up to a cumulative maximum of £100 in any one financial year.”
7. That Part 3, Section 9 (Investigatory Committee) be amended as set out at Appendix A to the report;

8. That an Independent Panel be established and the terms of reference as set out at Appendix B to the report be agreed. Said terms of reference to be added to Part 3 after section 10 and the subsequent sections be renumbered as appropriate; and

9. That the minor amendments made under the Monitoring Officers delegated authority set out at Appendix C to the report be noted.

APPOINTMENT OF PARISH REPRESENTATIVES TO THE AUDIT AND GOVERNANCE COMMITTEE

FC75/18 Councillor Jukes moved, and Councillor McDermott seconded, the recommendations set out in the report.

The debate included consideration of the following matters:
- The matter was largely house-keeping to replace two retiring parish members.

RESOLVED –

1. That Parish Councillor Barry Edwards (Chairman, Rusthall Parish Council) be appointed as one of the parish/town council representatives on the Audit and Governance Committee, for a four-year term of office, ending on 24 May 2023; and

2. That Parish Councillor Charles Mackonochie (Capel Parish Council) be appointed as one of the parish/town council representatives on the Audit and Governance Committee, for a four-year term of office, ending on 24 May 2023.

APPOINTMENT OF THE DEPUTY MAYOR 2019/20

FC76/18 Councillor Jukes moved, and Councillor McDermott seconded, the recommendation set out in the report.

The debate included consideration of the following matters:
- Councillor McDermott had previously been mentioned as the nominee for Deputy Mayor, however he would continue in his current post to focus on delivering the Local Plan.
- Councillor Podbury had served for many years on Speldhurst Parish Council during which time she was the driving force behind the effort to replace the village hall. Since joining the Borough Council she had served with distinction.
- Councillor Podbury was supported by a large family and enjoyed many outside activities.

Councillor Podbury returned thanks for the nomination.

RESOLVED – That Councillor Podbury be appointed as Deputy Mayor for the municipal year 2019/20.
MOTIONS ON NOTICE

FC77/18 Councillor Ellis moved, and Councillor Lidstone seconded, the motion: “The new Cultural and Learning Hub be officially named, in full, the Amelia Scott.”

The following points were raised by Councillor Ellis in moving the motion:

- The concept of the Cultural and Learning Hub was strongly supported.
- Other institutions, whilst using an abbreviation for branding purposes, were formally named in full. For example, the ‘V&A’ was formally the Victoria and Albert Museum.
- The meaning behind a relatively common name such as ‘Amelia’ could be lost over time. Branding could be refreshed regularly whereas formal names tended to be permanent.
- The full name had been used by the Council and by the press and had enjoyed much public support. This had subsequently and quietly been changed.
- Even if services were branded ‘Amelia’, the formal name should be ‘Amelia Scott’.

Caroline Auckland, Vice President of Tunbridge Wells Soroptimists, had registered to speak in support of the motion, which included the following comments:

- Conservative party local election material used the full name.
- Amelia Scott’s work was reflected in many aspects of the current project and she deserved full recognition.
- The motivation behind the change of name was questionable.
- A motion passed unanimously by the AGM of the Tunbridge Wells Soroptimists supported the use of the full name.

Carol Wilson, Tunbridge Wells Labour Party Women’s Officer and Chair of the Labour Women’s Forum, had registered to speak in support of the motion, which included the following comments:

- The change of name on the grounds of unspecified advice was disappointing.
- In a recent survey of members, the name ‘Amelia’ received 1 vote whilst ‘Amelia Scott’ received 73 votes.
- Whilst of significant local value, Amelia Scott was not sufficiently well-known to be recognised by first name alone.
- A lack of consultation, particularly with women, and a lack of transparency of decision making was concerning.

Janet Sturgis, of the Royal Tunbridge Wells Civic Society, had registered to speak in support of the motion, which included the following comments:

- A recent meeting of the Civic Society had voted unanimously to support the use of the full name.
- Considerable consultation and engagement with stakeholder groups had lead to the name Amelia Scott, there had been no such effort with the new name.
- Experience as a school teacher would suggest that trying to use an abbreviation would not stick, nicknames were organic.
- Amelia Scott’s contribution was one of the greatest of the 42 people commemorated by burgundy plaques, yet there was no other memorial to her. She deserved to be recognised.
Michael Holman, of the Royal Tunbridge Wells Town Forum, had registered to speak in support of the motion, which included the following comments:

- Following a presentation to the Town Forum, members were dissatisfied both with the name ‘Amelia’ and the process by which the name had been decided.
- Until the change of name, the cultural hub was perhaps the only significant development in the town centre that was universally welcomed.
- Initial consultation was welcomed and appeared to be genuine but had not been followed up or repeated with no engagement on the shortlist or final choice of name.
- Amelia was a lovely, light, soft word but on its own insubstantial and insufficient for such an important central building in the town. Amelia Scott, by contrast, had weight and substance.
- Use of the single name diminished the achievements of the individual.
- Reconsidering the name would bring wide support at a time when it was needed. Failure to do so would be another example of the Council failing to listen.

Councillor March moved, and Councillor Nuttall seconded, an amendment to add and remove words so that the motion read:

“The new Cultural and Learning Hub be branded the Amelia but that the building through its exhibits, interpretation and promotional material should respect and commemorate the life and achievements of Amelia Scott.”

The following points were raised by Councillor March in moving the amendment:

- The concerns of the speakers were acknowledged and it was the intention to recognise the contribution of Amelia Scott.
- Over 1,200 people had been engaged in the process of producing the funding bid to the Heritage Lottery Fund (HLF). During which, there had been no clear name identified but key themes had emerged which focused on the community and various local historical figures.
- On this basis the Project Board commissioned a local branding agency to produce options. Following consultation with HLF and fundraising experts the Board decided on the name ‘Amelia’.
- The Council was party to a legally binding collaboration agreement with Kent County Council.
- The centre would need to attract a new audience from all aspects of the community and the new name put one foot in the past and one foot in the future.
- It was a condition of the funding from HLF and Arts Council England that the centre reach as wide an audience as possible, the ‘Amelia’ softened the image of a formal institution and may encourage new visitors.
- The name did not denigrate the achievements of Amelia Scott and the centre must more than just a museum.
- Culture should not be held back by history but should embrace change and the future, a sentiment Amelia Scott would have supported.
The debate on the amendment included consideration of the following additional matters:

- Failure to call the centre ‘Amelia Scott’ would be a failure to honour election promises.
- Greater recognition of feminist issues was to be welcomed and the views of feminist groups on this matter should carry weight.
- If something is to be named on the basis of the achievements of a particular person, the full name should be used.
- ‘Amelia’ alone was too ambiguous, people searching for the reference may not necessarily find the right one. Ambiguity over a name lead to misinterpretation and misunderstanding.
- The amendment changed the purpose of the motion and should be voted down to allow a debate on the original motion.
- The change of name appeared to be a rash decision by the Board. The impression had been given that it was to be named Amelia Scott and the sudden change had upset many people, particularly women.
- Branding and exhibits changed over time, the building’s name and the recognition of Amelia Scott’s achievements should be permanent.
- Explanations for the change of name were unconvincing and in any case did not supersede the wish to recognise the remarkable achievements of an individual by using the full name.
- The wording of the amendment did not provide sufficient surety of purpose.
- Several compromises had been considered but consistency between the building and the services was preferred.
- The legacy of Amelia Scott would feature on a permanent basis in the new centre.
- The first name ‘Amelia’ was beautiful and welcoming. Appropriately, it traditionally meant industrious, striving and a defender.
- Tourism was particularly important to the town and visitors would likely see the name and ‘google it’. It was important that the outside of the building should be marked with the full name.
- The new centre had to be commercially viable and appeal to every generation and people who would not otherwise use its services, to do this it needed to be different. The choice of name did not just happen but was based on expert advice.
- Branding was important as it was the way a building or service gained recognition, it should be powerful, simple and make an impression.
- A strong brand inspired confidence.
- A clear brand will make marketing easier and more impactful.
- The choice of a modern name reflected the values of Amelia Scott.
- ‘Amelia’ would spark curiosity and encourage enquiry, who she was would be explained inside the building.
- Amelia Scott was a strong brand in its own right and it need not be overcomplicated.
- Branding experts were not infallible. A successful brand needed buy-in from the community and the community was clearly not in favour.
- The wording of the amendment offered no concessions as the centre would have featured displays about Amelia Scott anyway.
• Arguments that the use of Scott’s surname perpetuated the patriarchy were disingenuous as many of those using the argument were themselves known by their husband’s surname.
• It was not uncommon for names of buildings to change during the long design and build process, buildings often took on names colloquially.
• Once established, googling ‘The Amelia’ would result in more relevant entries.
• The centre was not a museum to Amelia Scott, the name had to reflect the diverse services.
• The purpose of the original motion was to ensure the official name recognised Amelia Scott, the branding was a different matter.

Councillor Ellis requested a recorded vote.

Members who voted in favour of the amendment: Councillors Backhouse, Hamilton, Jukes, Mackonochie, March, McDermott, Noakes, Nuttall, Oakford, Reilly, Stanyer, Mrs Thomas, Weatherly and Woodward. (14)

Members who voted against the amendment: Councillors Barrington-King, Dr Basu, Bland, Chapelard, Dawlings, Ellis, Dr Hall, Hastie, Heasman, Hill, Holden, Lewis-Grey, Lidstone, Neve, Podbury, Pope, Simmons, Mrs Soyke, Thomson, Uddin and Williams. (21)

Members who abstained from voting: The Mayor Councillor Horwood, The Deputy Mayor Councillor Scholes, Councillors Elliott, Huggett, Moore, Ms Palmer and Scott. (7)

**AMENDMENT NOT CARRIED**

Debate returned to the original motion.

Councillor Mrs Soyke sought clarification on an intended amendment to the effect that the full name should appear on the outside of the building. The amendment was not moved on the basis that the original motion would be sufficient.

The debate on the original motion included consideration of the following additional matters:

- The name Amelia Scott could cause confusion as the centre was not a museum to her.
- The Council and Kent County Council had a legal agreement for a Project Board which had made a decision. All the Council could do was to ask the Board to reconsider.

The Monitoring Officer confirmed that the Council could not unilaterally decide on this matter and any resolution would be in the form of a recommendation to the Project Board.

Councillor Moore moved, and Councillor Ellis seconded, an amendment to add and remove words so that the motion read: “Tunbridge Wells Borough Council requests the Project Board to reconsider that the new Cultural and Learning Hub be officially named, in full, the Amelia Scott and the services within be branded as the Amelia.”
The debate on the amendment included consideration of the following additional matters:

- The matter of branding and naming should be kept separate. It was important to use the full name on the centre. The use of full names did not give the impression of being museums to their namesakes.
- The opacity of the process by which the name was decided was of concern. There appeared to be a lack of transparency.
- Councillors did not micro-manage every decision being made, legitimate processes were in place to ensure competent decision making.
- Focus should be on completing the project and delivering services.
- The project had not come out of the blue but had been ongoing for several years. All members had the access to ask questions and inform themselves of the process.
- Amelia was short and easily remembered and the full name would likely be shortened in time anyway.
- Branding could change but the official name should be Amelia Scott.

Councillor Ellis requested a recorded vote.

Members who voted in favour of the amendment: The Mayor Councillor Horwood, The Deputy Mayor Councillor Scholes, Councillors Backhouse, Barrington-King, Dr Basu, Bland, Chapelard, Dawlings, Elliott, Ellis, Hamilton, Hastie, Heasman, Hill, Holden, Huggett, Jukes, Lewis-Grey, Lidstone, March, McDermott, Moore, Neve, Noakes, Nuttall, Ms Palmer, Podbury, Pope, Reilly, Simmons, Mrs Soyke, Stanyer, Mrs Thomas, Thomson, Uddin, Weatherly and Williams. (37)

Members who voted against the amendment: Councillor Woodward. (1)

Members who abstained from voting: Councillors Dr Hall, Mackonochie, Oakford and Scott. (4)

**AMENDMENT CARRIED**

The amendment became the substantive motion.

The Mayor took a vote on the motion.

**RESOLVED** – That Tunbridge Wells Borough Council requests the Project Board to reconsider that the new Cultural and Learning Hub be officially named, in full, the Amelia Scott and the services within be branded as the Amelia.

**TO RECORD THE COUNCIL'S APPRECIATION FOR THE MAYOR**

FC78/18 Members recalled the Mayor’s achievements during his mayoral year and thanked him and the Mayoress for their service.

The Mayor returned thanks.

**RESOLVED** – That the Borough Council formally records its appreciation of the valuable services rendered by the Mayor and the assistance given to him by the Mayoress during his period of office.
URGENT BUSINESS
FC79/18 There was no urgent business.

COMMON SEAL OF THE COUNCIL
FC80/18 RESOLVED – That the Common Seal of the Council be affixed to any contract, minute, notice or other document arising out of the minutes or pursuant to any delegation, authority or power conferred by the Council.

DATE OF NEXT MEETING
FC81/18 It was noted that the next meeting was scheduled for Wednesday 22 May 2019.

NOTES:
The meeting concluded at 8.40 pm.
An audio recording of this meeting is available on the Tunbridge Wells Borough Council website.
TUNBRIDGE WELLS BOROUGH COUNCIL

MINUTES of the Annual Meeting of the Tunbridge Wells Borough Council, duly convened and held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, at 10.00 am on Wednesday, 22 May 2019

PRESENT:

The Mayor Councillor Len Horwood (Chairman)
Councillors Atwood, Backhouse, Barrington-King, Bailey, Dr Basu, Bland, Bruneau, Mrs Cobbold, Dawlings, Ellis, Everitt, Fairweather, Funnell, Dr Hall, Hamilton, Hayward, Hickey, Hill, Holden, Lewis, Lidstone, Mackonochie, March, McDermott, Morton, Neve, Noakes, Ms Palmer, Podbury, Poile, Pope, Pound, Rands, Reilly, Scholes (Vice-Chairman), Scott, Simmons, Stanyer, Mrs Thomas, Thomson, Warne, Williams, Willis and Woodward

IN ATTENDANCE: William Benson (Chief Executive), Patricia Narebor (Head of Legal Partnership) and Mark O'Callaghan (Democratic Services Officer)

APOLOGIES FOR ABSENCE

FC1/19 Apologies for absence were received from Councillors Atkins, Chapelard and Mrs Soyke.

DECLARATIONS OF INTEREST

FC2/19 No declarations of disclosable pecuniary or other significant interests were made.

ELECTION OF MAYOR FOR THE ENSUING MUNICIPAL YEAR

FC3/19 The Chief Executive took the chair for the election of the Mayor.

Councillor Horwood moved, and Councillor Mrs Thomas seconded, that Councillor Scholes be elected Mayor.

The Chief Executive took a vote on the motion by affirmation.

RESOLVED – That Councillor Scholes be elected Mayor of the Borough for the municipal year from 22 May 2019 to the date of the Annual Meeting 2020.

Councillor Scholes made the declaration of acceptance of office.

