



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday, 18 July 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, Burchfield, Clarke, Crisp, Crookes (Chairman), Gray, Harward, Leeson, Makepeace-Browne, Morris, 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 20 June 2017 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%202017%20A4.pdf

6 REGULATION OF INVESTIGATORY POWERS (RIPA) – QUARTERLY UPDATE

There has been no use of the RIPA provisions (Covert Surveillance Policy) since the report to Overview and Scrutiny in April 2013.

7 5 COUNCILS JOINT SCRUTINY COMMITTEE

To note the minutes of the meeting of 23 May 2017. **Paper B**

8 2016/17 OUTTURN REPORT

To report details of the final position on the Council's accounts for 2016/17. The Committee is asked to consider the report and to make any recommendations to Cabinet which will consider the report at its meeting on 3 August 2017. **Paper C**

RECOMMENDATION

- 1 That the 2016/17 outturn position for the General Fund Revenue account be agreed.
- 2 That the 2016/17 outturn position for Capital expenditure be agreed.
- 3 That the carry forward of the unspent revenue budgets be agreed.

9 TREASURY MANAGEMENT OUTTURN 2016/17

To report the Council's Treasury Management activities during the 2016/17 financial year. **Paper D**

RECOMMENDATION

The Committee is asked to consider any comments it wishes to make to Cabinet which will consider the report at its meeting on 3 August 2017.

10 PAVEMENT AND VERGE PARKING

To set out the background for a need for pavement and verge parking restrictions, the direction of Hampshire County Council, and how pavement and verge parking restrictions might be implemented. **Paper E**

RECOMMENDATION

That Environment and Technical Services investigate district wide pavement and verge parking restrictions and develop an amendment to the district wide consolidated traffic order.

11 CABINET WORK PROGRAMME

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

12 OVERVIEW AND SCRUTINY WORK PROGRAMME

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

Date of Despatch: 11 July 2017

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 20 June 2017 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Axam, Burchfield, Clarke, Forster (substitute for Crookes), Harward, Leeson, Makepeace-Browne, Morris, Renshaw (substitute for Gray), Wheale

Officers:

Daryl Philips Joint Chief Executive
Andrew Vallance Head of Corporate Services

1 ELECTION OF VICE CHAIRMAN

Councillor Burchfield was elected as Vice Chairman. In Councillor Crookes' absence Councillor Burchfield took the Chair.

2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 18 April 2017 were confirmed and signed as a correct record.

3 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Clarke, Gray, and Crookes

4 CHAIRMAN'S ANNOUNCEMENTS

None.

5 DECLARATIONS OF INTEREST

None declared.

6 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

7 SERVICE BOARDS

Members discussed the composition of Service Boards. The background was that at the March meeting the Committee had agreed that there would be four Service Boards aligned to Council services (Corporate Services, Housing Services, Regulatory Services, and Technical Services) and that each Service Board would agree its schedule and frequency at the first meeting. Following discussion it was agreed that

Joint Chief Executive would clarify with Members which Portfolios fell within which service areas and would then write to all Committee members inviting them to join more than one Service Board.

DECISION

The Joint Chief Executive would clarify with Members which Portfolios fell within which service areas and would then write to all Committee members inviting them to join more than one Service Board.

8 SERVICE PLANS

Members considered the draft Service Plans for 2017/18. It was noted that the workload was resourced only to deliver the actions as set out in the Service Plans. Before any additional work streams were created or service plan actions modified the resource implications would first have to be assessed, and if necessary a request made to Cabinet to agree release of additional resources. Performance against service plans would be monitored by the respective Service Boards.

DECISION

That the draft Service Plans for 2017/2018 were noted having regard to the agreed Budget for 2017/18.

9 2016/17 PERFORMANCE INFORMATION - ANNUAL OUTTURN

Members were updated on the Council’s key performance indicator results in the final quarter of 2016/17 (1 January 2017 - 31 March 2017) and end of year outturn.

Members considered the information and the following areas were discussed:

Ref	Indicator name and comment on missed target
IA04	% of High Risk Audit Recommendations Implemented Recommendation relating to data management has not been implemented
SNH01	% Reduction in Antisocial Behaviour across Safer North Hampshire area Continued improvement in crime recording from Hampshire Constabulary, as well as changes in how crime recorded (eg rather than 1 incident for an assault involving 3 people, this would be 3 separate incidents)
SNH02	% Reduction in violence against the person offences with injury across Safer North Hampshire area Continued improvement in crime recording from Hampshire Constabulary, as well as changes in how crime recorded (eg rather than 1 incident for an assault involving 3 people, this would be 3 separate incidents)

DECISION

- 1 Members agreed to recommend to Audit Committee that, as a matter of urgency, it reviews the outstanding Audit recommendation IA04 with a view to any data held in conflict with Data Protection Principles be deleted.
- 2 Members suggested the following amendments/additions to the Performance Report performance indicators that are not directly within the control of the Council should not be recorded.

10 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered. It was noted that the Blue Badge scheme will not now be proceeded with and that there was no need to refer the On Street parking report to Committee prior to its consideration by Cabinet. There was a general comment made that where the due date was identified as only as TBC only important items that had strategic implications to the Council should be retained on the Cabinet work programme. Unless of strategic interest other items should not be included on the TBC list. In this regard the merits of the continued inclusion of possible future reports relating to the Swan Inn and Cross Barn was questioned.

11 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended to remove reference to Blue Badge parking and On Street Parking reports

The meeting closed at 8.22

Minutes

OF A MEETING OF THE



Five Councils Partnership Corporate Services Scrutiny Committee

HELD AT 10.30 AM ON TUESDAY 23 MAY 2017

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, OX14 4SB

Present

Cllr Will Hall (Chairman) (South Oxfordshire)

Cllr Ed Blagrove (Vale), Cllr Paul Buckley (Havant), Cllr Debby Hallett (Vale), Cllr Damon Hooton (Mendip), Cllr John North (Mendip), Cllr David Neighbour (Hart), Cllr Clare Satchwell, Cllr Wendy Makepeace-Browne (Hart) and Richard Pullen (South Oxfordshire).

Apologies:

Cllr Toby Newman (South Oxfordshire) and Cllr Tim Southern (Hart) tendered apologies.

Officers

Andrew Down, Susan Harbour, Mark Stone – South and Vale councils

Dawn Adey, Interim Client Director, Five Councils' Partnership - Havant Borough Council

Stuart Brown, Chief Executive - Mendip District Council

Patricia Hughes, Joint Chief Executive - Hart District Council

1 Election of chairman

The democratic services officer opened the meeting and welcomed everyone. She asked the committee whether they wished to propose a chairmanship which rotated with the host council, or a permanent chairman.

Councillors debated the merits of both options.

It was proposed and seconded that the chairmanship would rotate with the host councils, with the next council in line holding the vice chairmanship.

RESOLVED

To have a rotating chair held by the host council and the next council to hold the vice chairmanship.

Therefore, South Oxfordshire District Council would nominate a chairman for this meeting and Hart District Council would nominate a chairman for the next municipal year.

South Oxfordshire District Councillor Will Hall was proposed and seconded as the chairman.

RESOLVED

To appoint Councillor Will Hall as the chairman until the next meeting.

