

**Medway Council**  
**Meeting of Medway Council**  
**Thursday, 23 February 2023**  
**7.02pm to 10.46pm**

**Record of the meeting**

**Subject to approval as an accurate record at the next Full Council meeting**

**Present:** The Worshipful The Mayor of Medway (Councillor Aldous)  
The Deputy Mayor (Councillor Barrett) Councillors Ahmed,  
Brake, Browne, Buckwell, Carr, Mrs Diane Chambers,  
Rodney Chambers, OBE, Chitty, Clarke, Crozer, Curry, Doe,  
Edwards, Fearn, Filmer, Sylvia Griffin, Gulvin, Hackwell,  
Howcroft-Scott, Hubbard, Mrs Josie Iles, Jarrett, Johnson, Khan,  
Kemp, Lammas, Lloyd, Mahil, Maple, McDonald, Murray,  
Osborne, Potter, Price, Purdy, Sands, Andy Stamp,  
Chrissy Stamp, Tejan, Thorne, Mrs Elizabeth Turpin, Van Dyke,  
Willey and Williams

**In Attendance:** Neil Davies, Chief Executive  
Bhupinder Gill, Assistant Director, Legal and Governance  
Wayne Hemingway, Head of Democratic Services  
Richard Hicks, Director of Place and Deputy Chief Executive  
Jon Pitt, Democratic Services Officer  
Phil Watts, Chief Operating Officer

**624 Apologies for absence**

Apologies for absence were received from Councillors Adeoye, Cooper,  
Etheridge, Opara, Paterson, Prenter, Thompson, Tranter and Rupert Turpin.

**625 Declarations of Disclosable Pecuniary Interests and Other Significant Interests**

The Worshipful the Mayor of Medway stated that she had been advised by the Monitoring Officer that with regards to agenda item 10 (Capital and Revenue Budget 2023/24), a personal and potentially financial interest regarding pay for some officers should be recorded in the minutes on behalf of any officers present affected by the proposals.

Disclosable pecuniary interests

There were none.

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### Other significant interests (OSIs)

Councillor Doe declared an OSI in relation to agenda item no.9 (Treasury Management Strategy 2023/24) and agenda item no.10 (Capital and Revenue Budget 2023/24) because he is the Chairman and a Director of Medway Development Company. Councillor Doe relied on a dispensation granted by the Councillor Conduct Committee to enable him to take part in any discussions and votes thereon.

Councillor Gulvin declared an OSI in relation to agenda item no.9 (Treasury Management Strategy 2023/24) and agenda item no.10 (Capital and Revenue Budget 2023/24) because he is a Director of Medway Development Company. Councillor Gulvin relied on a dispensation granted by the Councillor Conduct Committee to enable him to take part in any discussions and votes thereon.

### Other interests

Councillor Hackwell declared an interest in agenda item 10 (Capital and Revenue Budget 2023/24) because his wife is a part time tutor for Medway Adult Education.

The Director of Place and Deputy Chief Executive left the room during consideration of agenda item No.6 (Appointment of Chief Executive).

### **626 Record of meeting**

The record of the meeting held on 19 January 2023 was approved and signed by The Worshipful Mayor of Medway as correct.

### **627 Mayor's announcements**

The Worshipful The Mayor of Medway paid tribute to the victims of the war in Ukraine, including those who had died, lost loved ones, had to leave their homes or live in a war zone. The Mayor was proud to have welcomed many Ukrainians to Medway and she advised that a service to celebrate Ukrainian culture was due to take place in Rochester Cathedral on the day after the Council meeting.

The Mayor proposed to suspend Council Rule 11.1.1 in respect of time limits on speeches in relation to agenda item 10 (Capital and Revenue Budget 2023/24) to allow one Member from each Group to speak for an unlimited time. The normal time limits would then apply. This was agreed.

### **628 Leader's announcements**

There were none.

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### **629 Appointment of Chief Executive**

#### **Background:**

This report asked full Council to confirm the appointment of the Chief Executive, following consideration by the Appointments Committee on 16 February 2023.

An addendum report was tabled at the Council meeting setting out the decision of the Appointments Committee and the outcome of the executive notification procedure.

Members of the Council offered their congratulations to the successful candidate.

