



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday, 21 February 2017 at 7.00 pm
Place:	Committee Room 1, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs G Chapman) gill.chapman@hart.gov.uk
Members:	Axam, Bailey (Chairman), Clarke, Crisp, Dickens, Gray, Harward, Leeson, Makepeace-Browne, Renshaw, Wheale

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

1 MINUTES

The minutes of the meeting of 17 January 2016 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other, interests.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Anyone wishing to put a question or statement to the Committee should contact the Committee Services Officer by phone or email (see front page of this Agenda) at least two clear working days prior to the meeting. Further information can be found at https://www.hart.gov.uk/sites/default/files/4_The_Council/Council_meetings/Public%20Participation%20leaflet%202016%20A4.pdf

6 FEEDBACK FROM SERVICE BOARDS

7 TENDERING OF THE JOINT WASTE AND RECYCLING CONTRACT

To obtain this Committee's views on the outline specification and terms on which tenders for the joint waste contract after October 2018 are to be invited before this is considered by Cabinet. **Paper B**

RECOMMENDATION

- 1 That this committee considers and comments on the following Cabinet recommendations.
- 2 That tenders are invited for a new joint Hart/ Basingstoke and Deane waste and recycling contract which will commence on 3rd October 2018.
- 3 That the outline specification for the joint waste and recycling service 2018 onwards attached at Appendix 1 is approved.
- 4 That the proposed tender evaluation and award criteria attached at Appendix 2 is approved.
- 5 That the outline waste and recycling contract performance indicators attached at Appendix 3 are approved
- 6 That a further £10,000 of match funding is allocated to the 2017/18 joint procurement budget.

8 2016-17 BUDGET MONITORING – TO END OF DECEMBER

To advise Members of the position on revenue and capital as at the end of December 2016. The Cabinet will consider this report at its meeting on 2 March 2017. **Paper C**

RECOMMENDATION

- 1 To comment on the revised projections and reasons for the main variations shown in Appendix 1 and Paragraph 4 below.

- 2 To comment on the current spending position on the Capital Programme shown on Appendix 2.
- 3 To consider any comments it wishes to make to Cabinet.

9 2018/19 BUDGET PROCESS

To determine the role of Overview and Scrutiny Committee in the proposed savings process for the 2018/19 budget. **Paper D**

RECOMMENDATION

- 1 That Overview and Scrutiny Committee set up a small task and finish group of at least 3 of its members to scrutinise the savings proposals made by the group leaders and finance lead members at their workshop in April 2017.
- 2 That this group report back to the next available meeting of Overview and Scrutiny Committee.

10 QUARTER 3 CORPORATE PERFORMANCE INFORMATION – 2016/17

To update Members on the Council's key performance indicator results in the third quarter of 2016/17 (1 October 2016 - 31 December 2016) as found in Appendix 1. **Paper E**

RECOMMENDATION

That for any areas of concern, Members either:

- 1 Make recommendation on any action considered necessary to Cabinet, or
- 2 Make recommendation to the relevant Service Board and/or Performance Improvement Board (PIB) for action
- 3 That Members continue to feedback to the Joint Chief Executive any amendments or new information they wish to see included in these Performance Reports.

11 ROLE OF OVERVIEW SERVICE BOARDS

To recommend the role of Service Boards in the 2017-18 Municipal year. **Paper F**

RECOMMENDATION

That Overview and Scrutiny Committee recommend any changes for the use of Service Boards for 2017-18

12 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for information. **Paper G**

13 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme is attached for consideration and amendment. **Paper H**

Date of Despatch: 14 February 2017

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 17 January 2017 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Bailey (Chairman)

Axam, Clarke, Crisp, Dickens, Gray, Leeson, Makepeace-Browne, Renshaw, Wheale

In attendance: Crookes, Forster, Morris, Woods

Officers:

Andrew Vallance	Head of Corporate Services
John Elson	Head of Environmental and Technical Services
Michelle Green	Operations Manager, East Hampshire Council

65 MINUTES

The minutes of the meeting of 13 December 2016 were confirmed and signed as a correct record with one amendment:

Item 60 Council Tax Support Scheme 2017/18 - The second sentence should state: "In principle, Members agreed that the savings in one of the most affluent areas of the country did **not** justify the adverse impact it would have on those most in need."

66 APOLOGIES FOR ABSENCE

No apologies had been received.

67 CHAIRMAN'S ANNOUNCEMENTS

None.

68 DECLARATIONS OF INTEREST

None declared.

69 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

70 FEEDBACK FROM SERVICE BOARDS

Environment & Technical Services – Councillors Axam, Gray and Morris reported that the service board had discussed the following issues of concern:

- Progress on the waste tender – more detail was required
- Outsourcing of parking – new contractor was not yet willing to provide clear plans on its proposed service, due to the long lead-in time to go-live in October
- The effectiveness of service boards - Feedback should be seen as a two way process and Overview and Scrutiny Committee should use this as an opportunity to raise any concerns
- Church Road Car Park re-design and re-surfacing delays
- Slow progress with delivery of post payment parking

71 REGULATION OF INVESTIGATORY POWERS (RIPA) – QUARTERLY UPDATE

There had been no further use of the RIPA provisions (Covert Surveillance Policy) in the last quarter.

72 SPECIFICATION OUTCOMES OF MEMBERS PANEL ON WASTE CONTRACT TENDER

Members considered the specification proposals agreed by the Overview and Scrutiny Committee's Members Panel.

DECISION

The specification items as detailed in Appendix I be recommended to Cabinet for approval.

73 LITTER AND DOG FOULING ENFORCEMENT PROPOSAL

Overview and Scrutiny's views were sought on the proposal to trial the issuing of Fixed Penalty Notices (FPNs) for littering and dog fouling prior to the proposal being considered by Cabinet.

DECISION

To support the implementation of the trial subject to:

- There being proactive dialogue with the Parish Councils
- That responsibility for data controls are clarified in the joint Service Agreement
- That any costs for Hart are clarified, such as additional publicity
- That Overview and Scrutiny Committee receive a mid-trial report on performance.

74 DRAFT TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY

Members received the draft Treasury Management Strategy Statement for 2017/18 which incorporates the Annual Investment Strategy and Prudential and Treasury Indicators.

DECISION

The Treasury Management Strategy Statement be noted.

75 DRAFT BUDGET 2017-18

Members received a summary of the revenue and capital budget proposals for 2017/18 to enable the Overview and Scrutiny Committee to forward its recommendations on the budget and Council Tax levels to Cabinet on 2 February 2017.

Members noted that the budget for 2017/18 now showed a small surplus due to savings from the 5 Councils contracts and revisions to the deficit on the NNDR collection fund.

Members considered and debated the potential implications of losing New Homes Bonus funding in 2018/19 should a Local Plan not be adopted by March 2018. It was noted that the result of a future government consultation on the issue was unlikely to be known until the next local government funding settlement in December 2017.

Members decided not to recommend any future savings at this meeting as a much more in depth exercise was required. It was noted that group leaders and their finance lead members were meeting on 24 January 2017 to discuss ways of preparing significant medium-term savings.

Members felt that they should play an active role in scrutinising any such proposals. It was agreed that the Head of Corporate Services should bring a paper to the next meeting of the Committee to allow a debate and decision on what role members of the Committee should fulfil.

DECISION

- 1 The current small surplus in the draft revenue budget for 2017/18 be noted.
- 2 The likely loss of New Homes Bonus funding should the Council fail to adopt a Local Plan by March 2018 be noted.
- 3 No recommendations on specific savings for 2018/19 at this time. The Head of Corporate Services to prepare a paper for the next meeting of the Overview & Scrutiny Committee to determine a role for its members in scrutinising savings proposals arising from any medium-term financial planning process agreed by group leaders and their finance lead members at their meeting on 24 January.

- 4 The level of Council Tax for 2017/18 be increased by £5 (3.19%) and set at £161.84 be recommended to Cabinet.
- 5 The summary revenue budget for 2017/18 as set out (in Paragraph 12 of this report) be approved by Cabinet.
- 6 The revised capital programme for 2016/17 and 2017/18 as detailed in Appendix C be approved by Cabinet.
- 7 The Section 151 Officer's statutory report regarding the robustness of the estimates and the adequacy of reserves detailed in paragraph 13 be noted.

76 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and amended as follows:

- Odiham neighbourhood plan should be added to the February 2017 meeting agenda
- Cabinet should consider the merit of commissioning a peer review from the LGA

77 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended as follows:

- The February meeting should receive a paper on how it could scrutinise savings proposals likely to be required from 2018/19 onwards.
- A 6 month review of the changes to litter and dog fouling enforcement in October 2017.
- The proposed review of the Local Plan Process should include a review of the process around the Annual Monitoring Review

The meeting closed at 9.22 pm

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 21 FEBRUARY 2017

TITLE OF REPORT: TENDERING OF THE JOINT WASTE AND RECYCLING CONTRACT

Report of: Head of Environment and Technical Services

Cabinet member: Councillor Steve Forster, Environment and Technical Services

1 PURPOSE OF REPORT

- 1.1 To obtain this Committee's views on the outline specification and terms on which tenders for the joint waste contract after October 2018 are to be invited before this is considered by Cabinet.