2 Apologies for absence and notification of substitutes

There were apologies for absence from Councillor Tim Southern from Hart District Council. He was substituted by Councillor Wendy Makepeace-Browne.

3 Chairman's announcements

As per the draft terms of reference, the meeting would be held in accordance with South Oxfordshire's constitution. This meant that the meeting could not continue beyond 2.5 hours unless members voted for a possible half an hour extension to complete unfinished business.

4 Role of the Joint Scrutiny committee

The committee considered the report of the Interim Client Relationship Director for the partnership on the role of the Five Councils Partnership Corporate Services Scrutiny Committee and the draft terms of reference for this committee.

The committee also considered the proper role of scrutiny committees under the terms of the Local Government Act 2000.

The committee considered the role and usefulness of key performance indicators (KPIs) in the contract, being mindful that each council may have different priorities. It was considered important that KPIs were meaningful for residents of the five councils and that they monitored customer satisfaction. The committee debated the issues around standardised KPIs whilst wishing to leave some flexibility, and also recognised that the contract was still in the early stages and that there was a need for these to evolve. The committee proposed items for the action list at the end of this minute.

There was a discussion as to the best way for the Scrutiny Committee to "call in" items. This Committee has no ability to use call in powers as it is not directly working with an executive committee. However, individual Scrutiny Committees at each council would be able to call in decisions of their executive bodies. If these matters affected all councils they could be referred to Five Councils' Scrutiny Committee. There could be a standing item on the agenda for councillors to raise any items which

had been called in or referred to their own scrutiny committees. It was also appropriate for members of the Five Councils' Scrutiny Committee to proactively put items onto the agenda outside of the call in process.

The committee considered how it could be effective and develop its role as a "critical friend" to the Five Councils' Partnership Joint Committee, rather than act as a "helping hand" to management, and proposed items for the action list at the end of this minute.

RESOLVED:

1. To adopt the draft terms of reference for the Five Councils' Partnership Corporate Services Scrutiny Committee with the following amendments:

A new point 1.1) to be added stating that this is a Scrutiny Committee constituted under the Local Government Act 2000 (subsequent points to be renumbered accordingly).

A new section 4 to be drafted to cover the regular assessment of the Key Performance Indicators at this Scrutiny Committee.

2. To agree to the themes for the Joint Scrutiny Committee of:
 - Finance
 - Contract performance
 - Governance and decision making including the Inter Authority Agreement
 - Joint Client team – form and function
 - Review of objectives (including the Communications Strategy)
 - Marketing and brand
 - Risk management

And to also add:

- Business continuity (especially IT)
- Data protection.

This list of themes is neither prescriptive nor exhaustive.

3. To balance public scrutiny and an evidence base which may include commercially confidential (exempt) material. (Exempt items could be considered by task groups which reported back to the scrutiny committee).

Action List

- Meetings of the Five Councils' Joint Scrutiny Committee should meet quarterly, in advance of the Five Councils' Joint Committee meeting.
- The responsible Democratic Services team will email all councillors on the Joint Scrutiny Committee in advance of agenda publication to ask for items for the agenda.
- KPIs and how to monitor them will be on the agenda for the next meeting.

- There will be training for members of the Joint Scrutiny Committee before the next meeting which will explain the KPIs and what they actually mean. Information was requested on how many calls or visits the relevant KPIs represent.
- The Interim Client Manager Relationship Director will produce a one page organogram showing the management structure for the contract, inter alia: Strategic Management Board, Joint Tactical Board.
- There will be a standing item on every agenda for councillors to raise items relating to the partnership which have been raised at their own council scrutiny committees.
- Some time will be scheduled in for the members of the committee to get to know one another informally before the next meeting.
- All committees, boards etc. relating to these contracts should be preceded with the words "Five Councils' Partnership Corporate Services" to avoid confusion.

5 Performance Review

The officer introduced the report. The report was yet to be finalised, but was a statement of the current position.

Both Capita and Vinci contracts are adequately meeting the Key Performance Indicators (KPIs) at the present time, although there are some outstanding issues.

There are some areas of activity where no baseline performance has yet been established for the contractor. These are transformational issues and performance is expected to be satisfactory after the transition period. The executive narrative explains that the Capita Customer Service fell below its April target due to a spike in calls over three days following the issuing of council tax bills. The actual number of calls is not recorded.

KPIs are contractual and can be adjusted. Highest performing KPIs should be adopted across the councils, but for some services, such as benefits collection which is location based, local measures need to be used.

Data should be collected on misrouted calls and training opportunities sought to improve efficiency.

Significant amount of retained officer input has been required to achieve the KPIs. Further work will be needed to enable the suppliers to meet these on their own.

Cost to the councils of officers supporting the contract is being monitored at South and Vale. It is currently costing approximately a quarter of a million pounds per council.

The contract is performing well against its KPIs. They are set at the minimum level agreed. Behaviour indicators are not yet formally reported, but will eventually become performance indicators, which are informal but are performing far less well. These services are currently trading on the good will of retained staff to ensure that the contract will perform. There is, therefore, a significant problem to overcome.

The services which are working best are those which have not yet been “transformed”. The process of transforming the services has been difficult. HR and payroll have been difficult as there have been risks that have needed to be managed.

The committee expressed its gratitude to officers for the hard work undertaken to make the contract work.

Action Points

Officers to bring a report on individual councils use of retained staff and other resources to achieve KPIs to the next meeting.

6 Exclusion of the public

Members of the press and public were excluded from the rest of the meeting in accordance with Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1-7 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7 Performance Review

The Interim Client Relationship Director introduced the report.

The risks in the report are split by contractor/council and are monitored monthly to joint tactical board.

The Joint Scrutiny Committee reviewed the performance of the two contracts.

8 Transition and transformation report

The committee received and noted this report from the Interim Client Relationship Director.

The meeting closed at 12.45 pm

Chairman

Date

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 18 JULY 2017

TITLE OF REPORT: 2016/17 OUTTURN POSITION

Report of: Head of Corporate Services & Section 151 Officer

Cabinet member: Councillor David Neighbour, Leader and Finance

I PURPOSE OF REPORT

- 1.1 This report contains details of the final position on the Council's accounts for 2016/17. The Committee is asked to consider the report and to make any recommendations to Cabinet which will consider the report at its meeting on 3 August 2017.

2 OFFICER RECOMMENDATION

- 2.1 That the Committee notes the 2016/17 outturn position of a £517k underspend for the General Fund Revenue account.
- 2.2 That the Committee notes the 2016/17 outturn position for Capital expenditure.
- 2.3 That the Committee supports the carry forward of the unspent revenue budgets as detailed in paragraph 6.1.

3 TIMETABLE

- 3.1 The Head of Corporate Services has signed the provisional Statement of Accounts, which had to be presented to the external auditor by 30 June.
- 3.2 The Audit Committee will receive the audited Statement of Accounts together with the Annual Governance Report for signing and approval at its meeting on 26 September.
- 3.3 From next year this statutory timetable will be shortened, with Audit Committee approval required by the end of July 2018.

4 PROVISIONAL REVENUE POSITION

- 4.1 When the Council set its budget for 2016/17, it anticipated that the result would be a net contribution to general reserves of £117k. In the event the total underspend on services is £517k.
- 4.2 The main areas of under and over spend are detailed in the attached Appendix I.