Following the declaration, the meeting adjourned whilst the Mayor was robed and received the chain of office.

On the resumption of the meeting Councillor Scholes returned thanks for his election and announced that the Mayor’s Charity would be Compaid which offered computer training to disadvantaged people. The Reverend Lawrence Powell of King Charles the Martyr Church would be the Mayor’s Chaplain.

The Mayor thanked Deputy Lieutenant Peter Blackwell for his service as this would be his final Mayor Making ceremony before retirement.

The Mayoress, Mrs Jane Scholes, received her badge of office.
PRESENTATION OF BADGE TO THE IMMEDIATE PAST MAYOR

FC4/19 Badges were presented to the immediate past Mayor, Councillor Horwood, and the past Mayoress, Mrs Judy Horwood, in recognition of their service. In addition, a photo album was presented to them both containing memories of their year in office.

Councillor Horwood returned thanks and presented gifts to the Mayor’s Office for their support. He announced that over £25,000 had been raised so far in support of his charity Mental Health Resource.

APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING MUNICIPAL YEAR

FC5/19 Councillor Scholes moved, and Councillor McDermott seconded, that Councillor Podbury be appointed Deputy Mayor.

The Mayor took a vote on the motion by affirmation.

RESOLVED – That Councillor Podbury be appointed Deputy Mayor of the Borough for the municipal year from 22 May 2019 to the date of the Annual Meeting 2020.

Councillor Podbury made the declaration of acceptance of office.

Following the declaration, the Deputy Mayor was robed and received the chain of office.

The Deputy Mayor’s Escort, Mr Bob Podbury, received his badge of office.

Councillor Podbury returned thanks for her appointment.

ANNOUNCEMENTS FROM THE MAYOR AND CHIEF EXECUTIVE

FC6/19 There were no announcements.

RETURN OF PERSONS ELECTED TO THE BOROUGH COUNCIL

FC7/19 The Chief Executive, as Returning Officer for the 2 May 2019 Borough Elections, submitted the return of persons elected to the Borough Council as set out in the agenda report.

ELECTION OF LEADER OF THE COUNCIL

FC8/19 Councillor Scott moved, and Councillor Stanyer seconded, that Councillor McDermott be elected Leader of the Council.

Councillor March requested a recorded vote.

Members who voted in favour of the motion: The Mayor Councillor Scholes, The Deputy Mayor Councillor Podbury, Councillors Backhouse, Bailey, Dr Basu, Bland, Mrs Cobbold, Dawlings, Fairweather, Dr Hall, Hamilton, Holden, Horwood, Mackonochie, March, McDermott, Noakes, Ms Palmer, Scott, Simmons, Stanyer, Mrs Thomas, Thomson, Williams and Woodward. (25)

Members who voted against the motion: Councillors Atwood, Bruneau, Ellis, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Lidstone, Morton, Poile, Pope, Pound, Warne and Willis. (16)
Members who abstained from voting: Councillors Barrington-King, Neve, Rands and Reilly. (4)

RESOLVED – That Councillor McDermott be elected as Leader of the Council from 22 May 2019 to the date of the Annual Meeting 2023.

APPOINTMENTS TO COMMITTEES 2019/20

FC9/19 Councillor McDermott moved, and Councillor March seconded, the recommendations set out in the report.

Councillor McDermott advised members that there had been some changes to the appointments to committees since the publication of the document but these would be given effect after the meeting through the normal process.

The Mayor took a vote on the motion by affirmation.

RESOLVED –

1. That the allocation of seats to committees, as set out at paragraph 2.9 of the report, be approved;

2. That the appointments to the committees, as set out at Appendix A to the report, be approved; and

3. That the appointments made by the Leader of the Council to the Cabinet portfolio holder positions, as set out at Appendix B to the report, be noted.

COMMON SEAL OF THE COUNCIL

FC10/19 RESOLVED – That the Common Seal of the Council be affixed to any contract, minute, notice or other document arising out of the minutes or pursuant to any delegation, authority or power conferred by the Council.

NOTES:
The meeting concluded at 10.55 am.
An audio recording of this meeting is available on the Tunbridge Wells Borough Council website.
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Minutes of the meeting dated 17 June 2019

To Follow:

The minutes of the meeting are marked as ‘To Follow’ and will be contained in a supplementary pack to the agenda.
This page is intentionally left blank
Procedural Item:

To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest; please contact the Monitoring Officer before the meeting.
This page is intentionally left blank
Announcements

Procedural Item:

To receive announcements from the Mayor, the Leader of the Council, members of the Cabinet and the Chief Executive.
This page is intentionally left blank
Questions from members of the public

Procedural Item:

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8, to be submitted and answered.
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Questions from members of the Council

Procedural Item:

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 10, to be submitted and answered.
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Audit and Governance Committee Annual Report 2018/19

<table>
<thead>
<tr>
<th>Final Decision-Maker</th>
<th>Full Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Member</td>
<td>Councillor Tom Dawlings – Portfolio Holder for Finance and Governance</td>
</tr>
<tr>
<td>Lead Director</td>
<td>Lee Colyer – Director of Finance, Policy &amp; Development (Section 151 Officer)</td>
</tr>
<tr>
<td>Head of Service</td>
<td>Rich Clarke – Head of Audit Partnership</td>
</tr>
<tr>
<td>Lead Officer/Author</td>
<td>Frankie Smith – Audit Manager</td>
</tr>
<tr>
<td>Classification</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Wards affected</td>
<td>All</td>
</tr>
</tbody>
</table>

This report makes the following recommendations to the final decision-maker:

That the Audit and Governance Committee Annual Report 2018/19 be noted.
This report relates to the following Five Year Plan Key Objectives:

<table>
<thead>
<tr>
<th>Our Borough</th>
<th>Our Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To support a prosperous borough</td>
<td>• To provide digital choice</td>
</tr>
<tr>
<td>• To support a well borough</td>
<td>• To provide quality services</td>
</tr>
<tr>
<td>• To support an inclusive borough</td>
<td>• To provide responsive services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Our People</th>
<th>Providing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To have effective leadership</td>
<td>• To ensure innovation in our services</td>
</tr>
<tr>
<td>• To have relevant skills</td>
<td>• To ensure effective partnership working</td>
</tr>
<tr>
<td>• To have high levels of wellbeing</td>
<td>• To ensure we operate in a business-like way</td>
</tr>
</tbody>
</table>

This report is concerned with the internal control and governance of the Council. Successful controls and effective governance are a crucial underpinning for all corporate priorities.

**Timetable**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit &amp; Governance Committee</td>
<td>2 July 2019</td>
</tr>
<tr>
<td>Full Council</td>
<td>17 July 2019</td>
</tr>
</tbody>
</table>
1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The report outlines how the Audit and Governance Committee has effectively discharged its duties during 2018/19. The report provides assurance to the Council that important internal control, governance and risk management issues are being monitored and addressed by the Committee. The report seeks to provide additional assurance to support the Annual Governance Statement.

2. INTRODUCTION AND BACKGROUND

2.1 The Audit and Governance Committee is required to monitor audit activity (internal and external), review and comment on the effectiveness of the Council’s regulatory framework and review and approve the Council’s annual statements of accounts and scrutinise associated strategy and policy. This report sets out how this has been achieved during 2018/19.

3. AVAILABLE OPTIONS

3.1 The production and presentation of an annual report is required by this Committee’s terms of reference. No other alternative could be recommended.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 That the Audit and Governance Committee agree the Annual Report as attached in Appendix A, and that the Chairman of the Audit and Governance Committee presents the report to a meeting of Full Council setting out how the Committee has discharged its duties.