2 OFFICER RECOMMENDATION

- 2.1 That this committee considers and comments on the following Cabinet recommendations.
- 2.2 That tenders are invited for a new joint Hart/ Basingstoke and Deane waste and recycling contract which will commence on 3rd October 2018.
- 2.3 That the outline specification for the joint waste and recycling service 2018 onwards attached at Appendix 1 is approved.
- 2.4 That the proposed tender evaluation and award criteria attached at Appendix 2 is approved.
- 2.5 That the outline waste and recycling contract performance indicators attached at Appendix 3 are approved
- 2.6 That a further £10,000 of match funding is allocated to the 2017/18 joint procurement budget.

3 BACKGROUND

- 3.1 In October 2011, a joint waste contract was let to Veolia to serve the districts of both Basingstoke and Deane and Hart. The joint contract delivered significant savings for both authorities and included the outsourcing of Hart's waste service. As part of the joint service it was agreed that Hart would be the administering authority for the contract and a joint client team was set up to manage the contract.
- 3.2 The current contract term is for seven years with the option (subject to the agreement of all parties) of extending for a further seven years. The initial seven year term expires on 2nd October 2018.

- 3.3** In March 2016 Hart Cabinet agreed:
- That work be commenced on retendering the joint waste contract, and that this proceeds in accordance with the outline programme, subject to the Council not receiving (prior to July 2016) much improved terms for extension of the existing contract.
 - That £50k be allocated in the 16/17 waste budget to provide initial match funding for the procurement process with Basingstoke and Deane Borough Council.
- 3.4** As much improved terms for extension of the existing contract were not received, work on retendering the joint waste contract has progressed. Cabinet approval is now being sought for the outline specification and terms on which tenders for the service should be invited and the criteria for the contract award.

Process for development of the service specification

- 3.5** Since March 2016 the following work has been undertaken to develop and inform the specification and terms for the new contract:
- a) Extension of partnership - Officer meetings have been held with neighbouring authorities (including East Hampshire, Winchester, Rushmoor and Wokingham) to establish the likely interest and opportunity for extension of the current joint waste contract arrangements. Whilst there was interest in the proposal it has not been possible to agree a joint approach.
 - b) Soft Market Testing - Contractors who expressed an interest in operating the service were invited to attend meetings with officers to discuss contract opportunities and identify examples of best practice that could be incorporated into a future contract.
 - c) Alternative methods for delivery of the service – Consultants were appointed to evaluate and make recommendations on alternative methods for delivering the service; this included delivering the service in-house or through a joint venture.
 - d) Extension of the contract to include other services – Consultants were appointed to evaluate and make recommendations on the potential for extending the joint contract to include Hart’s grounds maintenance and street care services.
 - e) Review of depot provision – Consultants were appointed to review and make recommendations on future depot provision.
 - f) Review of alternative contract models – Officers have investigated the potential for using different contract models to promote an improved partnership approach to service delivery.
- 3.6** Development of the specification for the future waste contract was carried out in consultation with Hart’s Overview and Scrutiny Committee. During the period September to October 2016 a panel of members from the committee met on four occasions to consider and make recommendations on the proposed specification for the contract.
- 3.7** At its January 2017 meeting Hart’s Overview and Scrutiny Committee considered a report from the panel and agreed the outline specification attached at appendix I for recommendation to Cabinet at both Hart and Basingstoke.

- 3.8** Having completed the above work, the outline specification for the joint waste service, proposed tender evaluation and award criteria, and proposed waste contract performance indicators, (attached at Appendices 1, 2 and 3 respectively) have been approved by the Joint Governance Group for the Waste Service (JGG) for recommendation to Cabinet.

Procurement programme

- 3.9** A copy of the proposed procurement timetable is attached at Appendix 4. Subject to Cabinet at both Hart and Basingstoke and Deane agreeing that the contract should be retendered, tender documents will be published in April 2017, with initial tenders being returned at the end of June 2017.
- 3.10** In September 2017, after an initial evaluation has been undertaken, a further report will be considered by Cabinet in both authorities, this confidential report will provide the range of tender values received. The reason for this second report is to provide the Cabinet at Basingstoke and Deane with the opportunity to consider whether the contract specification for their district should be evaluated on the basis of either weekly or alternate weekly residual waste collections.
- 3.11** To ensure compliance with the procurement timetable, in September 2017 Hart's Cabinet will be asked to agree delegation of the contract award to the Joint Chief Executive in consultation with the Cabinet Member for Environment and Technical Services, the Monitoring Officer and Section 151 Officer.
- 3.12** Following a period of further evaluation and negotiation the preferred bidder will be confirmed and the contract awarded in February 2018 to allow a mobilisation period before the new contract commences in October 2018.

Evaluation and Award Criteria

- 3.13** To ensure the procurement delivers a good value, quality service and that there is consistency and transparency in the tender process, the tender submissions will be evaluated in accordance with the evaluation and award criteria attached at Appendix 2.
- 3.14** Each submission will need to successfully pass a series of mandatory requirement questions prior to evaluation of the weighted elements of their response. The use of these pass/fail elements within the tender will ensure all bidders can, as a minimum, meet the requirements of the contract.

3.15 The following headline weightings have been proposed:

a) **QUALITY 50%** - The quality score is subdivided as follows:

Category	Weighting (%)
Contract Mobilisation and Operations	20
Customer Interface	12
Health and safety	14
Innovation	4

b) **PRICE 50%** - The lowest fee quoted will be awarded maximum points, with all other tenders being awarded points in proportion.

4 CONSIDERATIONS

4.1 There is a risk that the consultants estimate of the current market value is incorrect and that any tenders received could be more in-line with Veolia’s current operational costs. Whilst this is a risk, the consultants have significant experience of tendering local authority waste contracts and are confident that their estimate is an accurate reflection of the current market value. The forecasts prepared do not, however, take into account any changes to the economic environment, or subsequent changes in legislative requirements.

5 FINANCIAL IMPLICATIONS

5.1 The estimated annual cost of the joint waste contract to Hart in 2017/18 is approximately £1.7 million. Consultants have advised that a re-tender based on the same contract structure, should result in a similar contract cost. This being the case the new contract could be funded from within existing revenue budgets, subject to the usual financial risks around tendering.

5.2 Should re-tendering result in a higher than expected cost then additional ongoing budget will be required before a new contract can be agreed.

5.3 The procurement match funding approved in March 2016 has now been fully committed, and a further £20k has been allocated in the 2017/18 service budget to fund the remainder of the procurement process. After the 2017/18 budget was set the need for a further temporary staffing resource to assist with the management of the current contract has been identified. This report therefore seeks Cabinet approval for a further £10k of match funding to fund this resource. Expenditure of this procurement budget is monitored and agreed by the Joint Governance Group.

6 ACTION

6.1 Subject this reports recommendations being approved, tenders will be invited for the Hart / Basingstoke and Deane Joint Waste Contract in April 2017.

**Contact Details: John Elson – Head of Environment and Technical Services /
Extension: 4491 / e-mail: john.elson@hart.gov.uk**

APPENDICES

Appendix 1: - Outline specification for the joint waste and recycling service 2018 onwards.

Appendix 2: - Proposed tender evaluation and award criteria.

Appendix 3: - Outline waste and recycling contract performance indicators.

Appendix 4: - Waste and recycling contract procurement plan.

BACKGROUND PAPERS:

- MANAGEMENT OF THE JOINT WASTE CONTRACT 2018 ONWARDS – Cabinet Report February 2016
- Notes of the waste and recycling Joint Governance Group meetings between October 2011 and present.
- OPPORTUNITIES FOR INCREASING HART'S RECYCLING RATE – Cabinet Report – December 2014
- JOINT WORKING ON WASTE WITH BASINGSTOKE AND DEANE BOROUGH COUNCIL – CONTRACT AWARD REPORT – Cabinet Report - April 2011.

OUTLINE SPECIFICATION FOR THE JOINT WASTE SERVICE 2018 ONWARDS

The following are the Joint Governance Groups recommendations to Cabinet for the outline specification for the joint waste service. Subject to Cabinet approval these recommendations will be used as the basis for development of the detailed specification.

VEHICLES (Age and specification)

The Member Advisory Panel (MAP) view was that they would like to see new vehicles from day one. Also include a clause stipulating that the vehicles need to be of a good standard and are kept clean. Livery to be agreed for all vehicles.

JGG Recommendation: - New vehicles from start if possible whilst accepting this may not be possible until October 2019 in Basingstoke and Deane if Alternate Weekly Collections (AWC) are agreed. This will assist the council by contributing to lower carbon emissions and particulate matters.

FREQUENCY OF COLLECTIONS

RESIDUAL WASTE AND DRY MIXED RECYCLING COLLECTIONS.

JGG Recommendation:-

BDBC – Lot 1 - Weekly Residual and Fortnightly Dry Mixed Recycling (DMR) – as is service.

BDBC – Lot 2 – AWC providing residual collections one week and DMR collections the next.

HDC – AWC for residual and DMR collections – as is service.

GLASS COLLECTIONS

Basingstoke and Deane – MAP view – did not object to considering four weekly collections as part of the tender evaluation.