5 CAPITAL POSITION

- 5.1 Total capital spending in 2016/17 was £20,741k, an over spend of £1,520k against the approved budget of £19,221k. The following table summarises the position by service area. Details are shown in Appendix 2.

	Approved Budget	Actual Expenditure	Variation
	£000	£000	£000
Corporate Management	50	18	-32
Housing and Customer Services	980	685	-295
Leisure and Environmental Promotion	17,603	19,832	2,229
Technical Services	588	205	-383
Total capital programme	19,221	20,741	1,520

- 5.2 The capital expenditure in 2016/17 has been funded as follows:

Financed By:	£'000s
Useable Capital Receipts	58
Developers' Contributions	355
External Borrowing	10,000
Internal Borrowing	6,490
Disabled Facilities Grant	384
Repayable Grant from HCC	3,200
Environment Agency	75
Other contributions	179
Total	20,741

6 REVENUE BUDGET CARRY FORWARDS

- 6.1 Officers have requested that a number of unspent budgets in 2016/17 are carried forward to the current year to allow them to complete planned expenditure programmes. The amounts requested to be carried forward are detailed below and have been included in the draft statement of accounts provided to the external auditors. The Head of Corporate Services is happy that these are justified slippages.

Type of Expenditure	Amount £'000	Reason
Health & Policy	6	Residual Grant - Food and Friendship fund.
Hartland Park Bid	52	Capacity Fund & Developer Contributions for spend on the Hartland Park Bid
Self Build & Custom Build Register	21	Grant from Government in respect of increased requirements to publish data
LA Transparency Code Set Up	8	Grant from Government in respect of increased requirements to publish data
Letting Agent Transparency Code	1	Grant from Government in respect of increased requirements to publish data
Community Housing Fund	25	Earmarked DCLG Grant

Domestic Abuse	21	Earmarked DCLG Grant
Homelessness Trailblazer	146	Earmarked DCLG Grant
New Burdens Prevent Duty	10	Home Office. Grant for Community Safety
Waste Re-Tender	25	Budget still required to continue with work on the Waste Re-tender project

7 GENERAL FUND RESERVE

7.1 Due to the higher than budgeted surplus, the General Fund Reserve at 31 March 2017 was £5.325m. This is a healthy balance and necessary because there is still much uncertainty around future financial settlements from the government.

7.2 A summary of the estimated movement on reserves is:

	£000
Balance at 31 March 2016	4,808
Underspend on service budgets transferred to reserves	517
Balance at 31 March 2017	5,325
Budgeted contribution to reserves 2017/18	61
Balance at 31 March 2018	5,386

Contact Details: **Andrew Vallance**, x 4207, andrew.vallance@hart.gov.uk

APPENDICES

Appendix 1 - Revenue Budget Outturn 2016/17 Period 12 March

Appendix 2 - Capital Programme Budget Monitoring 2016/17

REVENUE BUDGET OUTTURN 2016 / 2017 PERIOD 12 MARCH					
	Controlable Current Budget	Year to Date Controlable Actuals	Controlable Full Year Forecast Outturn Outturn	Actual Year End Variance	Commentary
COMMUNITY SAFETY					
Community Safety - Shared Service	225,050	156,875	180,000	-68,175	Vacancy savings and saving on project expenditure
	<u>225,050</u>	<u>156,875</u>	<u>180,000</u>	<u>-68,175</u>	
CORPORATE SERVICES					
Civic Function & Chairman	20,300	22,642	23,341	2,342	
Corporate - Apprentices	20,500	21,112	21,112	612	
Corporate Communication	126,800	110,195	122,692	-16,605	Web site saving £22k off set by 2 new FTE's WEF Dec 16 £15k. Additional savings on Printing, Consultants, Postage and Advertising
Leadership Team	540,580	607,505	543,766	66,925	Overspend on the 5C's Procurement and Transition Costs. Info provided by Havant BC March 2017
Corporate Performance Team	49,670	51,625	51,280	1,955	
External Audit	66,660	70,722	70,722	4,062	
Non Distributed Costs	0	0	0	0	
Climate Change	12,300	17,870	17,300	5,570	Increased 16/17 charge from Rushmoor
Business Support Unit	292,061	268,807	270,539	-23,254	Saving in Business Manager and Support Officer Post
Business Support Non Staff	165,906	151,943	156,445	-13,963	Saving on IDOX licence fees and software.
Hart Development	142,650	107,844	107,231	-34,806	Change in staffing hours and SCP plus additional agency costs £32k less the saving on contractors costs, projects and contributions £66k
Neighbourhood Planning	22,868	22,868	22,868	0	
Customer Services Contract	296,700	286,057	288,300	-10,643	Capita contract saving, budgeted RPI higher than actual RPI
IT Contract	297,810	297,918	301,845	108	
HR Contract	105,620	104,003	104,257	-1,617	
Internal Audit	94,940	91,527	95,933	-3,413	
Legal Services	232,790	298,195	298,485	65,405	Estimated shortfall in Budgeted Legal Fee income
Customer Services Client	50,560	56,631	55,387	6,071	Postage Costs higher than budget.
IT Client	310,540	274,829	332,407	-35,711	Pressure for Unbudgeted GIS Licence fees £39k, PSN Remedial Work £14k and Telephony Infrastructure £13k, less reduction in Hardware purchases £8k, £16.5k New GIS system, project didn't start in March, as planned, started April. £10k underspend on a new server for Parking as moved to the Cloud in March 17 Chipside also charged significantly lower than estimated. £7k Core PSN Secure Mail, only 1/3 work finished by 31/3/17 the rest will now go into new year. £29k Microsoft Enterprise Agreement, came to an end, this was renegotiated lower, reduced scope in light of the 5 councils, accrual carried out at year end so highlighted the difference. Other projects on hold due to 5 council's are Server Migration and refresh, changes to infrastructure and remote access/home working £30k
HR Client	59,660	41,147	47,023	-18,513	Unspent training budget.
Print Room & Photocopying	30,000	37,639	32,150	7,639	Higher than budgeted Printing usage
Local Land Charges	-110,447	-36,524	-29,494	73,923	Unbudgeted Lot 1 contract charge for 12 months
5 Council Contract - Lot 1	0	17,294	15,000	17,294	5 Councils' Staffing
5 Council Contract - Lot 2	0	0	0	0	
Planning Policy	719,880	753,907	735,375	34,027	Spend on the Local Plan in addition to the use of £300k reserves
Admin Bldgs - R & M	375,200	349,136	352,416	-26,064	Vacancy saving £8k, utilities saving from the installation of LED Lighting and historic gas credit £12k, various other small savings £7k
	<u>3,923,548</u>	<u>4,024,891</u>	<u>4,036,380</u>	<u>101,342</u>	
DEMOCRATIC SERVICES					
Rechargeable Elections	0	1	0	0	
Register Of Electors	95,720	123,742	144,809	28,022	Government support for IER is set at a lower level this year. Reviewing more elections and more correspondence than anticipated at budget setting £49k. Off set by accrual saving of £7k and printing saving of £13k
Election Expenses	194,890	120,845	135,245	-74,045	Additional claim money received towards fixed costs due to elections £59k. Accrual saving of £10k identified at year end.
Support To Elected Bodies	284,970	274,177	281,118	-10,793	General saving on Members Allowances and IT Allowances
	<u>575,580</u>	<u>518,765</u>	<u>561,172</u>	<u>-56,816</u>	
FINANCE					
Revs & Bens Contractor Costs	1,211,790	1,260,829	1,217,370	49,039	Additional rechargeable works
Revs & Bens Client Costs	-276,290	-278,495	-271,792	-2,205	£34k data transfer fee. Off set by Unbudgeted New Burdens grants
Housing/Council Tax Benefits	107,590	-127,269	97,572	-234,859	DWP contribution increased as DHP applications higher than expected £75k. Year end affect of HB Overpayments created. HBOC have increased this year due to RTI and error checking, meaning HDC were able to identify more overpayments In year £160k. Bad Debt usually increased £30k but new way of providing for debts has meant a reduction in year, £40k Service adopted by HCC
Meals On Wheels	8,000	-7	0	-8,007	
Housing Act & Housing Ass. Adv.	0	0	0	0	
Bank Charges	58,000	50,181	50,181	-7,819	No Fees for Merchant Services due to the transfer of Leisure.
Finance Client	80,970	145,747	144,804	64,777	Head of Finance 1fte 8 months.
Finance Contract	465,750	431,240	446,339	-34,510	Saving in Contract following Leisure Outsourcing
	<u>1,655,810</u>	<u>1,482,224</u>	<u>1,684,474</u>	<u>-173,586</u>	