The Deputy Leader and Portfolio Holder for Housing and Community Services, Councillor Doe, supported by Councillor Maple, proposed the recommendations set out in the report.

#### **Decision:**

The Council confirmed the appointment of Richard Hicks, as agreed by the Appointments Committee, as the Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer.

### **630 Council Plan Refresh 2023/24**

#### **Background:**

This report provided details of the Council Plan refresh, which was the delivery plan which set out the measures that would be used to track performance against the Council's key priorities, as set out in the Council Strategy.

The report had initially been considered by the Business Support Overview and Scrutiny Committee on 25 January 2023, the comments of which were set out at section 5 of the report. An officer response to these comments was set out at section 6 of the report. The report had subsequently been considered by the Cabinet on 7 February 2023, the outcome of which was set out at section 7.

A Diversity Impact Assessment had been undertaken on the proposals, as set out in Appendix 2 to the report.

The Portfolio Holder for Resources, Councillor Gulvin, supported by the Portfolio Holder for Business Management, Councillor Hackwell, proposed the recommendations set out in the report.

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### **Decision:**

- a) The Council noted the comments of the Business Support Overview and Scrutiny Committee, as set out in section 5 of the report, and the decisions of the Cabinet set out in section 7 of the report.
- b) The Council agreed to adopt the Council Plan measures as set out at Appendix 1 to the report.
- c) The Council noted that Council Plan measures still awaiting a proposed target would be further considered by the Corporate Management Team and agreed to delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Resources, to agree the final measures.

### **631 Council Tax Reduction Scheme 2023 - 2024**

#### **Background:**

This report provided details of the Council Tax Reduction Scheme (CTRS) 2023 to 2024 and asked the Council to adopt the revised scheme.

The report stated that the cost of the CTRS in 2022/23 had been £13.5million and that should the Council agree the proposal set out in the 2023/24 Draft Budget to increase the Council Tax for Medway by 4.994%, the cost of Medway's CTRS scheme would increase by an estimated £675,000.

The report set out that the scheme and its operation had been reviewed and that no significant changes were proposed, other than those prescribed in law or changes that were already permissible within the parameters of the currently agreed scheme.

The report had been considered by the Cabinet on 7 February 2023, details of which were set out in section 4 of the report.

A Diversity Impact Assessment had been undertaken on the proposals, as set out in Appendix 2 to the report.

The Portfolio Holder for Business Management, Councillor Hackwell, supported by the Deputy Leader and Portfolio Holder for Housing and Community Services, Councillor Doe, proposed the recommendations set out in the report.

#### **Decision:**

- a) The Council noted the decisions of the Cabinet, as set out at section 4 of the report.
- b) The Council agreed to adopt the Council Tax Reduction Scheme 2023/24, reflecting income bands uprated for CPI, as set out in Appendix 1 to the report.

**632 Treasury Management Strategy 2023/24**

**Background:**

This report provided details of the Council's Treasury Management Strategy for the 2023/24 financial year. The Strategy had been prepared in line with CIPFA's Local Authority Treasury Management Code, and set out the Council's borrowing requirement and strategy, its strategy in respect of investments and details of the Council's current portfolio position. It also provided details of the prudential and treasury indicators that would be used to monitor and measure treasury performance.

The report had been considered by the Audit Committee on 10 January 2023 and by the Cabinet on 7 February 2023, comments of which were set out in sections 4 and 5 of the report.

A Diversity Impact Assessment had been undertaken on the Strategy as set out in Appendix B to the report.

The Leader of the Council, Councillor Jarrett, supported by the Deputy Leader and Portfolio Holder for Housing and Community Services, Councillor Doe, proposed the recommendations set out in the report.

**Decision:**

- a) The Council noted the comments from the Audit Committee, as set out at section 4 of the report and the decisions of the Cabinet, as set out at section 5 of the report.
- b) The Council approved the Treasury Management Strategy 2023/24, as set out in Appendix A to the report.

**633 Capital and Revenue Budget 2023/24**

**Background:**

This report provided details of the revenue and capital budget proposals for 2023/24.

The Cabinet had considered initial budget proposals on 15 November 2022. On 19 December 2022 the Government had published the provisional local government settlement, with details of the funding announcements and their impact on Medway Council's budget being set out in a report considered by the Cabinet on 10 January 2023.