Hart – MAP view - did not object to considering four weekly collections but feel contractor should be asked to price for both and show which they feel is the most economical frequency.

JGG Recommendation:-

BDBC – Lot 1 – Include options for both fortnightly and four-weekly glass collections.

BDBC – Lot 2 – Will only include option for fortnightly glass collections.

HDC – Include options for both fortnightly and four-weekly glass collections.

CONTRACT TERM

The current contract is for 7 years plus a 7 year extension. Soft market testing identified that this could be increased to up to 10 years plus a 10 year extension.

Basingstoke and Deane Members have discussed this and would like a shorter timescale but did not object to 8 years plus an 8 year extension.

Hart - Members would like to see a slightly reduced term but would not object to 10 years if everyone agrees.

JGG Recommendation: - 8 years plus an 8 year extension. With further consideration being given to aligning the contract end date with other authorities to provide greater opportunity for extension of the partnership in future.

HARD TO REACH PROPERTIES

MAP view - require clauses to ensure collection points remain as is, unless there are Health and Safety concerns.

Hart - Members would like to see all current collection points retained unless there are Health and Safety concerns.

JGG Recommendation: Existing collection points to be retained. Reviewed only if there is a significant Health & Safety Issue.

WORKING WEEK

4 day, 5 day or 6 day options were discussed at the member panels in both Basingstoke & Deane and Hart.

MAP view - 6 day working was not supported as an option, but did not object to leaving the option open to the contractors to propose either 4 or 5 day working weeks. No collections before 7am.

Hart - 6 day working was not supported as an option, but did not object to leaving the option open to the contractors to propose either 4 or 5 day working weeks. No collections before 6:30 am.

JGG Recommendation: Contractor to price for 4 or 5 day working and to provide method statements. Basingstoke and Deane start time to be 7am, Contractor to be given the option of 6:30 or 7am in Hart.

DEPOT

Consultant's report on options to rationalise Hart and B&D depots to be considered.

Rents for existing depots - Proposed that rents will not be charged for depots.

JGG Recommendation – For the contractor to put forward proposals for either one or two depots. Both councils require more work to be undertaken on possibility of a new purpose built site.

BINS

MAP view – Did not object to replacing with existing coloured bins with standardised bin with different lid colours for different material streams.

Costings to be reviewed before final decision is taken.

Hart – Would support the most cost effective solution.

JGG Recommendation – Most cost effective solution to be implemented subject to JGG approval.

GARDEN WASTE

MAP view – Did not object to changing the current service arrangements and method of collection to include collections being provided on a 50 week rolling year, and consideration being given to increasing the charge for the service, introducing direct debit payments, and offering wheeled bins as an alternative to sacks.

Hart – Supported moving to bins only for new customers (with an exception policy for those who feel that sacks are only practical for them) existing customers will be allowed to continue to use sacks. Full promotional exercise to be undertaken and a reduced price on bins for a limited period. This will be implemented before the contract start date.

GARDEN WASTE CLUBS

Neither member group supported this option as they felt that they would lose control of fees and charges. Support for both councils to retain control of the income.

JGG Recommendation

Basingstoke and Deane – Specification to include wheeled bins as well as sacks.

Hart - to be moved to wheeled bins with some households still retaining sacks. Aim to implement before the start of the new contract.

GARDEN WASTE CLUBS – Contractors can provide prices and details for this but would need to include a method statement as to how this would work and if the council would keep the income.

OTHER MATERIALS

Proposals for the following materials to be included are:-

- Textiles
- Batteries
- WEEE

MAP view - would like to see textiles included in the new contract but not to include WEEE or Batteries as there are facilities already for these to be collected at bring sites and due to there being no recycling credit or income for either of these materials.

Hart - Would like to see textiles included in the new contract but not to include WEEE or batteries as there are facilities already for these to be collected at bring sites and due to there being no recycling credit or income for either of these materials.

JGG Recommendation – to include textiles as an additional kerbside collection but work with charities and contractor on split for funding.

CARBON REDUCTION PLAN

JGG Recommendation – Contractors should be encouraged to use hybrid vehicles and take measures to reduce carbon emissions. This will be scored highly in the evaluation. Officers will develop a plan for this and consider including a KPI and financial penalties in the contract for not achieving these.

EVALUATION MODEL

JGG Recommendation – Discussed and requested that this is apportioned 50% Price and 50% Quality. Each submission will need to have successfully passed a series of mandatory requirement questions, prior to evaluation of the weighted elements of their response. The use of these Pass/Fail elements within the tender is to ensure all bidders can, as a minimum, meet the requirements of the contract.

PENSION COSTS FOR TRANSFERRED STAFF FROM HART IN 2011

Hart staff were transferred to Veolia as part of the last contract which started in October 2011. As part of this transfer Hart staff were able to retain their LGPS Pensions as Veolia were awarded Admitted Body Status to the LGPS. This was subject to the Pension costs being passed through to Hart District Council which means Hart still pay the pension costs for these employers.

The number of staff has reduced which means the pension costs have reduced and actually currently we pay nothing as HCC as the administrators of the scheme advised that they had overpaid and nothing needed to be paid for 3 years from April 2015.

Veolia have been requested to provide the actual numbers of Hart staff still employed with them and would be subject to TUPE transfer.

JGG Recommendation – Discussed and confirmed that the pass through of these costs would still be the system for this contract.

VEHICLE FINANCING

There is an option to provide financing for the purchase of waste vehicles at preferential interest rates. This should lead to contract savings and is the preferred route for vehicle funding. Finance officers have met to discuss the option and are considering this at present. Both Council Member Panels are happy with this process and will leave it to the finance Officers/Project Team and contractor as part of the tender process.

JGG Recommendation – Finance Officers/Project Team to meet and discuss the best option for undertaking this method of financing. This will be the subject of a report in September 2017 after the tender evaluation has concluded for a decision on whether or not to provide this method of financing to the contractors and approval will be required by both authorities.

PROPOSED TENDER EVALUATION AND AWARD CRITERIA

Tenders will be evaluated in accordance with the following criteria to ensure the procurement delivers a good value, quality service and that there is consistency and transparency in the tender process:

PRICE 50%

The lowest fee quoted will be awarded maximum points with all other tenders being awarded points in proportion.

Tenderers will be asked to price for two options:

Option 1 (with prudential borrowing) – Where the Council will provide the capital funding for the purchase of the vehicles:

Option 2 (without prudential borrowing) – Where the contractor provides the purchase of the vehicles.

QUALITY 50%

The quality score is subdivided into the following areas:-

- Contract Mobilisation and Operations - total scoring = 20%
- Customer focus- total scoring = 12%
- Health & safety- total scoring = 14%
- Innovation- total scoring = 4%

These headings are then further subdivided as follows:-

- Contract Mobilisation and Operations
 - Contract mobilisation
 - Core services
 - Vehicle and staffing resources
 - Depot
 - Quality monitoring
 - Contingency management
 - Environmental responsibility
- Customer Interface
 - ICT
 - Customer satisfaction and complaints
 - Communications and reporting – Internal/External
- Health & Safety
- Innovation and added value
- Optional Services

- Textiles kerbside collection
- Healthcare waste
- Bulky waste

The table below provides a more detailed summary of the evaluation criteria.

Criteria	Overall Total	Area	Area Total	Sub-Area	Sub-Total
Price	50%	With Prudential Borrowing	50%	This is an Either / Or option	The lowest fee quoted will be awarded maximum points and all other tenders awarded points in proportion.
		Without Prudential Borrowing	50%	This is an Either / Or option	The lowest fee quoted will be awarded maximum points and all other tenders awarded points in proportion.
Quality	50%	Contract Mobilisation and Operations	20%	Of which:	
				Contract Mobilisation	5%
				Core Services	5%
				Vehicles & Staffing	4%
				Depot	1%
				Quality Monitoring	2%
				Contingency Management	1%
				Environmental Responsibility	2%
		Health & Safety	14%		
		Customer Interface	12%	Of which:	
				ICT	5%
				Customer Satisfaction and Complaints	3%
				Communications and Reporting – Internal/External	4%
		Innovation	3%		
Optional Services		Tenderers will be asked to provide method statements for these but they will be a Non Scoring Question			

Outline waste and recycling contract performance indicators.

The outline performance indicators detailed in the table below have been developed using the current contract performance indicators plus some new indicators which have been recommended by the joint client team, and the inclusion of some old national indicators.

Examples are:

Missed bins per 100,000: This is old Best Value Environmental Indicator which was abolished in 2008 but is still used by all local authorities to bench mark performance.

Missed assisted collections: This is an important local indicator which is used to monitor collections, the contractor is provided with an agreed list of qualifying collections and in normal operational circumstances we would not expect these to be missed.

All indicators are linked to the performance and default regime within the contract and are used by the many local authorities across the country to monitor contract performance.

The outline performance indicators will be used to drive continuous improvement through the contract and will be subject to final negotiation with the successful contractor and therefore maybe subject to change.