PAPER C

Appendix I

REVENUE BUDGET OUTTURN 2016 / 2017 PERIOD 12 MARCH					
	Controlable Current Budget	Year to Date Controlable Actuals	Controlable Full Year Forecast Outturn Outturn	Actual Year End Variance	Commentary
HOUSING SERVICES					
Private Sector Housing	173,739	168,101	176,949	-5,638	Trading Company Consultants off set by saving on HIA service.
Strategic Housing Services	111,960	116,066	115,822	4,106	
Housing Needs Service	-77,845	-144,124	-95,113	-66,279	Rent Deposit Officer vacancy £17k. Staffing costs funded from grants for running the projects £31k. £13k underspend on Housing Initiatives.
Help for Single Homelessness	26,663	26,663	26,662	0	
Domestic Abuse	294,903	294,903	294,903	0	
Homelessness Trailblazer	-145,500	-145,500	-145,500	0	
	383,920	316,108	373,723	-67,811	
LEISURE					
Leisure Centre Maintenance	20,000	6,235	20,000	-13,765	Plan to re-surface the carpark at Frogmore LC not completed by March 2017
Leisure Strategy	75,170	78,818	79,964	3,648	Unbudgeted Publicity Contract retained by Hart
Leisure Centre Contract	-36,150	7,000	7,000	43,150	Revised income projections down to reflect the opening of the new Hart Leisure Centre
Leisure Centre Client	68,477	54,276	60,394	-14,201	Reduction in staff numbers using Leisure 365 Cards
Hart Leisure Centre (Client)	33,970	20,988	17,898	-12,982	Revised business rate projections down to reflect the opening of the new Hart Leisure Centre
Frogmore LC (Client)	7,280	8,721	9,108	1,441	
Leisure Centres (Re-Billing)	0	1	0	1	
	168,747	176,040	194,364	7,293	
ENVIRONMENTAL PROMOTION					
Land Repossessions	4,480	2,966	4,480	-1,514	
Fleet Pond	64,940	62,481	65,411	-2,459	2 Month vacancy saving
Commons	60,660	53,976	58,879	-6,684	Staff Saving - transfer to capital for Bramshot Farm
Odiham Common	52,800	53,451	51,570	651	
Elvetham Heath Nature Reserve	47,460	48,277	48,633	817	
Parks/Play Areas Outside Fleet	0	0	0	0	
Edenbrook Country Park	-1,723,438	-1,735,971	-1,733,935	-12,533	Staff Saving £7k transferred to Bramshot Farm and underspend on Consultants £5k
QE II Fields	9,570	9,041	9,041	-529	
Biodiversity	28,360	25,966	25,980	-2,394	
Bramshot Farm	0	0	0	0	
Landscape & Conservation	56,810	56,645	57,070	-165	
Environmental Promotion - Stra	164,385	159,630	164,322	-4,755	
Tree Preservation Orders	126,310	121,064	127,046	-5,246	Arboricultural Support provided by Rushmoor.
	-1,107,663	-1,142,473	-1,121,503	-34,810	
ENVIRONMENTAL SERVICES					
Dog Warden	57,270	42,808	46,637	-14,462	Court Costs awarded £3k, Staff Saving £11k
Pest Control	2,750	-232	646	-2,982	
Env Health Pollution	0	-158	0	-158	
Env Health Commercial	135,370	143,693	140,151	8,323	Staff realignment see Environmental Protection, Legal Fees HDC v Farm Catering
Environmental Protection	189,850	176,647	180,214	-13,203	Staff realignment see EH Commercial. 0.5fte vacancy £20k less unbudgeted contractor costs £10k
Churchyards	7,000	5,778	5,400	-1,222	
Env Health Public	0	0	0	0	
Out Of Hours Noise Service	24,910	15,840	18,187	-9,070	Staff saving on OOH Call outs
Health & Safety	27,090	32,040	27,445	4,950	
Licences	-9,230	-7,180	-9,103	2,050	
Hackney Carriages	-26,410	-32,430	-24,758	-6,020	Unbudgeted Medical Fees £10k and Equipment £5k less additional licence fee income £21k
Health & Policy	38,075	42,161	44,570	4,086	
	446,675	418,968	429,389	-27,708	
PLANNING					
Planning Development	-137,790	-126,324	-140,770	11,466	Pressures in Staffing £126k, Sbscriptions £5k, Advertising £5k, Appeal Consultants and awards £94k, off set by Application charges higher than budget £233k.
Building Control - Fee Earning	-117,210	-90,711	-112,313	26,499	Estimated difference on the 15/16 Contract less additional application fee income and staff saving
Building Control - Non-Fee	77,830	88,743	86,097	10,913	Estimated difference on the 15/16 Contract less additional application fee income and staff saving
Street Naming & Numbering	-490	-10,002	-8,083	-9,512	
	-177,660	-138,294	-175,069	39,366	