4.2 The production and presentation of an annual report is required by this Committee’s terms of reference.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 This report was discussed with the Chairman of the Audit and Governance Committee and endorsed by the members of the Audit and Governance Committee at their meeting on 2 July 2019, for submission to Full Council.
6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The Chairman of the Audit and Governance Committee presents the report to a meeting of the Full Council to demonstrate how the Committee has discharged its duties.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<table>
<thead>
<tr>
<th>Issue</th>
<th>Implications</th>
<th>Sign-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal including Human Rights Act</td>
<td>There are no legal implications identified in the report. The report demonstrates that measures are in place to ensure good governance arrangements which enable the Council to meet statutory requirements. There are no consequences arising from the recommendation that adversely affect or interfere with individuals’ rights and freedoms as set out in the Human Rights Act 1998.</td>
<td>Keith Trowell Team Leader (Corporate Governance) and Deputy Monitoring Officer (TWBC) 19 June 2019</td>
</tr>
<tr>
<td>Finance and other resources</td>
<td>The role of the Audit &amp; Governance Committee includes the review of the financial reports for the Council, including the approval of the Annual Statement of Accounts</td>
<td>Lee Colyer Director of Finance, Policy &amp; Development &amp; S151 Officer 14 June 2019</td>
</tr>
<tr>
<td>Staffing establishment</td>
<td>No implications</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
<tr>
<td>Risk management</td>
<td>The role of the Audit &amp; Governance Committee requires it to consider the effectiveness of the Council’s risk management arrangements</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
<tr>
<td>Data Protection</td>
<td>No implications</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
<tr>
<td>Environment and sustainability</td>
<td>No implications</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
<tr>
<td>Community safety</td>
<td>No implications</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>No implications</td>
<td>Frankie Smith Audit Manager 13 June 2019</td>
</tr>
</tbody>
</table>
| Health and wellbeing | No implications | Frankie Smith  
Audit Manager  
13 June 2019 |
|----------------------|-----------------|----------------------------------|
| Equalities          | No implications | Frankie Smith  
Audit Manager  
13 June 2019 |

8. **REPORT APPENDICES**

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

- Appendix A: Audit and Governance Annual Report 2018/19

9. **BACKGROUND PAPERS**

None
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Introduction by Chairman of Audit & Governance Committee

This report provides an overview of the Audit & Governance Committee’s activity during the municipal year 2018/19.

I am pleased to report the continued good work of the Committee in providing an independent overview of the Council’s governance. This role includes detailed consideration of the work of external and internal audit plus robust scrutiny and challenge of the Council’s financial performance and, through our Standards role, the approach the Council takes in investigating complaints made about Members.

During 2018/19 the Committee met five times and was pleased to note, among the highlights, a further unqualified accounts and value for money opinion from our external auditors and a positive conclusion on the Council’s control and governance from our internal auditors.

Once again during 2018/19 the Committee is grateful for the contributions of its members, including independent and parish members, as well as to those officers who support its work.

Councillor Paul Barrington-King
Audit & Governance Committee Chairman (2019/20)
Introduction

CIPFA states that the purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes. By overseeing both internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.

Tunbridge Wells Borough Council has always supported and understood the value and benefits of having an independent Audit Committee. The Council established the Audit and Governance Committee in 2012; its functions incorporate those undertaken by the former Audit Committee as well as some of the functions previously the responsibility of the Standards Committee.

The Audit Committee is an essential check on the corporate governance framework, providing an independent and high-level overview of the internal control, governance and risk management for the Council.

The Committee monitors internal and external audit activity, reviews and comments on the effectiveness of the Council’s regulatory framework and reviews and approves the Council’s annual statements of accounts.

The Committee is independent from the Council’s Executive and Scrutiny functions and has clear reporting lines and rights of access to discharge its responsibilities in line with its Terms of Reference (Appendix I). This includes direct access to the Council’s Appointed Auditor and Head of Audit Partnership without the presence of other officers where appropriate.

The Committee is not a substitute for the Executive function in the management of internal or external audit, risk management, governance, or any other review or assurance function. It is the Committee’s role to examine these functions, and to offer views and recommendations on the way the management of these functions is conducted.

Benefits

Effective audit committees can bring many benefits to local authorities:

- Increased public confidence in the objectivity and fairness of Council financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and similar review processes.
- Providing additional assurance through the process of independent review and challenge.
- Increasing emphasis and awareness of internal control, governance and risk management.
### Membership & Attendance

The Audit and Governance Committee comprises 8 Borough Councillors, 2 co-opted independent members, one independent person and 2 parish/town council representatives.

The following table summarises attendance at all of the Audit and Governance Committees held in 2018/19:

<table>
<thead>
<tr>
<th>Members</th>
<th>Role</th>
<th>23 May 2018</th>
<th>17 July 2018</th>
<th>11 September 2018</th>
<th>27 November 2018</th>
<th>2 April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Scott</td>
<td>Chairman</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Councillor Paul Barrington-King</td>
<td>Vice Chairman</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Councillor Alex Lewis-Grey</td>
<td>Committee Member</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Councillor Ms Beverley Palmer</td>
<td>Committee Member</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Councillor David Neve</td>
<td>Committee Member</td>
<td>✔</td>
<td></td>
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<tr>
<td>Gary Shiels</td>
<td>Committee Member</td>
<td></td>
<td></td>
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<td>✔</td>
</tr>
<tr>
<td>Jane Hough</td>
<td>Committee Member</td>
<td></td>
<td></td>
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<tr>
<td>Councillor Peter Bulman</td>
<td>Committee Member</td>
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</tr>
<tr>
<td>Councillor Sarah Hamilton</td>
<td>Committee Member</td>
<td></td>
<td></td>
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<tr>
<td>Councillor Sue Nuttall</td>
<td>Committee Member</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
</tr>
<tr>
<td>Tony Quigley</td>
<td>Committee Member</td>
<td>✔</td>
<td>✔</td>
<td></td>
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<td>✔</td>
</tr>
<tr>
<td>Parish Councillor Coleman</td>
<td>Committee Member</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Town Councillor Henshaw</td>
<td>Committee Member</td>
<td></td>
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<tr>
<td>Councillor David Reilly</td>
<td>Visiting Member</td>
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</table>

<table>
<thead>
<tr>
<th>Officers</th>
<th>Role</th>
<th>23 May</th>
<th>17 July</th>
<th>11</th>
<th>27</th>
<th>2 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
<td>2018</td>
<td>2018</td>
<td>September 2018</td>
<td>November 2018</td>
<td>2019</td>
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</tr>
<tr>
<td>Ade Oyerinde</td>
<td>Grant Thornton</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cheryl Clark</td>
<td>Democratic Services</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Chris Woodward</td>
<td>Head of ICT</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Darren Wells</td>
<td>Grant Thornton</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>David Candlin</td>
<td>Head of Economic Development &amp; Property</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Jackson</td>
<td>Grant Thornton</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Frankie Smith</td>
<td>Audit Manager</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Jane Clarke</td>
<td>Head of Policy &amp; Governance</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jane Fineman</td>
<td>Head of Finance &amp; Procurement (Deputy)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keith Trowell</td>
<td>Senior Lawyer and Deputy Monitoring</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Lee Colyer</td>
<td>Director of Finance, Policy and Development</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mark O’Callaghan</td>
<td>Democratic Services</td>
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<tr>
<td>Mike McGeary</td>
<td>Democratic Services</td>
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<td>✓</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Rich Clarke</td>
<td>Head of Audit Partnership</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>William Benson</td>
<td>Chief Executive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

All of the Audit Committee agenda papers and minutes are available on the Council’s [website](#).
Business