List of Outline Indicators for the Joint Waste and Recycling Contract

DESCRIPTION	Material Stream	Current target used to monitor BDBC's performance	Proposed new target to be used for both authorities.
Missed Bins per 100,000	ALL	Refuse - 55 Recycling – 55 Garden Waste - 250 Glass - 50	Refuse - 53 Recycling - 51 Garden Waste - 250 Glass - 50
Missed bins cleared within 24 hours	ALL	95%	100%
Missed Assisted Collections	ALL	5	0
Missed Assisted Collections cleared within 24 hours	ALL	95%	100%
Commencement of collections before 7am BDBC and 6.30am HDC	ALL	N/A	0
Use of slave bins	ALL	N/A	5
Bins lost/Damaged due to contractor	ALL	10	10
Bins not returned to correct location	ALL	10	5
Assisted collection - Bins not returned to correct location	ALL	0	0
Green waste sacks not secured	Garden waste	12	12
Spillages	ALL	10	10
Complaints received - 10 day turnaround	ALL	4	4
Contaminated loads – Number of loads registered as contaminated at	ALL	2	2

the MRF over the agreed specification.			
Contaminated bins per 100,000 (New)	ALL	N/A	55
Bin Deliveries – Time for delivery; 10 working days from date of notification to contractor	ALL	95%	100%
Garden Waste Sack deliveries– Time for delivery 10 working days from date of notification to contractor	ALL	95%	100%
Complaints	ALL	5	5
Non collection of waste for any reason	Non collection of waste for any reason		
Healthcare waste – Missed collections (New)	Healthcare Waste	8	8
Bulky Waste Collections – Missed Collections (New)	Bulky Waste		
Bring sites – overflowing banks on sites (New)	Bring sites	5	5
Bring sites – non clearance of spillages after collections have been undertaken (New)	Bring sites		

TIMELINE - DEADLINE DATES

ACRONYMS

OJEU	OFFICIAL JOURNAL OF THE EUROPEAN UNION
AWC	ALTERNATE WEEKLY COLLECTIONS
SQ	SELECTION QUESTIONNAIRE - PREVIOUSLY KNOWN AS PQQ PREQUALIFICATION QUESTIONNAIRE
NQD	NEGOTIATION QUESTIONS DOCUMENT
ITT	INFORMATION TO TENDERERS - ALL THE CONTRACT DOCUMENTS

START DATE	END DATE	ITEM
20 Jan 2017	20 Jan 2017	Publish PIN and SQ
20 Feb 2017	20 Feb 2017	Date for return of SQ
20 Feb 2017	10 Mar 2017	Critical friend pre-publication review
20 Feb 2017	10 Mar 2017	Evaluation of SQ
10 Mar 2017	10 Mar 2017	Complete evaluation of SQ
2 Mar 2017	2 Mar 2017	Hart Cabinet decision
13 Mar 2017	13 Mar 2017	Hart 'Call-in' period
14 Mar 2017	14 Mar 2017	BDBC Cabinet decision
17 Mar 2017	17 Mar 2017	Report SQ short-listing to JGG
21 Mar 2017	21 Mar 2017	BDBC 'Call-in' period
22 Mar 2017	22 Mar 2017	Notify SQ short-listing and issue invitation to bidders to confirm interest to participate in tender process
22 Mar 2017	22 Mar 2017	Publish procurement documents
2 Apr 2017	2 Apr 2017	10 day 'holding' period for any SQ bidders' Q&A's
7 Apr 2017	7 Apr 2017	Bidders day
10 Apr 2017	14 Apr 2017	Publish bidder day Q & A's
24 Apr 2017	24 Apr 2017	Issue ITT
24 Apr 2017	30 June 2017	Tender (ITT) preparation by bidders
30 June 2017		ITT return date
3 July 2017	25 Aug 2017	ITT evaluation
25 Aug 2017	20 Sept 2017	Prepare Lot 1-2 decision report
20 Sept 2017		Basingstoke Cabinet consider Lot 1-2 decision report
25 th Sept 2017		Notification of Lot 1-2 decision and down selection to bidders and Negotiation Questions Document (NQD) from us
26 Sept 2017	6 Oct 2017	Down selection to bidders and Negotiation Questions Document (NQD) from us
6 th Oct 2017	9 th Oct 2017	Receipt of NQD from bidders
16 Oct 2017	24 Nov 2017	Negotiation commencement
24 Nov 2017		Negotiation closure
27 Nov 2017		Best and final offer request date
	5 Jan 2018	Best and final offer return date
8 Jan 2017	2 Feb 2017	Best and final evaluation
5 Feb 2018		Selection recommendation

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Appendix 4 – v7

5 Feb 2018	9 Feb 2018	Approval to award – portfolio holder and senior officer/s
16 Feb 2018		Notification letter publication
16 Feb 2018	26 Feb 2018	Standstill period ends on 26 Feb 2018
27 Feb 2018		Contract notification
27 Feb 2018	1 Apr 2018	Contract signing
1 Apr 2018	2 Oct 2018	Contract mobilisation period
3 Oct 2018		Contract go live

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 21 FEBRUARY 2017

TITLE OF REPORT: 2016-17 BUDGET MONITORING – TO END OF DECEMBER

Report of: Head of Corporate Services

Cabinet Member: Councillor Ken Crookes, Economic Development and Corporate Finance

1 PURPOSE OF REPORT

- 1.1 To advise Members of the position on revenue and capital as at the end of December 2016. The Cabinet will consider this report at its meeting on 2 March 2017.
- 1.2 At its meeting on 17 February 2015, the Committee agreed to receive monitoring reports from the Head of Finance which highlight any areas of particular concern for Members' attention (a "traffic light" system). Full details of variances to the end of December are shown in the attached appendix and the particular ones which members are asked to consider are detailed in paragraph 4. None are considered to be of undue concern – (a red traffic light).

2 OFFICER RECOMMENDATION

- 2.1 To comment on the revised projections and reasons for the main variations shown in Appendix 1 and Paragraph 4 below.
- 2.2 To comment on the current spending position on the Capital Programme shown on Appendix 2.
- 2.3 To consider any comments it wishes to make to Cabinet.

3 BACKGROUND

- 3.1 This report covers the period from 1 April 2016 to 31 December 2016.
- 3.2 It is important that regular monitoring of budgets is undertaken to ensure financial targets being set by the Council are being met and to make any necessary changes to approved budgets.

4 REVENUE BUDGET MONITORING

- 4.1 The revenue budget for 2016/17 was approved allowing for a contribution to reserves of £117k. Based on the figures currently available it is projected a contribution to reserves of £92k will be made. This is an improved position from that reported to Cabinet in November when an over spend of £138k was projected. The main reasons for this change are:

- Car park income is higher than previously forecast.
- The budget for the employment of Apprentices will not all be spent.
- Some saving on recruitment costs.
- Savings on grounds maintenance
- Additional recycling income

5 CAPITAL EXPENDITURE MONITORING

- 5.1 The Capital budget attached is largely dominated by the provision for the new Leisure Centre and the refurbishment at Frogmore Leisure centre. In the case of the new building the Centre is now due to open on April 1 and expenditure is very much in line with expected cashflows.

6 MANAGEMENT OF RISK

- 6.1 The monthly budget monitoring process examines all income and expenditure against budgets in order that significant variances are highlighted immediately and to identify areas where expenditure is being incurred but where insufficient or no budgetary provision exists. This allows officers to take corrective action to maintain overall expenditure within budgets.

7 CONCLUSION

- 7.1 The budget outturn is now projected to be an underspend of £92k against an original estimate of £117k.

Contact Details: Andrew Vallance, email: Andrew.Vallance@Hart.gov.uk

APPENDICES

- Appendix 1 Revenue Monitoring
Appendix 2 Capital Monitoring

REVENUE BUDGET OUTTURN 2016 / 2017 PERIOD 9 DECEMBER

	Controlable Current Budget	Year to Date Controlable Actuals	Controlable Full Year Forecast Outturn	Forecast Year End Variance	Commentary
COMMUNITY SAFETY					
Community Safety - Shared Service	235,050	78,127	215,050	-20,000	Vacancy Saving
	<u>235,050</u>	<u>78,127</u>	<u>215,050</u>	<u>-20,000</u>	
CORPORATE SERVICES					
Civic Function & Chairman	20,300	16,428	22,276	1,976	
Corporate - Apprentices	20,500	18,186	17,150	-3,350	
Corporate Communication	126,800	62,637	121,117	-5,683	Web site saving £25k. 5 new FTE's WEF Dec 16 £15k
Leadership Team	540,580	475,145	559,742	19,162	5 Council's Staffing
Corporate Performance Team	57,770	37,292	50,959	-6,811	Unbudgeted Transparency Grant Income
External Audit	66,660	36,442	70,722	4,062	Estimated fee from B&DBC for 16/17
Non Distributed Costs	0	0	0	0	
Climate Change	12,300	-1,516	17,300	5,000	Increased 16/17 charge from Rushmoor
Business Support Unit	292,061	210,058	272,748	-19,313	Saving in Business Manager and Support Officer Post
Business Support Non Staff	165,906	140,006	166,156	250	
Hart Development	142,650	82,154	119,161	-23,489	Change in staffing Hours and SCP plus additional agency costs £32k less the saving on contractors costs, projects and contributions £55k
Neighbourhood Planning	0	11,223	0	0	
Customer Services Contract	296,700	169,347	292,280	-4,420	
IT Contract	297,810	227,230	301,845	4,035	
HR Contract	105,620	77,939	104,257	-1,363	
Internal Audit	94,940	43,922	95,140	200	
Legal Services	232,790	25,280	291,450	58,660	Estimated shortfall in Budgeted Legal Fee income
Customer Services Client	50,560	44,300	56,637	6,077	Postage Costs higher than budget.
IT Client	310,540	255,793	333,407	22,867	Unbudgeted Licence fees (£39k), PSN Remedial Work (£14k) and Telephony Infrastructure (£13k), less reduction in Microsoft Enterprise Agreement (£35k) and saving in Hardware purchases (£8k)
HR Client	59,660	22,841	58,723	-937	
Print Room & Photocopying	30,000	38,126	32,000	2,000	Higher than budgeted Printing usage
Local Land Charges	-110,447	-87,033	-110,030	417	
Planning Policy	419,880	502,999	440,821	20,941	Spend on the Local Plan in addition to the use of £300k reserves
Admin Bldgs - R & M	375,200	262,860	367,318	-7,882	
	<u>3,608,780</u>	<u>2,671,657</u>	<u>3,681,179</u>	<u>72,399</u>	