PAPER C
Appendix I

REVENUE BUDGET OUTTURN 2016 / 2017 PERIOD 12 MARCH					
	Controlable Current Budget	Year to Date Controlable Actuals	Controlable Full Year Forecast Outturn Outturn	Actual Year End Variance	Commentary
TECHNICAL					
Emergency Planning	39,710	37,376	37,426	-2,334	
Waste Client Team	-723,214	-852,058	-841,209	-128,844	Staffing reduction hours saving £6k, saving on Bin Purchases and sales £43k, saving on Printing and Stationery £5k, additional income based on latest projections, Garden Waste £23k, Glass £15k, Paper £8k and Recycling £38k. All off set by a Pressue on Project Integra £10K
Waste Contract Split Orders	0	0	0	0	
Hart Drainage	80,970	82,568	82,804	1,598	
Waste Contract	1,579,960	1,619,240	1,614,433	39,280	Saving based on the latest inflation calculations of 0.95%. Budget was -0.76% for the 1st 6 months then 1.5% for the 2nd 6 months £10k. Unbudgeted increase in garden waste clinets (approx 1,500) costing £45k
Grounds Mtn Contract	352,100	272,348	324,468	-79,752	Saving against budget of SLA with Basingstoke
Street Cleaning	494,420	525,584	535,898	31,164	Pressure of £8k for GIS Mapping of litter bins. £25k year end adjustment and £11k enforcement
Clinical and Bulky	-6,410	-23,466	-18,830	-17,056	Income above budget for bulky household collections
Basingstoke Waste Contract	0	8,119	0	8,119	
Street Furniture	8,030	5,505	6,318	-2,525	
Highways Traffic Management	35,660	32,578	44,254	-3,082	Overlap of Infrastructure Manager off set by savings in consultants £5k, equipment £3k and advertising £2k.
Highways Agency - Development	-29,310	-22,405	-23,029	6,905	Increased Contractor spend due to Planning Appeal and Staff Support
Estates/Asset Management	52,410	74,937	69,014	22,527	Spend higher than budget for Legal work Pot Bridge £6k, Moth Bailing at Hart Leisure Centre £10k and works outside the Capita Contract £17k off set by small land sale £10k and additional legal fee income on Ivy Lodge £3k.
Off Street Enforcement	-433,130	-504,217	-476,838	-71,087	2.0fte part year staff saving £21k, additional parking fee income £54k and additional Penalty Notice Income £9K less additional spend on contractors £10k
On Street Enforcement	94,080	52,135	67,486	-41,945	2.0fte part year staff saving £35k. £6k under on contractors and
CCTV	165,290	157,647	142,476	-7,643	Staff saving on the SAL with Rushmoor
Flood repairs & Maint work	0	0	0	0	
Fair Trade	2,000	1,899	1,000	-101	
	1,712,566	1,467,790	1,565,671	-244,776	
Total excluding Accounting Treatment	7,806,573	7,280,893	7,728,601	-525,681	
Adjustment for Accounting Treatment & Controllable Costs				8,996	Compensatory Added Yrs, Capital Adjustments, FRS17 Adjustments, Pension Interest Costs, Collection Fund
Grand Total				-516,685	

PAPER C
Appendix 2

Capital Programme Budget Monitoring 2016/17					
	Original Budget 2016/17	Carried Forward 2015/16	Current Available Budget 2016/17	Actual To Date	Variance 2016/17
Corporate Services	0	50	50	18	(32)
Housing & Customer Services	630	350	980	685	(295)
Leisure	0	16,802	16,802	16,537	(265)
Environmental Promotion	0	105	801	3,295	2,495
Technical Services	0	450	588	205	(383)
TOTAL CAPITAL PROGRAMME	630	17,757	19,221	20,741	1,520

Service Area	Scheme	Original Budget 2016/17	Carried Forward 2015/16	Current Available Budget	Actual To Date	Variance
Corporate Services	CCTV-Rushmoor	0	50	50	(2)	(52)
	Rural Broadband	0	0	0	23	23
	Upgrade to IT infrastructure	0	0	0	(18)	(18)
	Civic Office Refurbishment	0	0	0	16	16
	Door Entry System	0	0	0	(1)	(1)
		0	50	50	18	(32)
Housing & Customer Services	Private Sector Renewal - Minor Works Grants(Home trust Loan)	60	0	60	21	(39)
	Grant for 13x 4 bed dwellings.	0	350	350	280	(70)
	Disabled Facilities Grants	570	0	570	384	(186)
		630	350	980	685	(295)
Leisure	Fleet Area Football (S106)	0	180	180	0	(180)
	Leisure Centre SCAPE project appraisal	0	0	0	0	0
	Strategic Leisure	0	0	0	0	0
	Leisure Centre Pre Construction Stage	0	151	151	97	(54)
	Frogmore leisure Re-Development	0	1,485	1,485	1,472	(13)
	Leisure Centre Construction	0	14,822	14,822	14,916	94
	Leisure Centre Consultants & Fees	0	164	164	52	(112)
	Sports Hall	0	0	0	0	0
		0	16,802	16,802	16,537	(265)
Environmental promotion	Fleet Pond Project-Restoration	0	0	0	0	0
	Edenbrook Country Park (S106 SANG)	0	30	30	0	(30)
	Fleet pond Nature Reserve Visitor Strategy (S106)	0	8	28	11	(17)
	Odiham Common (S106)	0	19	19	4	(15)
	Odiham Signs	0	5	5	0	(5)
	S106 Leisure Parish Funded Projects	0	43	43	44	1
	Fleet Pond Access Track	0	0	150	0	(150)
	Fleet Pond Visitor Enhancements	0	0	56	0	(56)
	Hazeley Heath Grazing Project	0	0	80	0	(80)
	Hazeley Heath Notice Boards	0	0	15	0	(15)
	Hazeley Heath Access Improvements	0	0	80	3	(77)
	HW Central Common Enhancement	0	0	36	14	(22)
	HW Central Common Access Improvements	0	0	80	0	(80)
	HW QEII Fields Improvements	0	0	35	0	(35)
	Edenbrook CP Play Tree	0	0	30	0	(30)
	Edenbrook CP History Walk	0	0	20	0	(20)
	Cricknet Hill Pond Phase 2	0	0	10	2	(8)
	Service Vehicles	0	0	65	0	(65)
Countryside Workshop	0	0	19	19	(0)	
Bramshot Farm	0	0	0	3,200	3,200	
		0	105	801	3,295	2,495
Technical Services	Fernhill Road, Pedestrian Facilities (S106)	0	66	66	53	(13)
	S106 NEHTS Parish	0	12	12	3	(9)
	Forgmoor Day Centre Roof Repairs	0	0	40	61	21
	Church Road (Victoria Road) Car Park - Pay on Foot	0	247	0	0	0
	Church Road Improvements	0	0	270	13	(257)
	Post Payment Parking	0	0	76	0	(76)
	Phoenix Green, Hartley Wintney	0	75	75	59	(16)
	Mill Corner, North Warnborough	0	50	50	17	(33)
Kingsway Flood Alleviation Scheme	0	0	0	0	0	
		0	450	588	205	(383)
TOTAL CAPITAL PROGRAMME		630	17,757	19,221	20,741	1,520

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 18 JULY 2017

TITLE OF REPORT: TREASURY MANAGEMENT OUTTURN 2016/17

Report of: Head of Corporate Services & Section 151 Officer

Cabinet Member: Councillor David Neighbour, Leader and Finance

1. PURPOSE OF REPORT

1.1 To report the Council's Treasury Management activities during the 2016/17 financial year.

2. OFFICER RECOMMENDATION

2.1 The Committee is asked to consider any comments it wishes to make to Cabinet which will consider the report at its meeting on 3 August 2017.

3. BACKGROUND

3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

3.2 During 2016/17 the minimum reporting requirements were that the Council should receive the following reports:

- an annual treasury strategy in advance of the year (Cabinet 4 February 2016)
- a mid-year (minimum) treasury update report (Cabinet 4 August 2016)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

3.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

3.4 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Cabinet before they were reported to the Council.