During the year the Audit and Governance Committee has commented, examined and reviewed the following:

<table>
<thead>
<tr>
<th>Audit Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Internal Audit Annual Report &amp; Audit Opinion</td>
</tr>
<tr>
<td>• Internal Audit Interim Report</td>
</tr>
<tr>
<td>• Internal Audit Plan</td>
</tr>
<tr>
<td>• Strategic Risk Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Audit (Grant Thornton)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Planned Audit Fee</td>
</tr>
<tr>
<td>• Annual Audit Letter</td>
</tr>
<tr>
<td>• Audit Plan</td>
</tr>
<tr>
<td>• External Audit Progress Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Draft Financial Report</td>
</tr>
<tr>
<td>• Annual Financial Report and Audit Findings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Update on Complaints received under the Members’ Code of Conduct</td>
</tr>
<tr>
<td>• Appointments to the Constitution Review Working Party</td>
</tr>
<tr>
<td>• Proposed Changes to the Constitution – Delegated Authority of Monitoring Officer</td>
</tr>
<tr>
<td>• Review of the Constitution</td>
</tr>
<tr>
<td>• Future Work Programme</td>
</tr>
<tr>
<td>• Audit and Governance Committee Annual Report</td>
</tr>
<tr>
<td>• Annual Complaints Report</td>
</tr>
</tbody>
</table>

Conclusion

The Audit and Governance Committee, in partnership with the Council’s Internal and External Auditors, and with the support of officers, has provided robust and effective independent assurance to the Council on a wide range of risk, governance and internal control issues.

The Audit Committee can demonstrate that it has appropriately and effectively fulfilled its duties during 2018/19.
Sources of Assurance

In drawing a conclusion for the year, the Audit and Governance Committee gained assurance from the following sources:

The work of Internal Audit

The Head of Audit Partnership issued an unqualified Head of Audit Opinion in 2017/18 which concluded that the Council was operating an effective, sound system of internal control, governance and risk management. Throughout the year the Committee has been kept up to date with delivery of the Internal Audit plan, implementation of audit recommendations, and has been kept aware of any emerging risks.

The Internal Audit plan for 18/19 included a breakdown of internal audit assurance for the coming year, and the Committee was given the opportunity to comment on the work of internal audit prior to endorsing the plan for delivery. The Audit Committee also considered updates on Weak assurance rated audits.

The Committee has received regular updates on the Council’s strategic risks, and risk owners have attended meetings to provide assurance to Members on the effectiveness of mitigation strategies.

Adverse audit opinions have been presented to the Committee which, on request, has been provided with regular progress updates on the implementation of audit recommendations. The Committee has continued to show its support to the Internal Audit team throughout the year, and has recognised the role, responsibility and authority of the service within the Audit Charter which was updated and agreed by the Committee in March 2016.

The work of External Audit (Grant Thornton)

The external auditors report back to the Audit and Governance Committee providing regular updates on their programme of work. During the year, the external auditors presented an unqualified value for money conclusion and an unqualified opinion on the financial statements.

The Audit Committee has provided effective challenge to the external auditors as appropriate and gained assurance from the reports and updates provided during the year.

Finance & Governance Reports

The Committee provided robust challenge prior to approving the financial reports of the Council in July 2018.

The Committee specifically gains assurance from the Annual Governance Statement which is a statutory document that explains the processes and procedures in place to enable the Council to carry out its functions effectively. The statement is produced following a review
of the Council’s governance arrangements and includes actions to address any significant governance issues identified. The Committee reviewed and approved the 2017/18 Annual Governance Statement.

**Dealing with Complaints about Council Members**

The Localism Act 2011 obliges councils to have both a Code of Conduct and a procedure for dealing with allegations that a member has breached that Code of Conduct. The Act further provides that the district/borough council for the area is responsible for dealing with complaints against all the parish and town councillors for its area as well as dealing with complaints against Borough Councillors. Full Council, at its meeting on 18 July 2012, resolved to adopt the ‘Kent Procedures’ for dealing with Member Complaints. The ‘Kent Procedures’ are so called because they were devised by the Kent Monitoring Officer Group and have been adopted by Kent County Council and most of the Kent Districts/Boroughs. The concept of proportionality runs through the procedures such that the level of resource and decision on each complaint should be proportionate to the seriousness of the complaint. This very much represents the guidance from central government which has stressed councils should not adopt ‘gold plated’ arrangements.

Under the procedures, authority is delegated to the Monitoring Officer to make an initial assessment of the complaint (in consultation with the Independent Person appointed under the provisions of the Localism Act 2011) and, if appropriate, the Monitoring Officer will seek to resolve the complaint informally. If it is decided the complaint should be investigated then following that investigation a Sub-Committee of the Audit and Governance Committee will determine the complaint.

The Localism Act 2011 sets out the role of the Independent Person in any procedures designed for investigating allegations that a member has breached the Code of Conduct. The Independent Person’s views must be sought and taken into account prior to a decision being made following an investigation into a complaint and whose views may be sought at other times during the process. This Council’s Independent Person, Mr Michael O’Higgins, was appointed by Full Council in October 2015 following an interview process.

During the year ending 31 March 2018, nine new member complaints were received although four of those complaints were against the same parish councillor in respect of the same matter and were treated as being one complaint. In respect of that matter an investigator was appointed and a draft investigators report has been circulated so it’s anticipated that matter will be concluded soon. In two of the remaining matters no breach of the Code was found, in one there was insufficient grounds to take the matter forward, in another the matter was not progressed as the subject member resigned as a councillor and the final matter was dealt with informally.
Member Development

Proposed Programme 2019/20

Continued professional development is key to the effective operation of the Audit and Governance Committee. Briefings enable members of the Committee to be kept up to date on the latest developments in the areas of governance, risk and internal control. We continue to offer the Committee briefings at their request.

The table below sets out a possible development programme which could be delivered to members of the Audit and Governance Committee in 2019/20. The topics suggested below mirror the responsibilities of the Committee and complement the role the Committee has to oversee the effective governance of the Council:

<table>
<thead>
<tr>
<th>Briefing theme &amp; potential specific topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Audit Standards</strong></td>
</tr>
<tr>
<td>o How standards are set and monitored</td>
</tr>
<tr>
<td>o Specific work on IA conformance</td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
</tr>
<tr>
<td>o Risk appetite</td>
</tr>
<tr>
<td>o Specific strategic and operational risks</td>
</tr>
<tr>
<td>o Risk management strategy</td>
</tr>
<tr>
<td>o Local government risk outlook</td>
</tr>
<tr>
<td><strong>Treasury Management</strong></td>
</tr>
<tr>
<td>o Investment and borrowing options for local authorities</td>
</tr>
<tr>
<td>o Prudential Code</td>
</tr>
<tr>
<td>o Financial outlook for local authorities</td>
</tr>
<tr>
<td><strong>Reviewing the Annual Governance Statement</strong></td>
</tr>
<tr>
<td>o The AGS within the Council’s governance</td>
</tr>
<tr>
<td>o Specific topics within the AGS</td>
</tr>
<tr>
<td>o Comparative review of AGS across local government</td>
</tr>
</tbody>
</table>
Appendix 1: Terms of Reference & Responsibilities