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Appendix I

DEMOCRATIC SERVICES

Rechargeable Elections	0	55,331	0	0	
Register Of Electors	95,720	89,595	142,567	46,847	Government support for IER is set at a lower level this year. Reviewing more elections and more correspondence than anticipated at budget setting.
Election Expenses	194,890	95,786	131,983	-62,907	Additional claim money received towards fixed costs due to elections.
Support To Elected Bodies	284,970	207,615	281,698	-3,272	
	575,580	448,327	556,248	-19,332	

FINANCE

Revs & Bens Contractor Costs	1,211,790	875,738	1,211,790	0	
Revs & Bens Client Costs	-276,290	-88,786	-255,710	20,580	Unbudgeted Civica licence fees.
Housing/Council Tax Benefits	95,000	-122,193	83,219	-11,781	DWP contribution increased as DHP applications higher than expected
Meals On Wheels	8,000	0	0	-8,000	Service adopted by HCC
Housing Act & Housing Ass. Adv.	0	0	0	0	
Bank Charges	58,000	41,333	58,000	0	
Finance Client	80,970	122,978	155,159	74,189	Head of Finance 1fte 8 months.
Finance Contract	465,750	334,891	446,340	-19,410	Saving in Contract following Leisure Outsourcing
	1,643,220	1,163,961	1,698,798	55,578	

HOUSING SERVICES

Private Sector Housing	174,500	110,195	179,560	5,060	Trading Company Consultants
Strategic Housing Services	111,960	87,204	116,373	4,413	
Housing Needs Service	516,340	386,177	502,832	-13,508	Rent Deposit Officer vacancy
Help for Single Homelessness	0	-4,290	0	0	
Domestic Abuse	0	256,025	0	0	
	802,800	835,311	798,765	-4,035	

LEISURE

Leisure Centre Maintenance	20,000	8,380	20,000	0	
Leisure Strategy	75,170	79,965	80,075	4,905	Unbudgeted Publicity Contract retained by Hart
Leisure Centre Contract	-36,150	0	7,000	43,150	Revised income projections down to reflect the opening of the new Hart Leisure Centre
Leisure Centre Client	68,477	29,919	59,850	-8,627	Reduction in staff numbers using Leisure 365 Cards
Hart Leisure Centre (Client)	33,970	-63,430	15,765	-18,205	Revised business rate projections down to reflect the opening of the new Hart Leisure Centre
Frogmore LC (Client)	7,280	-1,233	6,750	-530	
Lesiure Centres (Re-Billing)	0	-42,761	0	0	
	168,747	10,840	189,440	20,693	

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Appendix I

ENVIRONMENTAL PROMOTION

Land Repossessions	4,480	1,283	4,480	0	
Fleet Pond	64,940	49,915	63,992	-948	2 Month vacancy saving
Commons	60,660	36,010	60,509	-151	
Odiham Common	52,800	29,390	52,388	-412	
Elvetham Heath Nature Reserve	47,460	35,475	51,743	4,283	
Parks/Play Areas Outside Fleet	0	0	0	0	
Edenbrook Country Park	62,010	38,028	50,255	-11,755	Vacancy Saving £7k and underspend on Consultants £5k
QE II Fields	9,570	7,129	7,411	-2,159	
Biodiversity	28,360	20,929	28,760	400	
Landscape & Conservation	56,810	42,787	56,627	-183	
Environmental Promotion - Stra	164,385	143,746	161,355	-3,030	
Tree Preservation Orders	126,310	84,221	127,076	766	
	677,785	488,912	664,596	-13,189	

ENVIRONMENTAL SERVICES

Dog Warden	57,270	36,820	49,463	-7,807	Court Costs awarded £3k, Staff Saving £7k
Pest Control	2,750	156	1,871	-879	
Env Health Pollution	0	-158	0	0	
Env Health Commercial	135,370	115,339	144,591	9,221	Staff realignment see Environmental Protection
Environmental Protection	189,850	125,388	178,620	-11,230	Staff realignment see EH Commercial. 0.5fte vacancy £20K less unbudgeted contractor costs £10k
Churchyards	7,000	2,510	7,900	900	
Env Health Public	0	0	0	0	
Out Of Hours Noise Service	24,910	12,671	18,165	-6,745	
Health & Safety	27,090	48,732	28,995	1,905	
Licences	-9,230	-22,200	-9,103	127	
Hackney Carriages	-26,410	-75,591	-24,758	1,652	Unbudgeted Medical Fees £10k and Equipment £5k less additional licence fee income £13k
Health & Policy	44,570	29,976	44,570	0	
	453,170	273,645	440,314	-12,856	

PLANNING

Planning Development	-144,440	-99,538	-153,891	-9,451	Staffing pressure of £103k and Supplies and Services £13 off set by Application charges higher than budget £129k.
Building Control - Fee Earning	-117,210	-82,589	-100,313	16,897	Estimated difference on the 15/16 Contract less additional application fee income
Building Control - Non-Fee	77,830	33,776	77,277	-553	
Street Naming & Numbering	-490	-4,886	-3,883	-3,393	
	-184,310	-153,237	-180,810	3,500	

TECHNICAL

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Appendix I

Emergency Planning	39,710	32,283	38,172	-1,538	
Waste Client Team	-698,300	-734,842	-812,077	-113,777	Staffing reduction hours saving £6k, saving on Bin Purchases and sales £51k, additional income based on latest projections, Garden Waste £20k, Glass £10, and Recycling £28k
Waste Contract Split Orders	0	-556	0	0	
Hart Drainage	80,970	62,388	81,099	129	
Waste Contract	1,579,960	860,831	1,603,604	23,644	Saving based on the latest inflation calculations of 0.6%. Budget was -0.76 for the 1st 6 months then 1.5% for the 2nd 6 months £20k. Unbudgeted increase in garden waste clinets (approx 1,500) costing £45k
Grounds Mtn Contract	352,100	185,197	321,468	-30,632	Saving against budget of SLA with Basingstoke
Street Cleaning	494,420	456,503	493,408	-1,012	Pressure of £8k for GIS Mapping of litter bins off set by a saving against budget for the Street Cleaning SLA with Basingstoke £9k
Clinical and Bulky	-6,410	-23,752	-16,830	-10,420	Income above budget for bulky household collections
Basingstoke Waste Contract	0	-402,438	0	0	
Street Furniture	8,030	3,493	6,318	-1,712	
Highways Traffic Management	35,660	19,839	44,254	8,594	Overlap of Infrastructure Manager
Highways Agency - Development	-29,310	-10,937	-23,029	6,281	Increased Contractor spend due to Planning Appeal and Staff Support
Estates/Asset Management	52,410	36,559	66,616	14,206	Spend higher than budget for Legal work Pot Bridge £6k, Moth Bailing at Hart Leisure Centre £10k and works outside the Capita Contract £11k off set by small land sale £10k and additional legal fee income on Ivy Lodge £3k.
Off Street Enforcement	-433,130	-333,425	-471,536	-38,406	2.0fte part year staff saving £21k, additional parking fee income £21k and additional Penalty Notice Income £9K less additional spend on contractors £16k
On Street Enforcement	94,080	43,173	67,982	-26,098	2.0fte part year staff saving £29k
CCTV	165,290	117,295	161,563	-3,727	
Flood repairs & Maint work	0	0	0	0	
Fair Trade	2,000	0	2,000	0	
	1,737,480	311,610	1,563,012	-174,468	
Grand Total	9,718,302	6,129,153	9,626,592	-91,710	

Capital Programme Budget Monitoring 2016/17						
	Original Budget 2016/17	Carried Forward 2015/16	Current Available Budget 2016/17	Actual To Date	Forecast Expenditure 2016/17	Variance 2016/17
Capital resources available as at 1st April 2016						
Receipts in year						
Corporate Services	0	50	50	(22)	54	4
Housing & Customer Services	630	350	980	522	810	(170)
Leisure	0	16,817	16,817	13,127	16,846	29
Environmental Promotion	0	105	801	81	193	(608)
Technical Services	0	450	588	154	352	(236)
TOTAL CAPITAL PROGRAMME	630	17,772	19,236	13,861	18,254	(982)
Capital Resources available as at 1st April 2017						