In accordance with the budget and policy framework rules within the Constitution, the Overview and Scrutiny Committees had then considered the Cabinet's proposals prior to Cabinet's consideration of the draft budget on 7 February 2023.

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It was noted that an overarching Diversity Impact Assessment, as set out in Appendix 11 to the report, summarised the results of Diversity Impact Assessments. These had been completed for each of the services affected by the proposed budget changes.

The Leader of the Council, Councillor Jarrett, supported by the Deputy Leader and Portfolio Holder for Housing and Community Services, Councillor Doe, proposed the following recommendations, as amended from those set out in section 24 of the report:

### 24. “Revised recommendations

24.1 The Council is asked to approve the following recommendations with the revisions highlighted in **bold text** as set out below:

24.2 **Agree** the recommendations of the Employment Matters Committee on 24 January 2023 as set out in Section 9:

- a general cost of living increase of £1,000 (pro-rata) for all staff,
- creation of a gap in pay ranges 1-4 through the introduction of a £500 gap, as detailed in paragraphs 7.6-7.8 of that report, and
- Full Council delegate to the Chief Executive the authority to agree the competency-based awards for staff assessed under MedPay at Levels 1A and 1B.

24.3 Approve the general fund gross, income and net revenue estimates as summarised in Appendix 1 to the report in the sum of **£388.269million incorporating the following savings and additions:**

<b>Savings to bridge the budget gap</b>	<b>£</b>
Medway Norse movement in uplift and rebate improvements	200,000
Community Hub review and property rationalisation	200,000
Adult Social Care residential placement reductions	600,000
Moving traffic offences income	200,000
Energy uplift savings	737,000
Vacancy factor	350,000
Staff restructuring	345,000
<b>TOTAL</b>	<b>2,632,000</b>

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### Additions

Initiative	Cost £	Funding
King Charles Coronation	50,000	Vacancy Factor
Free bulky waste collection	345,000	Staff restructuring
Monday free parking at the following car parks:  Chatham – The Brook and St. John's Rochester – Blue Boar Lane and Cathedral Gillingham – Littlewoods and Balmoral Gardens Rainham – Longley Road and Cricketers Strood – Temple Street and Commercial Road	300,000	Vacancy Factor

- 24.4 Approve the additions to the capital programme set out in Table 7 of the report.
- 24.5 Note the Kent Police and Crime Commissioner's precept requirement, as set out in paragraph 15.2 of the report;
- 24.6 Note the proposed Kent Fire and Rescue Service precept requirement, as set out in paragraph 15.3 of the report;
- 24.7 Note the parish council precept requirements of £614,994 as detailed in paragraph 15.4 of the report and at Appendix 6 to the report;
- 24.8 Approve the basic rate of Council Tax at band D for 2023/24, before adding the police, fire and parish precepts, at £1,671.23, an increase of 4.994% as set out in paragraph 16.1 of the report;
- 24.9 Approve, in principle, the following changes to Council premia in line with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, as set out in paragraph 3.4.4 of this report:
- the 100% premium for long-term empty properties may be brought forward so that it can commence after being empty for one year rather than two; and
  - a 100% premium may be charged for properties that are unoccupied but furnished (referred to as second homes).
- 24.10 Approve the transfer of £3million from general reserves to a new earmarked reserve, to be used in the event the Deficit Recovery Plan does not reduce the DSG Deficit in line with the agreement with the

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Safety Valve Intervention Programme, as set out in Section 3.8.3 of the report.