<table>
<thead>
<tr>
<th>Audit Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) To consider the Internal Audit Manager’s annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council’s corporate governance arrangements.</td>
</tr>
<tr>
<td>b) To agree the external Audit Plan for the year.</td>
</tr>
<tr>
<td>c) To approve the cost of the Audit.</td>
</tr>
<tr>
<td>d) To consider summaries of specific internal audit reports as requested.</td>
</tr>
<tr>
<td>e) To consider reports dealing with the management and performance of the providers of internal audit services.</td>
</tr>
<tr>
<td>f) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.</td>
</tr>
<tr>
<td>g) To consider the external auditor’s annual letter, relevant reports and the report to those charged with governance.</td>
</tr>
<tr>
<td>h) To consider specific reports as agreed with the external audit work and to ensure it gives value for money.</td>
</tr>
<tr>
<td>i) To comment on the scope and depth of external audit work and to ensure it gives value for money.</td>
</tr>
<tr>
<td>j) To liaise with the Audit Commission over the appointment of the Council’s external auditor.</td>
</tr>
<tr>
<td>k) To commission work from internal and external audit.</td>
</tr>
<tr>
<td>l) To oversee the whistle-blowing policy and make appropriate recommendations for change to the policy;</td>
</tr>
<tr>
<td>m) To liaise with the Overview and Scrutiny Committee Chairman to coordinate cross-cutting issues and avoid duplication.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regulatory Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) To maintain an overview of the Council’s constitution and the Code of Conduct.</td>
</tr>
<tr>
<td>b) To review any issue referred to it by the Chief Executive, Directors, S151 Officer, Monitoring Officer or any Council body.</td>
</tr>
<tr>
<td>c) To monitor the effective development and operation of risk management and corporate governance in the Council, and to ensure that these matters are effectively embedded.</td>
</tr>
<tr>
<td>d) To oversee the production of the authority’s Statement on Internal Control and to recommend its adoption.</td>
</tr>
<tr>
<td>e) To consider the Council’s arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</td>
</tr>
<tr>
<td>f) To consider the Council’s compliance with its own and other published performance standard.</td>
</tr>
</tbody>
</table>
Accounts

a) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

b) To consider the external auditor’s report to those charged with governance on issues arising from the audits of the accounts.

Governance

To discharge the functions (other than those which are reserved to Council) as set out in Part 1, Chapter 7 of the Localism Act 2011 including:

a) To promote and maintain high standards of conduct by members and co-opted members of the Council and to make recommendations to Council on improving standards.

b) To advise and assist parish/town councils and parish/town councillors to maintain high standards of conduct and to make recommendations to Parish/Town Councils on improving standards.

c) To advise the Council on the adoption of or revisions to its Code of Conduct.

d) To advise, train or arrange to train members, co-opted members and parish/town councillors on matters relating to the Code of Conduct.

e) To assist the councillors, co-opted members and parish/town councillors to observe their respective Codes of Conduct.

f) To monitor and assess the operation and effectiveness of the Code of Conduct and to review and manage the arrangements for dealing with Code of Conduct complaints.

g) To advise on local ethical governance protocols and procedures.

h) To maintain oversight of the Council’s arrangements for dealing with Code of Conduct complaints.

i) To act as an advisory body in respect of any ethical governance matter.

j) To monitor and review the procedures for the Register of Members’ Interests and declaring gifts and hospitality.

k) To receive quarterly reports (or less frequently if there are no complaints to report) from the Monitoring Officer on the number and nature of complaints received and action taken as a result in consultation with the Independent Person.

l) To receive an annual report on the Council’s ethical governance arrangements.

m) To appointment a sub-committee to deal with Code of Conduct complaints, following investigation.

n) To grant dispensations pursuant to S33(2) of the Localism Act 2011 and paragraph 8 of the adopted Code of Conduct where:

   (i) without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter.

   (ii) that the authority considers that the dispensation is in the interests of persons living in its area; or where the Committee considers that it is otherwise appropriate to grant a dispensation.
Overview and Scrutiny Committee Annual Report 2018/19

<table>
<thead>
<tr>
<th>Final Decision-Maker</th>
<th>Full Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Member</td>
<td>Councillor Dawlings – Chairman of the Overview and Scrutiny Committee for 2018/19</td>
</tr>
<tr>
<td>Lead Director</td>
<td>Lee Colyer – Director of Finance Policy and Development</td>
</tr>
<tr>
<td>Head of Service</td>
<td>Finbar Gibbons – Head of Policy and Governance</td>
</tr>
<tr>
<td>Lead Officer/Author</td>
<td>Nick Peeters – Scrutiny and Engagement Officer for 2018/19</td>
</tr>
<tr>
<td>Classification</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Wards affected</td>
<td>All</td>
</tr>
</tbody>
</table>

This report makes the following recommendations to the final decision-maker:

That the Overview and Scrutiny Committee Annual Report 2018/19 be noted.

This report relates to the following Five Year Plan Key Objectives:
- A prosperous Borough
- A Well Borough
- An Inclusive Borough

The work of the Overview and Scrutiny Committee covers many of the borough-wide themes referred to in the Council’s Five year Plan and can extend beyond the services that the Council provides itself. The Committee provides a forum for residents and stakeholders to highlight issues across all of the Council’s services.

Timetable

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview and Scrutiny Committee</td>
<td>01 April 2019</td>
</tr>
<tr>
<td>Full Council</td>
<td>17 July 2019</td>
</tr>
</tbody>
</table>
1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The Constitution requires the Overview and Scrutiny Committee to prepare an Annual Report for consideration by Full Council (Part 3 - Responsibility for Functions and Scheme of Delegations 8.6).

2. INTRODUCTION AND BACKGROUND

2.1 The Overview and Scrutiny functions provided by section 21 of the Local Government Act 2000, the Police and Justice Act 2006, the relevant provisions of the Local Government and Public Involvement in Health Act 2007, the Localism Act 2011 and associated rules and regulations are delivered by the Overview and Scrutiny Committee.

2.2 The Overview and Scrutiny Committee deals with issues that affect the Borough at all levels. The Committee’s annual report provides a summary of its work over the previous year and highlights areas where the Committee has been able, through member-led work, to have a positive impact on a number of Borough-wide issues. When looking at its work over the last year, the Committee has been mindful of the following:

   i. To consider any matter affecting the Borough of Tunbridge Wells or its inhabitants.

   ii. To make a contribution to the locality by in-depth analysis of policy issues.

   iii. To liaise with other external organisations operating in the locality, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

3. AVAILABLE OPTIONS

3.1 The Overview and Scrutiny Committee is constitutionally required to produce a report to Full Council on its work.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The Overview and Scrutiny Committee Annual Report (attached at appendix A) provides a thorough summary of the Committee’s work throughout the last year.

4.2 At their meeting on 01 April 2019, the members of the Overview and Scrutiny Committee endorsed the Annual Report for presentation to Full Council.
5. **NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

5.1 The Full Council’s decision will be included in the published version of the minutes, which will also be available on the Council’s website.