4. THE ECONOMY AND INTEREST RATES

- 4.1 The two major landmark events that had a significant influence on financial markets in the 2016-17 financial year were the UK EU referendum on 23 June and the election of President Trump in the USA on 9 November. The first event had an immediate impact in terms of market expectations of when the first increase in Bank Rate would happen, pushing it back from quarter 3 2018 to quarter 4 2019. At its 4 August meeting, the Monetary Policy Committee (MPC) cut Bank Rate from 0.5% to 0.25% and the Bank of England's Inflation Report produced forecasts warning of a major shock to economic activity in the UK, which would cause economic growth to fall almost to zero in the second half of 2016. The MPC also warned that it would be considering cutting Bank Rate again towards the end of 2016 in order to support growth. In addition, it restarted quantitative easing with purchases of £60bn of gilts and £10bn of corporate bonds, and also introduced the Term Funding Scheme whereby potentially £100bn of cheap financing was made available to banks.
- 4.2 In the second half of 2016, the UK economy confounded the Bank's pessimistic forecasts of August. After a disappointing quarter 1 of only +0.2% GDP growth, the three subsequent quarters of 2016 came in at +0.6%, +0.5% and +0.7% to produce an annual growth for 2016 overall, compared to 2015, of no less than 1.8%, which was very nearly the fastest rate of growth of any of the G7 countries. Needless to say, this meant that the MPC did not cut Bank Rate again after August but, since then, inflation has risen rapidly due to the effects of the sharp devaluation of sterling after the referendum.

5. OVERALL TREASURY POSITION AS AT 31 MARCH 2017

- 5.1 At the beginning and the end of 2016/17 the council's treasury (excluding borrowing by PFI and finance leases) position was as follows:

	31 March 2016 Principal	Rate / Return	Average Life	31 March 2017 Principal	Rate / Return	Average Life
	£'000	%	Years	£'000	%	Years
Total Debt	-	-	-	9,849	2.19	25
CFR	905	-	-	17,365	-	-
Under Borrowing	(905)	-	-	(7,516)	-	-
Total Investments	13,000	0.66	<1	13,089	0.61	<1
Net Investments	13,000	-	-	3,240	-	-

6. THE STRATEGY FOR 2016/17

- 6.1 The expectation for interest rates within the treasury management strategy for 2016/17 anticipated low but rising Bank Rate, (starting in quarter 1 of 2017), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be

dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

- 6.2 In this scenario, the treasury strategy was to postpone borrowing where possible to avoid the cost of holding higher levels of investments and to reduce counterparty risk.
- 6.3 During 2016/17 there was major volatility in PWLB rates with rates falling during quarters 1 and 2 to reach historically very low levels in July and August, before rising significantly during quarter 3, and then partially easing back towards the end of the year.

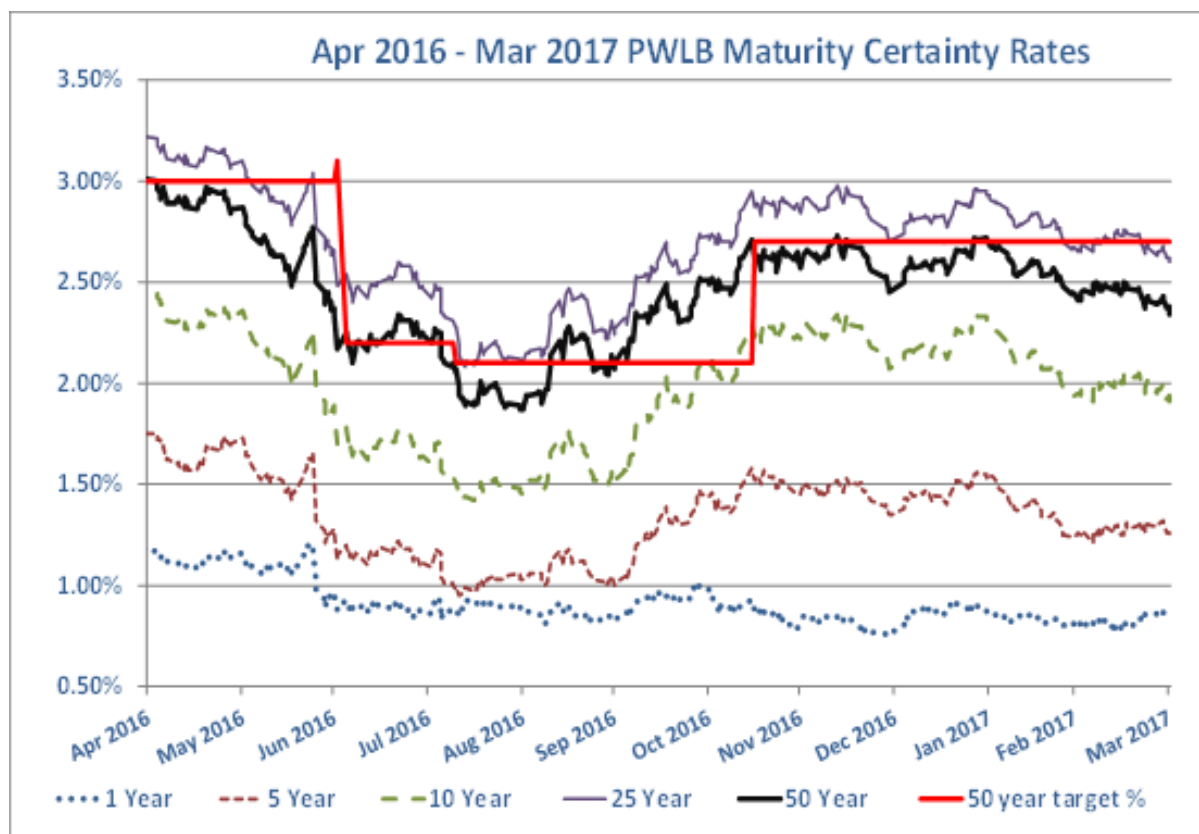
7. THE BORROWING REQUIREMENT AND DEBT

- 7.1 The council’s underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).

	31 March 2016 Actual (£'000)	31 March 2017 Estimate (£'000)	31 March 2017 Actual (£'000)
Capital Financing Requirement	905	21,506	17,365

8. BORROWING RATES IN 2016/17

- 8.1 **PWLB certainty maturity borrowing rates** - the graph below shows how PWLB certainty rates have fallen to historically very low levels during the year.