- 24.11 Approve the Flexible Use of Capital Receipts Strategy set out at Appendix 8 to this report;
- 24.12 Approve fees and charges, as recommended by Cabinet as part of the budget proposals, in the booklet 'Medway Council - Fees and Charges April 2023', as set out in Appendix 8 to the report;
- 24.13 Approve the recommendations set out at 14.2 to 14.15 of the report with regard to the Housing Revenue Account and detailed in the following appendices:
- The proposed increase in rents as set out at Appendices 5A and 5B;
  - The proposed service charges as set out at Appendix 5C;
  - The budget proposed as summarised at Appendix 5D;
  - The 30 year business plan projections at Appendix 5E.
- 24.14 Adopt the formal resolution for the Council Tax requirement and schedule of Council Tax charges for 2023/24 as set out in Appendix 7A to the report subject to incorporating the following amendments arising from this meeting:**
- 1) Amount in paragraph 3(a), Appendix 7A becomes £547,629,752.**
  - 2) Amount in paragraph 3(b), Appendix 7A becomes £397,712,668.**
- 24.15 Note the findings of the Diversity Impact Assessment as set out in Appendix 11 to the report, and the proposal to continue, where necessary, to report through quarterly monitoring any further unidentified or unintentional impact.”

Councillor Maple, supported by Councillor Murray, proposed the following amendment:

“Add new recommendation 24.16:

Delete Members Priorities funding of £338,000

Reallocate £338,000 to the following schemes:

Creation of Medway Life Savers Fund	£45,000
Allocation of £30,000 to Five Town Centre Forums	£150,000
Allocation of £3,000 to each “Friends of” Group	£45,000



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Selective Licensing Pilot	£28,000
Creation of Gravel Walk Pocket Park	£25,000
Consultation and creation of Covid Memorial	£20,000
Greening of Strood Waterside	£25,000”

In accordance with Rule 12.5 of the Council Rules, a recorded vote on the amended proposal was taken.

For - Councillors Browne, Crozer, Curry, Edwards, Howcroft-Scott, Hubbard, Johnson, Khan, Lloyd, Mahil, Maple, McDonald, Murray, Osborne, Price, Sands, Andy Stamp, Chrissy Stamp and Van Dyke. (19)

Against - Councillors Ahmed, Aldous, Barrett, Brake, Buckwell, Carr, Mrs Diane Chambers, Rodney Chambers OBE, Chitty, Clarke, Doe, Fearn, Filmer, Griffin, Gulvin, Hackwell, Mrs Josie Iles, Jarrett, Kemp, Lammas, Potter, Purdy, Tejan, Thorne, Mrs Elizabeth Turpin, Wildey and Williams. (27)

Abstain – None.

The amendment was lost.

In accordance with Rule 12.5 of the Council Rules, a recorded vote on the Leader of the Council’s proposal was taken.

For – Councillors Ahmed, Aldous, Barrett, Brake, Buckwell, Carr, Mrs Diane Chambers, Rodney Chambers OBE, Chitty, Clarke, Doe, Fearn, Filmer, Griffin, Gulvin, Hackwell, Mrs Josie Iles, Jarrett, Kemp, Lammas, Potter, Purdy, Tejan, Thorne, Mrs Elizabeth Turpin, Wildey and Williams. (27)

Against – Councillors Browne, Crozer, Curry, Edwards, Howcroft-Scott, Hubbard, Johnson, Khan, Lloyd, Mahil, Maple, McDonald, Murray, Osborne, Price, Sands, Andy Stamp, Chrissy Stamp and Van Dyke. (19)

Abstain – None.

On being put to the vote, the proposal was agreed.

### **Decision:**

The Council:

a) Agreed the recommendations of the Employment Matters Committee on 24 January 2023, as set out in Section 9 of the report:

- a general cost of living increase of £1,000 (pro-rata) for all staff,
- creation of a gap in pay ranges 1-4 through the introduction of

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a £500 gap, as detailed in paragraphs 7.6-7.8 of that report, and

- Full Council delegate to the Chief Executive the authority to agree the competency-based awards for staff assessed under MedPay at Levels 1A and 1B.

- b) Approved the general fund gross, income and net revenue estimates as summarised in Appendix 1 to the report in the sum of £388.269million incorporating the following savings and additions:

<b>Savings to bridge the budget gap</b>	£
Medway Norse movement in uplift and rebate improvements	200,000
Community Hub review and property rationalisation	200,000
Adult Social Care residential placement reductions	600,000
Moving traffic offences income	200,000
Energy uplift savings	737,000
Vacancy factor	350,000
Staff restructuring	345,000
<b>TOTAL</b>	<b>2,632,000</b>

Additions:

<b>Initiative</b>	<b>Cost £</b>	<b>Funding</b>
King Charles Coronation	50,000	Vacancy Factor
Free bulky waste collection	345,000	Staff restructuring
Monday free parking at the following car parks:  Chatham – The Brook and St. John’s Rochester – Blue Boar Lane and Cathedral Gillingham – Littlewoods and Balmoral Gardens Rainham – Longley Road and Cricketers Strood – Temple Street and Commercial Road	300,000	Vacancy Factor

- c) Approved the additions to the capital programme set out in Table 7 of the report.
- d) Noted the Kent Police and Crime Commissioner’s precept requirement, as set out in paragraph 15.2 of the report.
- e) Noted the proposed Kent Fire and Rescue Service precept requirement, as set out in paragraph 15.3 of the report.

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- f) Noted the parish council precept requirements of £614,994 as detailed in paragraph 15.4 of the report and at Appendix 6 to the report.
- g) Approved the basic rate of Council Tax at band D for 2023/24, before adding the police, fire and parish precepts, at £1,671.23, an increase of 4.994% as set out in paragraph 16.1 of the report.
- h) Approved, in principle, the following changes to Council premia in line with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, as set out in paragraph 3.4.4 of the report:
- the 100% premium for long-term empty properties may be brought forward so that it can commence after being empty for one year rather than two; and
  - a 100% premium may be charged for properties that are unoccupied but furnished (referred to as second homes).
- i) Approved the transfer of £3million from general reserves to a new earmarked reserve, to be used in the event the Deficit Recovery Plan does not reduce the DSG Deficit in line with the agreement with the Safety Valve Intervention Programme, as set out in Section 3.8.3 of the report.
- j) Approved the Flexible Use of Capital Receipts Strategy set out at Appendix 9 to this report.
- k) Approved fees and charges, as recommended by Cabinet as part of the budget proposals, in the booklet 'Medway Council - Fees and Charges April 2023', as set out in Appendix 8 to the report.
- l) Approved the recommendations set out at 14.2 to 14.15 of the report with regard to the Housing Revenue Account and detailed in the following appendices:
- The proposed increase in rents as set out at Appendices 5A and 5B;
  - The proposed service charges as set out at Appendix 5C;
  - The budget proposed as summarised at Appendix 5D;
  - The 30 year business plan projections at Appendix 5E.
- m) Adopted the formal resolution for the Council Tax requirement and schedule of Council Tax charges for 2023/24 as set out in Appendix 7A to the report subject to incorporating the following amendments arising from the Full Council meeting:
- i) Amount in paragraph 3(a), Appendix 7A becomes £547,629,752.
- ii) Amount in paragraph 3(b), Appendix 7A becomes £397,712,668.

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- n) Noted the findings of the Diversity Impact Assessment as set out in Appendix 11 to the report, and the proposal to continue, where necessary, to report through quarterly monitoring any further unidentified or unintentional impact.

### **634 Pay Policy Statement 2023/24**

#### **Background:**

This report provided details of the Pay Policy Statement (PPS) for the financial year 2023/24 in accordance with the Localism Act 2011. It was noted that the PPS must be approved by a resolution of Full Council before it came into force and had to be prepared and approved before 31 March 2023 for the following financial year.

The report had been considered by the Employment Matters Committee on 24 January 2023, details of which were set out in paragraphs 2.8 to 2.10 of the report.

The Chairman of the Employment Matters Committee, Councillor Fearn, supported by the Portfolio Holder for Business Management, Councillor Hackwell, proposed the recommendations as set out in the report.

#### **Decision:**

The Council approved the Pay Policy Statement 2023/2024, as set out in Appendix 1 to the report.

### **635 Parish Community Governance Review**

#### **Background:**

This report set out the results of the consultation exercise and deliberations of the cross-party working group with regard to the conduct of the Community Governance Review and sought a decision on whether to change any of the electoral arrangements relating to parish councils.

The report explained that having considered the existing and projected ratios of Parish Councillors to electors, the working group had concluded that there were some anomalies regarding the allocation of properties between Parishes and between wards within Parishes affecting three Parish Councils. These were Halling, High Halstow and Hoo St Werburgh. The working group had taken the view that the electoral arrangements in the remaining Parishes did not require any changes.

The Portfolio Holder for Business Management, Councillor Hackwell, supported by Councillor Buckwell, proposed the recommendations set out in the report.