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6. **CROSS-CUTTING ISSUES AND IMPLICATIONS**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Implications</th>
<th>Sign-off</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal</strong> including Human Rights Act</td>
<td>There are no legal or human rights implications resulting from the recommendations in the report.</td>
<td>Patricia Narebor, Head of Mid-Kent Legal Partnership</td>
</tr>
<tr>
<td>Finance and other resources</td>
<td>There are no financial implications resulting from the recommendations in the report.</td>
<td>Jane Fineman, Head of Finance and Procurement</td>
</tr>
<tr>
<td>Staffing establishment</td>
<td>There are no staffing implications resulting from the recommendations in the report.</td>
<td>Nicky Carter, Head of HR, Customer Services and Culture</td>
</tr>
<tr>
<td>Risk management</td>
<td>There are no risk issues that are raised within the report.</td>
<td>Nick Peeters, Scrutiny and Engagement Officer</td>
</tr>
<tr>
<td>Data Protection</td>
<td>There are no direct data protection considerations as a result of this report. However, the committee should be mindful when contacting stakeholders and interested parties of whether consent to use personal information was given in a free, unambiguous, and informed manner. Personal data should not be published unless explicit consent has been given by the data subject.</td>
<td>Finbar Gibbons, Head of Policy and Governance</td>
</tr>
<tr>
<td>Environment</td>
<td>There are no environment and sustainability issues identified in the report.</td>
<td>Karin Grey, Sustainability Manager</td>
</tr>
<tr>
<td>Community safety</td>
<td>There are no community safety issues identified in the report.</td>
<td>Terry Hughes, Community Safety Manager</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Although there are no health and safety issues directly identified in the report, scrutiny is crucial in ensuring a safe and healthy work environment and in reducing undue risks being taken in council activities</td>
<td>Nick Peeters, Scrutiny and Engagement Officer</td>
</tr>
<tr>
<td>Health and wellbeing</td>
<td>There are no health and wellbeing issues identified in the report.</td>
<td>Nick Peeters, Scrutiny and Engagement Officer</td>
</tr>
</tbody>
</table>
Equalities

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.

Sarah Lavallie, Corporate Governance Officer

7. REPORT APPENDICES

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

- Appendix A: Overview and Scrutiny Committee Annual Report 2018/19

8. BACKGROUND PAPERS

None
The Centre for Public Scrutiny considers that the role of Overview and Scrutiny Committees in councils across the country is to ‘understand, investigate and where necessary challenge decisions which affect ordinary people’s lives. Over the last year the Council balanced its budget whilst managing the removal of its revenue support grant. It continued with the delivery of key development projects including new offices and a new theatre, and in partnership with Kent County Council and local councils, the delivery of community hubs in the borough. In 2019 the Council’s Household Waste and Recycling Contract was due for re-tendering and the new service has significant changes including the kerbside collection of glass and an opt-in charge for the collection of garden waste. The Council continued to look at improvements to service provision through digital technology and a paperless workplace with Councillors now using tablets to access agendas and minutes. Audio recordings of meetings are now available for the public through the Council’s website. Phase 2 of the public realm works started with funding from the Sustainable Transport Fund and the Council continued work on bringing forward a number of strategies and supplemental planning documents in preparation for examination of its Local Plan. These projects are defined as the Council’s Corporate Priorities and are refreshed each year. The projects and challenges, along with the broader picture, that includes continued discussion over Brexit and the potential impact of a ‘no deal’ outcome are the same themes that two-tier authorities face regionally and nationally. The importance of maintaining good governance continues to be necessary in order to meet these challenges and the role of Scrutiny in two tier authorities continues to be an important tool in providing the necessary checks and balances in the decision making process, with transparency and independence of the executive. The role of the Overview and Scrutiny Committee remains that is should improve services for the taxpayer. It is important that Members involved in Scrutiny are able to continue influencing policy and challenging decision making within the Council and elsewhere in the borough, where the lives of residents and the services they receive are affected.

Throughout the last year the Overview and Scrutiny Committee sought to add value to the Council’s work and provide a democratic route through which members of the public can influence the Council’s decision and policy making processes. In the last 12 months the Committee looked at a number of borough-wide issues including: the levels of growth planned for the borough and how developer contributions would mitigate the impact on infrastructure; the Government response to the select committee report on the effectiveness of Overview and Scrutiny in local authorities; and at its April meeting the Committee looked at community safety and local policing.

This report seeks to highlight the work undertaken by the Overview and Scrutiny Committee in 2018-19 and identify some of the opportunities that may be available to it in the next year in order to exercise its functions.

Our Committee

The Overview and Scrutiny Committee exercises a specific function required by law to support local democracy. The Committee can review decisions made by the Cabinet or any other part of the Council and its committees, as well as consider any matter which affects the Council’s area and its inhabitants. The Centre for Public Scrutiny notes four key principles for effective scrutiny: providing a ‘constructive critical friend challenge’; ‘amplifying the voices and concerns of the public.’ Work is undertaken by independent minded councillors; and the scrutiny acts as a driver for improvement.

As highlighted in previous Overview and Scrutiny annual reports, the Council’s cabinet advisory boards provide pre-scrutiny for key-decisions included in the Forward Plan and considered by the Cabinet. This has reduced the number of call-ins considered by the Overview and Scrutiny Committee in that time (a function of the Committee).
The Committee has six scheduled meetings each municipal year and at each meeting members of the Cabinet are invited to attend so they can personally update the committee on their portfolio areas and their achievements against the Council’s priorities. In 2018/19 the Committee continued to receive updates on the Calverley Square development and the intention is for those updates to continue as the scheme progresses. The Committee will also provide overview of the feasibility study for the civic complex as it proceeds.

Guest speakers from partner agencies and external organisations addressed task and finish groups initiated by the Committee and staff from across the Council and colleagues from other councils were invited to provide updates on borough-wide services. The Committee was able to discuss the work undertaken in other organisations and how best to respond to issues affecting residents locally.

A draft work programme was developed and agreed in August 2018 and the Committee was also given an opportunity at the end of each meeting to highlight any additional topics Members felt were important and that they wished to add to the work programme. A copy of the work programme was published as part of agenda papers and made available on the Council’s website.

Where possible the topics identified in the work programme were aligned with the attendance of Cabinet members to enable a well informed discussion to take place with the right people around the table. These question and answer sessions were particularly valuable and enabled Cabinet member to focus their updates on issues which were topical at the time of the meeting.

Meeting our statutory responsibilities

**Community Safety**

The Overview & Scrutiny Committee is required to act as the relevant Crime and Disorder Committee for the purposes of the Police and Justice Act 2006 and Crime and Disorder (Overview and Scrutiny) Regulations 2009, and reviews the work of the Community Safety Partnership once a year at the April meeting.

In April 2019 the Committee heard from the Partnership and looked at the identified priorities for 2019/20 which were: domestic abuse; substance misuse and supply, and alcohol abuse (incl. violence-related issues); anti-social behaviour (incl. risk reductions in CSE and gangs); and road safety. The Committee also heard from Kent Police’s District Commander for Tunbridge Wells, Chief Inspector Pete Steenhuis, who talked to members about local policing.

The Overview and Scrutiny Committee will continue to play an active role in channelling the concerns of resident over crime and safety in the community.

**Health**

The delivery of healthcare locally in the community and helping people (particularly the elderly) stay out of hospital continues to be a priority for National Health Service Trusts and Clinical Commissioning Groups (CCGs). The Council has a role to play in delivering programmes that maintain healthy lifestyles such as smoking cessation and healthy eating. One of the Overview and Scrutiny Committee’s functions is to look at how health services are delivered in the borough and has a watching brief on the West Kent Health and Wellbeing Board.

The Committee receives an update from the Portfolio Holder for Communities and Wellbeing in April of each year and in 2019 the Committee was updated on the Council’s work in addressing homelessness in the borough.
**Budget and Policy Framework**

The Committee plays a role in assisting with the development of the Council’s Budget and Policy Framework. In November 2018 Members had an opportunity to look at the Council’s Draft Budget and Medium Term Financial Strategy for 2019/20. The Overview and Scrutiny Committee also received updates on the status of the Council’s cash reserves and how predictions of all income and expenditure and a prudent approach to arranging major contracts over the long-term would provide more certainty.

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**Calverley Square Development and the Civic Complex**

The Overview and Scrutiny Committee continued to receive updates as the civic development progressed through to the Compulsory Purchase Order stage and the members received an update on the CPO enquiry at the April 2019 meeting.

The Committee will continue retain a focus on the project and looks forward to receiving further updates as it progresses. Members will also want to input into the feasibility study stage of the civic complex.