9. BORROWING OUTTURN FOR 2016/17

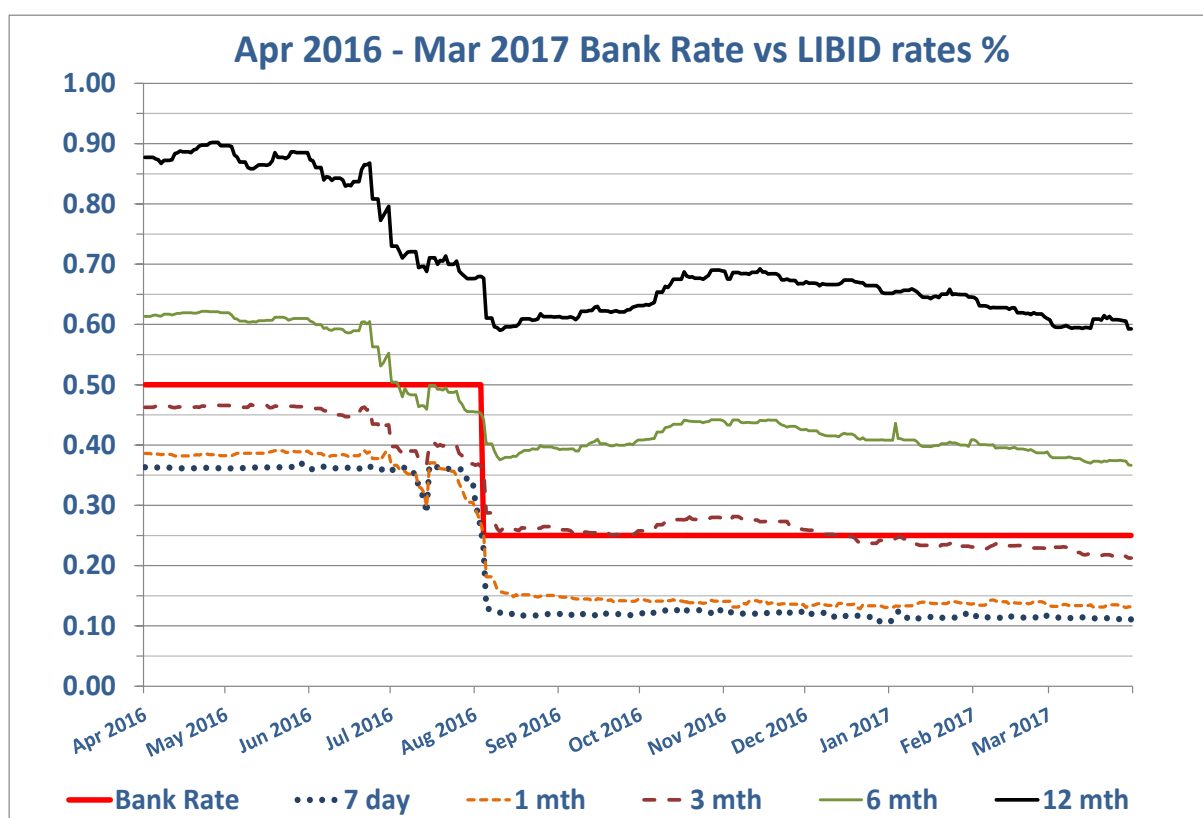
9.1 **Borrowing** – the following loans were taken during the year: -

Lender	Principal (£'000)	Type	Interest Rate (%)	Maturity (Years)
PWLB	10,000	Fixed Interest rate	2.19	25

9.2 **Repayments** – on 04/01/2017 the council started the bi-annual direct debit payments of £261,850 to repay this new PWLB loan

10. INVESTMENT RATES IN 2016/17

10.1 After the EU referendum, Bank Rate was cut from 0.5% to 0.25% on 4 August and remained at that level for the rest of the year. Market expectations as to the timing of the start of monetary tightening started the year at quarter 3 2018, but then moved back to around the end of 2019 in early August before finishing the year back at quarter 3 2018. Deposit rates continued into the start of 2016/17 at previous depressed levels but then fell during the first two quarters and fell even further after the 4 August MPC meeting resulted in a large tranche of cheap financing being made available to the banking sector by the Bank of England. Rates made a weak recovery towards the end of 2016 but then fell to fresh lows in March 2017.



11. INVESTMENT OUTTURN FOR 2016/17

- 11.1 Investment Policy – the Council’s investment policy is governed by CLG guidance, which has been implemented in the annual investment strategy approved by the Council on 25 February 2016. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.)
- 11.2 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 11.3 **Investments held by the Council** – the Council maintained an average balance of £22,224,000 of internally managed funds. The internally managed funds earned an average rate of return of 0.61%. The comparable performance indicator is the average 3-month LIBID rate was around 0.3%.

12. CONCLUSION

- 12.1 This report provides Members with information on the level of investment and interest earned during the last financial year and demonstrates the Council’s compliance with the Treasury Management Strategy.

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APPENDICES

Appendix I - Prudential and Treasury Indicators

BACKGROUND PAPERS:

Budget Report Council

Prudential and Treasury Indicators

During 2016/17, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

PRUDENTIAL INDICATORS	2015/16	2016/17	2016/17
	Actual	Original	Actual
	£'000	£'000	£'000
Capital Expenditure	8,895	15,615	20,741
Gross Debt	36	7	9,856
Capital Financing Requirement (CFR)			
Brought Forward 1 April	123	6,200	904
Carried Forward 31 March	904	21,506	17,365
Change in CFR	781	15,306	16,461
Ratio of financing costs to net revenue stream	-0.61%	-0.79%	0.50%
Incremental impact of capital investment decisions			
Increase in council tax (band D) per annum	£ 2.37	£ 2.06	£ 1.58

TREASURY MANAGEMENT INDICATORS	2015/16	2016/17	2016/17
	Actual	Original	Actual
	£'000	£'000	£'000
Authorised Limit for External Debt			
Borrowing	7,000	30,000	30,000
Other long term liabilities	-	-	-
Operational Boundary for External Debt			
Borrowing	5,000	25,000	25,000
Other long term liabilities	-	-	-
Actual External Debt	36	7	9,856
Upper limit for fixed interest rate exposure			
Net principal re fixed rate borrowing / investments	100%	100%	100%
Upper limit for variable interest rate exposure			
Net principal re variable rate borrowing / investments	100%	100%	100%
Upper limit for total principal sums invested for over 364 days	5,000	5,000	5,000

Maturity structure of borrowing during 2016/17	Lower %	Upper %
Under 12 months	0	50
12 months to 2 years	0	50
2 years to 5 years	0	50
5 years to 10 years	0	100
10 years to 20 years	0	100
20 years to 30 years	0	100
30 years to 40 years	0	100
40 years to 50 years	0	100

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 18 JULY 2017

TITLE OF REPORT: PAVEMENT AND VERGE PARKING

Report of: Infrastructure Team Manager

Cabinet member: Councillor James Radley, Services

1 PURPOSE OF REPORT

- 1.1 To set out the background for a need for pavement and verge parking restrictions, the direction of Hampshire County Council, and how pavement and verge parking restrictions might be implemented.

2 OFFICER RECOMMENDATION

- 2.1 That Environment and Technical Services investigate district wide pavement and verge parking restrictions and develop an amendment to the district wide consolidate traffic order.