Service Area	Scheme	Original Budget 2016/17	Carried Forward 2015/16	Current Available Budget	Actual To Date	Forecast Expenditure	Variance
Corporate Services	CCTV-Rushmoor	0	50	50	(2)	50	0
	Rural Broadband	0	0	0	0	23	23
	Upgrade to IT infrastructure	0	0	0	(18)	(18)	(18)
	Civic Office Refurbishment	0	0	0	0	0	0
	Door Entry System	0	0	0	(1)	(1)	(1)
		0	50	50	(22)	54	4
Housing & Customer Services	Private Sector Renewal - Minor Works Grants(Home trust Loan	60	0	60	17	30	(30)
	Grant for 13x 4 bed dwellings.	0	350	350	280	210	(140)
	Disabled Facilities Grants	570	0	570	225	570	0
		630	350	980	522	810	(170)
Leisure	Fleet Area Football (S106)	0	180	180	0	180	0
	Leisure Centre SCAPE project appraisal	0	0	0	0	0	0
	Strategic Leisure	0	0	0	0	0	0
	Leisure Centre Pre Construction Stage	0	168	168	69	168	0
	Frogmore leisure Re-Development	0	1,485	1,485	1,470	1,514	29
	Leisure Centre Construction	0	14,822	14,822	11,560	14,822	0
	Leisure Centre Consultants & Fees	0	162	162	29	162	0
	Sports Hall	0	0	0	0	0	0
		0	16,817	16,817	13,127	16,846	29
Environmental promotion	Fleet Pond Project-Restoration	0	0	0	0	0	0
	Edenbrook Country Park (S106 SANG)	0	30	30	0	0	(30)
	Fleet pond Nature Reserve Visitor Strategy (S106)	0	8	28	11	11	(17)
	Odiham Common (S106)	0	19	19	4	19	0
	Odiham Signs	0	5	5	0	0	(5)
	S106 Leisure Parish Funded Projects	0	43	43	44	46	3
	Fleet Pond Access Track	0	0	150	0	0	(150)
	Fleet Pond Visitor Enhancements	0	0	56	0	0	(56)
	Hazeley Heath Grazing Project	0	0	80	0	0	(80)
	Hazeley Heath Notice Boards	0	0	15	0	0	(15)
	Hazeley Heath Access Improvements	0	0	80	0	3	(77)
	HW Central Common Enhancement	0	0	36	3	20	(16)
	HW Central Common Access Improvements	0	0	80	0	0	(80)
	HW QEII Fields Improvements	0	0	35	0	0	(35)
	Edenbrook CP Play Tree	0	0	30	0	0	(30)
	Edenbrook CP History Walk	0	0	20	0	0	(20)
	Cricket Hill Pond Phase 2	0	0	10	0	10	0
	Service Vehicles	0	0	65	19	65	0
	Countryside Workshop	0	0	19	0	19	0
	Bramshot Farm	0	0	0	0	0	0
		0	105	801	81	193	(608)
Technical Services	Fernhill Road, Pedestrian Facilities (S106)	0	66	66	53	66	0
	S106 NEHTS Parish	0	12	12	3	12	0
	Forgmoor Day Centre Roof Repairs	0	0	40	56	35	(5)
	Church Road (Victoria Road) Car Park - Pay on Foot	0	247	0	0	0	0
	Church Road Improvements	0	0	270	0	30	(240)
	Post Payment Parking	0	0	76	0	120	45
	Phoenix Green, Hartley Wintney	0	75	75	33	71	(4)
	Mill Corner, North Warnborough	0	50	50	9	18	(32)
	Kingsway Flood Alleviation Scheme	0	0	0	0	0	0
Refuse Vehicles	0	0	0	0	0	0	
		0	450	588	154	352	(236)
TOTAL CAPITAL PROGRAMME	630	17,772	19,236	13,861	18,254	(982)	

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 21 FEBRUARY 2017

TITLE OF REPORT: 2018/19 BUDGET PROCESS - ROLE OF OVERVIEW AND SCRUTINY COMMITTEE

Report of: Head of Corporate Services

Cabinet Member: Councillor Stuart Bailey, Chairman of Overview and Scrutiny Committee

I PURPOSE OF REPORT

- 1.1 To determine the role of Overview and Scrutiny Committee in the proposed savings process for the 2018/19 budget.

2 OFFICER RECOMMENDATION

- 2.1 That Overview and Scrutiny Committee set up a small task and finish group of at least 3 of its members to scrutinise the savings proposals made by the group leaders and finance lead members at their workshop in April 2017.
- 2.2 That this group report back to the next available meeting of Overview and Scrutiny Committee.

3 BACKGROUND

- 3.1 Members will be aware that the 2017/18 Budget papers to be presented to Council on 23rd February show scenarios for 2018/19 that include potential savings targets of up to £2 million should the Government withdraw New Homes Bonus funding if the Council does not have a Local Plan adopted by March 2018.
- 3.2 The Head of Corporate Services & Section 151 Officer met with group leaders and their finance lead members on 24th January. It was agreed that the same members would attend a half-day workshop with senior officers to consider budget savings to meet the targets.
- 3.3 This workshop is likely to take place in April, though no date has yet been agreed.
- 3.4 At the last meeting of this Committee it was agreed that there should be a role for its members in any 2018/19 budget savings process.
- 3.5 It is suggested that the most effective method would be the formation of a small task and finish group to undertake a detailed scrutiny of any proposals made by the workshop. This group should then report its views to the next available meeting of this Committee, to allow the Committee to then submit its views to Cabinet in due course.

Contact Details: Andrew Vallance, email: Andrew.Vallance@Hart.gov.uk

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 21 FEBRUARY 2017

TITLE OF REPORT: QUARTER 3 CORPORATE PERFORMANCE INFORMATION – 2016/17

Report of: Joint Chief Executive

Cabinet member: Councillor Stephen Parker, Leader

1 PURPOSE OF REPORT

1.1 To update Members on the Council's key performance indicator results in the third quarter of 2016/17 (1 October 2016 - 31 December 2016) as found in Appendix 1.

2 OFFICER RECOMMENDATION

2.1 That for any areas of concern, Members either:

2.1.1 Make recommendation on any action considered necessary to Cabinet, or

2.1.2 Make recommendation to the relevant Service Board and/or Performance Improvement Board (PIB) for action

2.2 That Members continue to feedback to the Joint Chief Executive any amendments or new information they wish to see included in these Performance Reports.

3 BACKGROUND

3.1 The Performance Information reports are designed to ensure that performance is managed more effectively within the Council.

4 CONSIDERATIONS

4.1 In total, 39 indicators are reported. 32 met the target (Green), with 4 narrowly missing the target (Amber) and 3 missed their target by over 10% (Red).

4.2 A summary of the indicators which missed their quarterly target is provided in the following table:

Ref	Indicator name and comment on missed target
IA04	Percentage of High Risk Audit Recommendations Implemented 2 High risk recommendations relating to data management and PSN still in outstanding. Action plan being progressed and latest PSN submission has been sent
RB08	Percentage of Non-domestic Rates Collected Processing times for December have fallen below target of 8 days. Year to date figure is currently at 8.65 days.
IT07	Percentage score for Council employee satisfaction with Capita IT support service Only based on the one response received

5 FINANCIAL IMPLICATIONS

5.1 None identified.

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APPENDICES

Appendix 1 – 2016/17 Quarter 3 Key Performance Indicator report

**Appendix I – 2016/17 Quarter 3 Key Performance Indicator report
Audit**

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
IA01	Percentage of Audit Plan completed during the year		94%	15%	24%	67%	95%		Green
IA02	Percentage of Audits carried out within time allocation		100%	100%	100%	100%	100%		Green
IA04	% of High Risk Audit Recommendations Implemented	2 High risk recommendations relating to data management and PSN still in outstanding. Action plan being progressed and latest PSN submission has been sent	100%	100%	100%	80%	100%		Red

Customer Services

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
CS01	Quality of Customer Service Call Handling - % score from monitoring sample	No quality testing this month in depth I-I's instead which had positive feedback	95.26%	96%	88%	94.5%	90%		Green
CS02a	% of telephone calls answered by Contact Centre in 20 seconds		83.33%	79.33%	87.67%	91.33%	80%		Green

Environmental & Technical Services

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
ETS01	Number of missed collections – All – (per 100,000)	JE121116 - Below target.	20	21	30	12	100		Green