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**Member-led reviews**

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**Transparency in the Council**

In 2018 the Committee discussed the amount of information the Council held and how this was accessed, for example, through freedom of information requests. The Committee also wanted assurances that the public was able the easily and successfully negotiate the Council’s website if the information was already held there.

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**Reducing Single Use Plastics in the Town Hall and the Wider Community**

In June 2018, a task and finish group was appointed to look at the usage of single-use plastics in the Town Hall and whether there were opportunities to follow the 4Rs of Refuse, Reduce, Reuse, Recycle. A survey amongst staff and councillors and a (recycling) bin audit in the Town Hall identified a number of areas where, through process changes and with the cooperation of Town Hall users, recycling levels could be improved and the amount of single-use plastic brought into the building reduced.

Members of the task and finish group also worked with a staff group in the Town Hall to improve signposting for recycling and reduce dependence on disposable cups.

The Committee supported a resolution to Full Council which asked that the organisation within its commercial and public work, promote the elimination of single-use plastics across the borough and support the Government’s proposals with the same aim.
And what else have we learnt...

In addition to the more detailed reviews that have taken place, the Overview and Scrutiny Committee heard about a range of topics involving the Council and its partner agencies.

**Community Hubs**
The Committee received updates on the collaborative work undertaken to provide community hubs in Southborough, Paddock Wood and Cranbrook. In August 2018 Members were advised that each of the hubs has had its own challenges, with several agencies involved and the Council was working closely with those agencies to meet the needs of residents and the local councils.

**Economic Development in Tunbridge Wells**
Members of the Committee were advised that the Council’s Economic Development team was working with Royal Tunbridge Wells Together to promote the Business Improvement District and support opportunities for funding. The Committee also learnt that an updated Creative Industries Framework was being produced to identify barriers to growth in the creative sector. Members recognised that economic growth in Tunbridge Wells and the promotion of businesses and the retail sector was integral to the securing of business rates growth. Royal Victoria Place has new owners in British Land and it was explained to the Committee that a long-term approach would be taken to development of the area and that as leaders in the sector British Land had already made a significant investment.

**Looking ahead to Opportunities in 2019-20**
Each year the Committee produces a work programme that lists those topics Members have chosen to look at, as well as those items which the Committee has a constitutional or statutory requirement to consider. Looking ahead to 2019/2020 – by the time of this report being considered the deadline for the UK leaving the European Union may have been extended and the impact on two-tier authorities and residents is still an unknown.

With the support of officers from Environmental Services task and finish group has been appointed to look at the re-tendering of the Council’s Grounds Maintenance Contract.

One of the recommendations from the Government’s response to the select committee which looked at the effectiveness of local authority overview and scrutiny committees was that scrutiny committees report to Full Council. The Overview and scrutiny Committee will need to look at the recommendation and how it fits with the current governance.

Once again, the Committee would like to hear from councillors at all levels, from residents and community groups in order to produce an effective, coherent and meaningful work programme - to understand what matters most to people in their local areas, to find out what is working well and what concerns exist. Although the committee meeting in June plans for the municipal year ahead, it reviews the work programme at every meeting. There is always an opportunity to raise concerns, either through
Borough, parish or county councillors, or through a member of the Overview and Scrutiny Committee, or directly with the Council. The Council’s website has an online form on the Overview and Scrutiny Committee page allowing anyone concerned about a local issue to suggest that it be added to the Committee’s work programme. Alternatively anyone can email scrutiny@tunbridgewells.gov.uk. Views submitted may well be discussed at the next Overview and Scrutiny committee meeting and if taken forward could bring about a beneficial change to communities.

Copies of agenda papers and minutes can be found on the Council website at: http://democracy.tunbridgewells.gov.uk/meetings/mgCommitteeDetails.aspx?ID=359

Final Words from the Chair

I would like to thank the Committee members, supporting officers, colleagues from partner organisations and members of the public who have attended Overview and Scrutiny Committee meetings over the last year. Tunbridge Wells Borough Council has continued with a range of projects that it is hoped will improve growth and economic development and provide an improved cultural offer for residents and visitors, and make the borough a more attractive place to visit. I would like the Overview and Scrutiny Committee to continue its work in providing oversight on how these projects are managed as well as maintaining its ‘critical friend’ role when looking at policy and decision making.

Overview and Scrutiny Committee members 2018-19:
Councillors Tom Dawlings (Chair), Carol Mackonochie (Vice Chair), James Hannam, Dianne Hill, Thelma Huggett, Peter Lidstone, Bev Palmer, David Scott, Julia Soyke, Patrick Thomson, Zulhash Uddin and Chris Woodward.

Supporting officer: Nick Peeters
Motions on Notice

MOTION 1

Proposer: Councillor Jane March
Seconder: TBC

“Tunbridge Wells Borough Council recognises the overwhelming weight of scientific evidence pointing to man-made climate change and the harmful impacts this is having on natural habitats and ecosystems, biodiversity and our lives in general. It further notes the work undertaken to date by the Council including efforts to promote active travel, increase recycling and to eradicate plastic in the Town Hall.

The Council agrees to:

- Declare its recognition of global climate and biodiversity emergencies;
- Ensure that forthcoming plans and strategies (including the Local Plan and the next iteration of the Five-Year Plan) set out ways in which the Council can reduce carbon emissions and the degradation of the environment and make a positive contribution to combating climate change with an ambition to make the Council carbon neutral by 2030;
- Ensure that residents and businesses are consulted on and involved in this process including the potential of a Citizens’ Assembly;
- Explore ways in which the Council can reduce its own carbon footprint; and
- Lobby central government to provide additional resources and to grant the necessary freedoms to deliver the above.”

MOTION 2

Proposer: Councillor Luke Everitt
Seconder: TBC

“Tunbridge Wells Borough Council acknowledges that the world is facing a climate emergency. It recognises that it has a responsibility to take the lead on reducing the council’s and the wider borough’s carbon emissions.

As its contribution the Council commits to make the work of the Council carbon neutral by 2030. It will work with partners across the county and region to develop new strategies to deliver this new goal, investigate all possible sources of funding to support this commitment, complete a green audit of all council services to ensure that weight is given to the environmental and sustainability impact as well as cost, and call on the Government to provide the powers and resources to make the 2030 target possible.

(continued overleaf)
To encourage a wider contribution the Council also agrees to set up a climate change task force to complete a report within the fiscal year with actions that it needs to take to address this emergency including how businesses, organisations and individuals can be encouraged to make their own contributions to meeting a goal to make the Borough carbon neutral by 2030.

Climate change will have implications for generations to come therefore the Council and partners will take steps to proactively include young people in the process, ensuring that they have a voice in shaping the future.

Background information:


https://www.ipcc.ch/sr15/

https://www.campaignncc.org/councils_climate_emergency

MOTION 3

Proposer: Councillor David Hayward
Seconder: Councillor Christian Atwood

In accordance with CPR 14.2, subscribers to the motion: Councillors Atwood, Bruneau, Everitt, Hayward, Hill, Pope, Pound, Rands, Warne and Willis.

"Cabinet be requested to terminate the Calverley Square project with immediate effect and will not enter into any further commitments other than to manage an orderly termination of this project."

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<table>
<thead>
<tr>
<th>Full Council</th>
<th>17 July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent Business</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Procedural Item:</strong></td>
<td></td>
</tr>
<tr>
<td>To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.</td>
<td></td>
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</tbody>
</table>
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# Common Seal of the Council

**Procedural Item:**

To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council.
Date of the next meeting

Procedural Item:

To note that the date of the next meeting is 25 September 2019.
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