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### Decision:

- a) The Council approved implementation of the proposed changes in Halling, High Halstow and Hoo St Werburgh as set out below:

#### Halling:

- i) Change to the parish ward boundaries with Formby Terrace moving from Lower ward to North Ward to better reflect local communities.
- ii) Adjust the number of Parish Councillors in each of the Parish wards as follows: Upper ward from 3 to 2, North ward from 2 to 4 and Lower ward from 6 to 7 making a total of 13 Parish Councillors.

#### High Halstow:

- i) An amendment to the Parish boundary with Parbrook House moving from Hoo St Werburgh Parish to High Halstow Parish to better reflect local access and communities.

#### Hoo St Werburgh:

- Reduce the current three wards, West, Central and East, to two wards and to be named Hoo and Chattenden to provide more effective governance.
  - Parbrook House is moved from Hoo St Werburgh Parish to High Halstow Parish to better reflect local roads and communities.
  - Include the properties between 200 and 252 Main Road, Hoo St Werburgh, including Broad Street Cottages, in the proposed Hoo Parish Ward to better reflect local roads and communities.
  - Increase the number of parish councillors from 14 to 17 (14 councillors for Hoo ward and 3 councillors for Chattenden ward) to provide more effective governance.
  - The Parish name is changed to Hoo St Werburgh and Chattenden Parish Council to better reflect the community identity.
- b) The Council approved that the electoral arrangements in the Parishes of Allhallows, Cliffe & Cliffe Woods, Cooling, Cuxton, Frindsbury Extra, St James Isle of Grain, St Mary Hoo and Stoke should remain unchanged.
- c) The Council agreed to delegate authority to the Assistant Director, Legal and Governance to seek the approval of the Local Government Boundary Commission for England (LGBCE) and authorise the making of the necessary local Orders as set out in decision a.

**636 Statement of Licensing Policy 2023-2028**

**Background:**

This report set out the consultation responses received in respect of the draft revised Statement of Licensing Policy under the Licensing Act 2003.

The report advised that the current policy had come into effect on 1 May 2018 and would expire on 30 April 2023. The Council was requested to approve the revised Statement of Licensing Policy

The report had been considered by the Licensing and Safety Committee on 7 February 2023, the outcome of which was set out at section 4 of the report.

The Chairman of the Licensing and Safety Committee, Councillor Mrs Diane Chambers, supported by Councillor Kemp, proposed the recommendation as set out in the report.

**Decision:**

The Council approved the draft Statement of Licensing Policy 2023-2028, as attached at Appendix A to the report.

**637 Contract Procedure Rules**

**Background:**

This report set out a revised set of Contract Procedure Rules to replace those that currently formed Chapter 4, Part 7 of Medway Council's Constitution. In particular, it was proposed to increase the value at which Medway's Procurement Board level governance would apply for the current figures.

The report explained that purchasing value had diminished over time and become prohibitive in nature and as contracts had become larger and more sophisticated. It was proposed to increase the figures to the current value at which the Public Contracts Regulations applied as well as introducing further measures for accountability through the entire procurement process.

The Audit Committee had considered the report at its meeting on 10 January 2023 and its comments were set out in section 5 of the report. The report had also been considered by the Business Support Overview and Scrutiny Committee on 25 January 2023 and its comments were set out in section 6 of the report. The Cabinet considered the report on 7 February 2023, details of which were set out in section 7 of the report.

The Portfolio Holder for Resources, Councillor Gulvin, supported by the Portfolio Holder for Adults' Services, Councillor Brake, proposed the recommendations as set out in the report.

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### **Decision:**

- a) The Council noted the comments of the Audit Committee set out at section 5 of the report, the comments of the Business Support Overview and Scrutiny Committee set out at section 6 of the report and the comments and decision of the Cabinet set out at section 7 of the report.
- b) The Council approved the revised Contract Procedure Rules as set out at Appendix 2 to the report.
- c) The Council agreed to delegate authority to the Assistant Director, Legal and Governance to enact the revised contract procedure rules, when appropriate, no earlier than 1 April 2023.

### **Mayor**

### **Date:**

### **Wayne Hemingway, Head of Democratic Services**

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