Finance, Revs and Bens

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
FI06	% of undisputed invoices paid on time (old BVPI8)		93.2%	93.3%	92.6%	94.6%	97%		Amber
RB01	% of benefit assessments calculated correctly (new and change in circumstances)		96.3%	98.3%	97.8%	98.8%	95%		Green
RB02	% of new benefit claims decided within 14 days		94.3%	98.9%	99.5%	99.1%	90%		Green
RB04	% of council tax collected electronically (DD + Internet)		88.4%	87.1%	87.7%	88.2%	80%		Green
RB05	Percentage of Non-domestic Rates Collected		98.07%	27.66%	51.55%	77.70%	98.50%		Green
RB06	% of Council Tax collected		98.75%	30.18%	58.97%	86.74%	98.00%		Green
RB07	Time taken to process Housing Benefit/Council Tax Benefit new claims.		21.72	21.78	16.88	19.34	23		Green
RB08	Time taken to process Housing Benefit/Council Tax Benefit changes of circumstances.	Processing times for December have fallen below target of 8 days. Year to date figure is currently at 8.65 days.	10.92	10.97	5.76	8.92	8		Red
RB09	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events		5.9	11.7	6.7	9.9	12.0		Green

Housing Services

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
HS01	Average time (in days) taken to decide whether to accept people as homeless	Based on 12 formal homeless decision(s) made this period, the longest case took 34 days, the quickest was 1 days	17	14	16	14	15		Green

HS07	Preventing Homelessness - number of housing advice cases where homelessness prevented		114	24	35	11	144		Amber
HS08	% of private sector housing grant budgets actually spent (DFG) (Values are cumulative)	Q3 £127K + Q2 £41K + Q1 £92K - £260K so 52% spent out of a £500K budget. £205K committed not spent; potential £202K at pre-approval stage (27 referrals)	58%	18%	27%	52%	-		Green
HS16	Number of affordable homes delivered (gross)	16.12.20 - 28 units completed this quarter. 11 rented and 6 shared ownership at Hatchwood, Odiham. 3 rented at QEB Phase 2G and 8 rented at Sun Park, Farnborough.	153	31	57	85	80		Green

HR

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
HR01	% accuracy in gross and net pay calculations for all payrolls	Remains above target	99.8%	100%	100%	99%	98%		Green
HR02	% of cases not dealt with by HR front office and which are not treated as HRP work requests that are dealt with in 3 working days		99.7%	100%	100%	100%	95%		Green
HR03	DBS applications sent to the DBS within 1 working day		100%	100%	100%	100%	95%		Green
HR05	% Complex HR queries resolved within 10 working days	Remains above target	100%	100%	100%	100%	95%		Green
HR12	FTE days missed due to long term absence	remains below target	2.44	.00	.10	.45	6.30		Green
HR13	FTE days missed due to short term absence		8.16	2.10	.70	1.35	6.30		Green

IT Services

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
IT01	% registered controllable incidents resolved at first point of contact		77.5%	88.4%	97.6%	95.1%	60%		Green
IT02	% Priority 1 incidents fixed within 4 working hours	No incidents were recorded in Dec	82.6%	100%	100%	100%	90%		Green
IT03	% Priority 2 incidents fixed within 8 working hours		91%	100%	100%	100%	90%		Green
IT04	% Priority 3 incidents fixed within 5 working days		95.7%	91.9%	97.1%	89.6%	85%		Green
IT05	% uptime of key systems		98.9%	99.7%	100%	100%	99%		Green
IT06	% uptime of Hart DC website	Uptime checks reported 100% for the quarter	99.99%	99.98%	99.99%	100%	98%		Green
IT07	% score for Council employee satisfaction with Capita IT support service	Only based on the one response received	76.6%	100%	97.5%	80%	80%		Red

Leisure Services

KPI	Description	Note	2015/16	Q1 2016/17	Q2 2016/17	Q3 2016/17	Annual 2016/17	Trend	Status
			Value	Value	Value	Value			
LS05	Summary of Projects status - Number of days ahead / behind project timetable		21	21	10	28	0		Green
LS12	% of Tree Preservation works applications determined within eight weeks		96.45%	90.1%	94.9%	94.5%	90%		Green

Planning Services

KPI	Description	Note	2015/16	Q1	Q2	Q3	Annual	Trend	Status
			Value	2016/17	2016/17	2016/17			
PS01	Processing of planning applications: Major applications	Combined figure 91.6% (12 applications) 100% (7) with EoT or PPA 80% (5) without	82.77%	66.00%	33.00%	91.60%	70.00%		Green
PS02	Processing of planning applications: Minor applications	80% (48 of 60 applications) within timescale (23 of 28 with EoT or PPA, 25 of 32 without)	77%	70%	69%	80%	65%		Green
PS03	Processing of planning applications: Other applications	229 of 245 determined within timescale or with EoT or PAA	88.74%	87.00%	84.88%	93.50%	85.00%		Green

Regulatory Services

KPI	Description	Note	2015/16	Q1	Q2	Q3	Annual	Trend	Status
			Value	2016/17	2016/17	2016/17			
RS20	% of proactive inspections (including food, health and safety, animal welfare and licenced premises) completed within prescribed time	148 of 154 inspections due were carried out. of these: Foods - 63 A to D inspections completed (1 B-rated premises not completed as could not gain access) Category E 19 completed, 2 outstanding. H&S 9 of 9 completed Animal Welfare 57 completed 3 outstanding as business operators not responding to requests	99.09%	98.46%	95.65%	96.1%	98%		Amber
RS21	% of Environmental Health complaints (including noise, public health, food) responded on time	161 complaints in Q3 with 152 actioned in timescale. Of these: 46 of 48 public health complaints within 1 day 63 of 68 within 3 days 1 food contamination complaint within 1 day 31 of 33 other food complaints within 3 days 11 H&S complaints within 3 days		97.9%	93.69%	94.4%	98%		Amber

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 21 FEBRUARY 2017

TITLE OF REPORT: ROLE OF OVERVIEW SERVICE BOARDS

Report of: Councillor Stuart Bailey, Chairman of Overview and Scrutiny Committee

1 PURPOSE OF REPORT

1.1 To recommend the role of Service Boards in the 2017-18 Municipal year.

2 OFFICER RECOMMENDATION

2.1 That Overview and Scrutiny Committee recommend any changes for the use of Service Boards for 2017-18

3 BACKGROUND

When the Council moved to a Leader and Cabinet model it initially established 3 Policy and Review Committees each focussing on different service areas. After a year, council decided to create a single O&S Committee. Service Boards were developed to enable more detailed member input to policy development and scrutiny of individual service areas. Our neighbouring councils have retained a model of a number of scrutiny committees meeting 5-6 times a year focussing of specific service areas.¹

3.2 Service Boards meeting circa 8 times a year and provide member input of developing the Service plan, review quarterly performance, input to the budget and review policy and service developments. The committees are made up of at least 2 members of O&S, relevant cabinet portfolio member and the Lead Officer.

3.3 During 2016-17 O&S members have questioned the effectiveness of our current model of Service Boards. The main issues raised are:

- Attendance by members is sporadic
- The timings of meetings makes involvement by some members difficult
- The effectiveness of individual Boards varies between services
- A request by members not on a particular Board for a more detailed review and scrutiny of a service at the O&S committee meeting

3.4. The options for the use of Service Boards for 2017-18 include:

- Maintaining the current model with no changes
- Discontinuing Service Boards and incorporating a discussion around individual service plans within main O&S meetings. The impact would be less detailed member involvement and greater demands on a single O&S committee

¹ Rushmoor has 4 committees, East Hants 3, Basingstoke and Deane 5, Surrey Heath 2.

- Streamlining the number of Service Boards by combining some services, reducing the number of meetings and increasing the number of members involved on each board.
- Moving Service Boards to evening meetings and establishing a substitute policy so that when a member is unavailable the meeting is well attended

BACKGROUND

Contact Details: Stuart Bailey, email: Stuart.Bailey@hart.gov.uk

CABINET

KEY DECISIONS/ WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

March 2017

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y?	Cabinet Member (Note 2)	Service (Note 3)
Budget Monitoring	Quarterly	Quarterly Budget Monitoring	Mar 17 Sept 17 Nov 17			KC	F
Waste Retender	Aug 16	Approval of the procurement	Feb 17	Mar 17		SF	TS&EM
Making of Winchfield Neighbourhood Plan	April 16	Recommendation to Council	Dec 16	Mar 17		SP	PP
Blue Badge	Feb 16	Report on issues of blue badge charging	July 16	Apr 17	Y	MM	TS&EM
Hart Health and Wellbeing Action Plan 2017-2019	Jan 17	For approval	April 17			AC	CW
Hart Leisure Centre	Jan 17	Update/seek approval on lease agreement (old) Hart Leisure Centre	April 17		Y	KC	F
Service Plans	Annual	Service Plans 2017/18	April 17			BB	All
S106 Funding for Education Provision	Jan 17	Protocol with Hampshire County Council for collection and distribution of S106 funding for education provision	April 17			KC	JCX
Update on Local Trading Company	Aug 16	To seek approval for a new delivery model	Jan 17	Apr 17		SG	H

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y?	Cabinet Member (Note 2)	Service (Note 3)
5 Councils	Feb 17	Monitoring update	April 17			L	JCX
On Street Parking	Aug 16	Consideration of on-street parking issues	Jan 17	Jun 17	Y	SF	TS&EM
Food Safety Service Plan	Annual	For approval	June 17			JK	RS
Suitable Alternative Natural Green Space (Sang)	May 16	Annual Monitoring report to include SANG procurement	June 17			SP	PP
Outside Bodies	Annual	To confirm representatives on Outside Bodies	June 17			SP	JCX
Medium Term Financial Outlook	Annual	Review	Aug 17			KC	F
Revenue and Capital Outturn 2016/17	Annual	Report on outturn.	Aug 17			KC	F
Treasury Management 2016/17	Annual	Report on Treasury Management Activities 2016/17.	Aug 17			KC	F
Car Parking Maintenance Review	Dec 15	Overview of how we are maintaining our car parks and how we effectively make use of our resources	Mar 16	TBC		MM	TS&EM
Treasury Management Strategy	Nov 16	Half Year Review 2017/18	Dec 17			KC	CCS
Treasury Management Strategy	Annual	Update	Feb 18			KC	F
2018/19 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Approval. Recommendation to Council.	Feb 18			KC	F

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y?	Cabinet Member (Note 2)	Service (Note 3)
Local Plan Submission Plan	June 16	Consideration of Submission plan	TBC			SP	PP
Devolution	Mar 16	Hampshire Devolution - progress/ approval	TBC			SP	JCX
Swan Inn, North Warnborough	Dec 16	Update	TBC			KC	JCX
Cross Barn, Odiham	Jan 17	Consideration of a change to S52 agreement	TBC			KC	F

Notes:

1 Date added to Programme

2 Cabinet Members

SP Leader & Planning Policy

KC Economic Development

BB Corporate Services

SG Housing

AC Community Wellbeing

JK Regulatory Services

SF Environment

MM Town Regeneration

3 Service:

JCX Joint Chief Executive

CS Community Safety

F Finance

SLS Shared Legal Services

HS Housing Services

CCS Corporate Services

PP Planning Policy

MO Monitoring Officer

RS Regulatory Services

L&EP Leisure and Environmental Promotion

TS &EM Technical Services and Environmental Maintenance

EXECUTIVE DECISIONS - None

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – February 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Savings Proposals 2018/19	Report on role of Overview & Scrutiny with regard to savings proposals likely to be required from 2018/19 onwards	Feb 17		Report	Head of Corporate Services
Quarterly Budget Monitoring	Quarterly update	Feb 17 Aug 17 Oct 17		Report	Head of Corporate Services
Service Boards	Review of Service Boards	Feb 17		Report	Chairman
Performance Information	Quarterly highlight reports.	Feb 17 Aug 17 Dec 17		Report	Performance and Innovation Officer
Waste Retender	Outline specification	Feb 17		Report	Environment & Technical Services
Trading Company	Progress update	Mar 17		Report	Head of Community Services
Blue Badge	Report on issues of blue badge charging	Jan 16	Mar 17	Report	Environment & Technical Services
Service Plans	Draft Service Plans 2017/18	Mar 17		Report	Joint Chief Executive
SANGS	Ecology and Countryside Manager to present	Mar 17		Presentation	Ecology & Countryside
Waste Retender	Consideration	Jan 17	Mar 17	Report	Environment & Technical Services
On Street Parking	Consideration of badge parking	Nov 16	Apr 17	Report	Environment & Technical Services

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – February 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Body Worn Video	Annual monitoring	April 17		Report	Environment & Technical Services
Outside Bodies	Reports from Representatives on Outside Bodies	April 17		Report	Joint Chief Executive
Annual Review	Preparation of Chairman's end of year report from Committee to full Council on the work of the Committee 2016/17	April 17		Discussion	Committee
RIPA	Quarterly Update	April 17 July 17 Oct 17 Jan 18		Report	Monitoring Officer
Flooding	Notes from twice yearly meeting of Agencies	Oct 16 April 17		Minutes	Environmental and Technical Services
Nominations to Service Boards	Member nominations	June 17			Chairman O&S Committee
2016/17 Performance Information – Annual Outturn	Annual update	June 17		Report	Performance and Innovation Officer
Service Boards	Consideration of the role and function of Service Boards	July 17			Committee
Medium Term Financial Forecast	Annual forecast	July 17		Report	Head of Finance
Treasury Management Outturn	Report on outturn.	July 17		Report	Head of Finance

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – February 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
2016/17 Revenue and Capital Outturn	Annual	July 17		Report	Head of Finance
Litter and Dog Fouling Enforcement	Monitoring/Review of pilot with East Hampshire	Oct 17		Report	Environment & Technical Services
Treasury Management Strategy	Report setting out the treasury management strategy for the council	Annual	Jan 18	Report	Head of Finance
Draft Budget 2018/19	Report	Annual	Jan 18	Report	Head of Finance
Markets Across Hart	Task and Finish Group - Councillors Makepeace-Browne and Wheale to lead.	TBC			Committee
Procurement Process	Report	TBC			Joint Chief Executive
Local Plan Process	Review: <ul style="list-style-type: none"> • To assess whether the current arrangements for delivering the Local Plan are the most appropriate and efficient so that lessons can be learnt for the future, particularly when any adopted Plan is reviewed. 	TBC			Joint Chief Executive

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – February 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
	<ul style="list-style-type: none"> To put in place proper monitoring and review procedures to assess performance against Local Plan delivery requirements. A review of the process around the Annual Monitoring Review 				

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 21 February 2017 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Bailey (Chairman)

Axam, Clarke, Crisp, Dickens, Gray, Leeson, Makepeace-Browne, Renshaw, Wheale

In attendance: Councillor Forster

Officers:

Andrew Vallance	Head of Corporate Services
John Elson	Head of Environmental and Technical Services
Sarah Robinson	Waste & Recycling Manager

78 MINUTES

The minutes of the meeting of 17 January 2017 were confirmed and signed as a correct record.

79 APOLOGIES FOR ABSENCE

None.

80 CHAIRMAN'S ANNOUNCEMENTS

None.

81 DECLARATIONS OF INTEREST

None declared.

82 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

83 FEEDBACK FROM SERVICE BOARDS

Community Wellbeing – Councillor Renshaw

- The Cabinet member was away so the meeting was replaced with a 10 minute phone call.

Regulatory Services – Councillor Makepeace-Browne

- The main issue continues to be insufficient resources.
- Planning performance is improving due to proactive monitoring of applications going through the department by managers.
- Statistics on winning appeals were going to go well – over 90% success rate for the Council
- Debate over DNA testing of dogs – questions over legality of concept

Corporate Services – Councillor Makepeace-Browne

- Concerned that only one Overview and Scrutiny member on board
- Cabinet member is often abroad
- Would like to know when corporate plan is being reviewed
- Concerned that agreement for shared legal services arrangement with Basingstoke expired some years ago
- Concerned about some Capita/5 Councils issues, including cancellation of member meetings

The Committee agreed that it would be appropriate to invite the Joint Chief Executive and Cabinet Portfolio holder for Corporate Services to a future meeting to review the above issues, and the progress of the 5 Councils project in particular.

Housing – Councillor Leeson

- The Housing team has won Government money for homelessness, jointly with Rushmoor
- The Community Services evening event was a great success - perhaps service boards should meet with staff below Head of Service level more often

84 TENDERING OF THE JOINT WASTE AND RECYCLING CONTRACT

Members considered the outline specification and terms on which tenders for the joint waste contract after October 2018 are to be invited prior to consideration by Cabinet. After discussion the amended recommendation was agreed.

DECISION

That the report, and the need for a supplementary budget of £10,000, be noted.

85 2016-17 BUDGET MONITORING – TO END OF DECEMBER

Members considered the position on revenue and capital as at the end of December 2016.

DECISION

Members noted the report.

86 2018/19 BUDGET PROCESS

Members considered the role of the Overview and Scrutiny Committee in determining the proposed savings process for the 2018/19 budget.

DECISION

- 1 That Overview and Scrutiny Committee set up a small task and finish group of at least 3 of its members to scrutinise the savings proposals made by the group leaders and finance lead members at their workshop in April 2017.
- 2 That this group report back to the next available meeting of Overview and Scrutiny Committee.
- 3 That a draft timetable and schedule of meetings be brought to the March 2017 meeting so that members can put themselves forward to join the group if they are available. Evening meetings would improve member availability.

87 QUARTER 3 COPORATE PERFORMANCE INFORMATION – 2016/17

Members were updated on the Council's key performance indicator results in the third quarter of 2016/17 (1 October 2016 – 31 December 2016).

DECISION

Members noted the report.

88 ROLE OF OVERVIEW SERVICE BOARDS

Members considered the role of Service Boards in the 2017-18 Municipal year.

DECISION

That Overview and Scrutiny Committee recommend the following changes for the use of Service Boards for 2017-18:

1. Reduce the number of service boards by merging them so that more members attend each meeting
2. Reduce the number of meetings of each service board.
3. Consider the pros and cons of daytime or evening meetings
4. Officers to report back to the next meeting with proposals based on the above recommendations.

89 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered. Councillor Makepeace-Browne asked why her request for peer review to be added to the programme did not appear to have been actioned. It was suggested that a question be put to the Committee Chairman at the next Council meeting to raise this issue.

90 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended as follows:

Add:

- Update on Service Boards March 2017
- Corporate Services & 5 Councils progress March 2017

Delete:

- Consideration of the role and function of Service Boards July 2017

The meeting closed at 9.30 pm