3 BACKGROUND

- 3.1 A number of requests to implement restrictions to prohibit parking on pavements and verges have been received. These are at a variety of locations, which are in small isolated or discrete locations i.e. residential areas, or specific roads or sections of roads, and the council needs to agree whether this is something it wishes to implement.
- 3.2 Waiting and loading prohibitions on the side of a road generally apply from the carriageway centre line to the highway boundary. The prohibition therefore applies to any verge, footway or cycle track as well as to the carriageway.
- 3.3 It is not always practical to implement such restrictions along the side of the road, as waiting and loading prohibitions or restrictions would preclude on-street parking and access where it is may be needed.
- 3.4 The county has set out its policy for managing pavement and verge parking in its Traffic Management Policy, which relates to the Highways Maintenance Management Plan.
- 3.5 The Hampshire County Council Highways Maintenance Plan policy HW1 Enforcement and Prosecution covers pavement and verge parking. Its states that *“Where parking does obstruct or cause damage [for example], then the County Council may take preventative action. It may carry out physical alteration to the street layout or promote traffic regulation orders to control or prevent parking.”*
- 3.6 On 22 January 2013, an update report was sent to the county Environment & Transport Select Committee on the work carried out to review the county’s policy on parking on grass verges, footpaths and pavements.

- 3.7** The recommendations from the review was to update policy HW1 and its supporting information. This resulted in a more flexible approach being adopted by the county, setting out a criteria for prioritising and addressing each complaint as it arises. These complaints are directed to the county for assessment.
- 3.8** The county have been contacted regarding the policy position and on how Hart District Council should work with the county. The county indicated that they would not obstruct the council in implementing pavement and verge restrictions, but considered the issue one of environmental and so outside of the current county traffic management policy which is focused on casualty reductions, and have expressed reservation about the proposal.
- 3.9** The council now has consolidated all traffic orders into one TRO, and it is now possible to include pavement and verge parking restrictions as a schedule to that order. The schedule would reference an area, zone or street.

4 CONSIDERATIONS

- 4.1** The creation of pavement and verge restrictions will need to fit into the existing traffic management programme, and if not properly implemented, may displace parking.
- 4.2** The county in its initial response, has indicated that it would not obstruct Hart District in progressing such restrictions, but has given a note of caution the restrictions may not be any more beneficial than conventional waiting restrictions, and not as practical to implement. A further update to members will be provided at the meeting.
- 4.3** The county has also indicated in its response that such restrictions are outside of the current policy on casualty reduction and consider them as environmental, which should not be implemented in priority to safety led schemes, unless the council considers funding the scheme.
- 4.4** The traffic order for such a scheme will be included within the district wide consolidation order and each area, zone or street included in a schedule to that order along with an associated plan. The actual process and level of work required to amend the order in such a way still needs to be considered.

5 FINANCIAL IMPLICATIONS

- 5.1** The County have confirmed that it considers pavement and verge parking restrictions to be outside of the Traffic Management Agency funding, and therefore would not fund such a scheme.
- 5.2** It is estimated that the cost of a feasibility study into pavement and verge parking will be in the region of £3000, which can be contained within the District Councils 2017/18 traffic management budget.

6 ACTION

- 6.1** Consider and comment on the content of this report.

- 6.2** Environment and Technical Services will, in consultation with the Portfolio Holder and in-line with comments from this committee, undertake to develop a pavement and verge scheme to cover the district, and will report to Cabinet on the outcomes.
- 6.3** Environment and Technical Services will, in consultation with the Portfolio Holder and in-line with comments from this committee, undertake to investigate existing requests and whether existing waiting restrictions can be implemented more readily to address the issue.

Contact Details: Philip Sheppard – Infrastructure Manager / Extension: 4428 / e-mail: philip.sheppard@hart.gov.uk

CABINET

KEY DECISIONS/ WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

August 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)
Revenue and Capital Outturn 2016/17	Annual	Report on outturn.	Aug 17			DN	F
Treasury Management 2016/17	Annual	Report on Treasury Management Activities 2016/17.	Aug 17			DN	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	Aug 17		JR	TS&EM
Release of S106 Developer Contributions - Yateley Town Council	July 17	Agreement of release of £16,000 towards the refurbishment of Yateley Pond	Aug 17				
5 Councils	Feb 17	Monitoring update	April 17	Sept 17		AO	JCX
Budget Monitoring	Quarterly	Quarterly Budget Monitoring	Sept 17 Nov 17 Mar 18			DN	F
Equality Policy	May 17	Update	July 17	Sept 17		AC	RS
Medium Term Financial Plan	Annual	Review	Dec 17			DN	F
Treasury Management Strategy	Nov 16	Half Year Review 2017/18	Dec 17			DN	CCS

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)
Treasury Management Strategy	Annual	2018/19	Feb 18			DN	F
2018/19 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Approval. Recommendation to Council.	Feb 18			DN	F
Service Plans	Annual	Service Plans 2018/19	April 18			JR	All
Food Safety Service Plan	Annual	For approval	June 18			AC	RS
Outside Bodies	Annual	To confirm representatives on Outside Bodies	June 18			DN	JCX
Local Plan Submission Plan	June 16	Consideration of Submission plan	TBC			GC	PP
Update on Local Trading Company	Aug 16	To seek approval for a new delivery and financial model to enable an early start-up	Jan 17	TBC		SB	H

Notes:

1 Date added to Programme

2 Cabinet Members

DN Leader and Finance

AC Regulatory &

Community Safety

3 Service:

JCX Joint Chief Executive

CS Community Safety

F Finance

SLS Shared Legal Services

SA Partnerships

SK Leisure & Countryside

HS Housing Services

CCS Corporate Services

PP Planning Policy

MO Monitoring Officer

SB Housing

AO Contracts

RS Regulatory Services

L&EP Leisure and Environmental Promotion

TS & EM Technical Services and Environmental Maintenance

GC Planning

JR Services

EXECUTIVE DECISIONS

30/6/17 Cllr Kinnell Release of S106 Funding for improvements to Victoria Hall, Hartley Wintney

Not called in

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – July 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
RIPA	Quarterly Update	July 17 Oct 17 Jan 18 April 18		Report	Monitoring Officer
Treasury Management Outturn	Report on outturn.	July 17		Report	Head of Finance
2016/17 Revenue and Capital Outturn	Annual	July 17		Report	Head of Finance
Pavement and Verge Parking	Consideration of on street parking issues	Nov 16	July 17	Report	Environment & Technical Services
Corporate Services Service Board & 5 Councils	Portfolio Holder for Corporate Services to update on progress	Mar 17	Aug 17		Joint Chief Executive
Performance Information	Quarterly highlight reports.	Aug 17 Dec 17 Feb 18		Report	Performance and Innovation Officer
Quarterly Budget Monitoring	Quarterly update	Aug 17 Oct 17 Feb 18		Report	Head of Corporate Services
SANGS	Ecology and Countryside Manager to present	Mar 17	Sept 17	Presentation	Ecology & Countryside
Litter and Dog Fouling Enforcement	Monitoring/Review of pilot with East Hampshire	Oct 17		Report	Environment & Technical Services
Flooding	Notes from twice yearly meeting of Agencies	Oct 17 April 18		Minutes	Environmental and Technical Services

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – July 2017

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Medium Term Financial Forecast	Annual forecast	Nov 17		Report	Head of Finance
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
Service Plans	Draft Service Plans 2018/9	Annual	Mar 18	Report	Joint Chief Executive
Body Worn Video	Annual monitoring	April 18		Report	Environment & Technical Services
Outside Bodies	Reports from Representatives on Outside Bodies	Annual	April 18	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 2017/18	Annual	April 18	Discussion	Committee
Nominations to Service Boards	Member nominations	June 18			Chairman O&S Committee
2017/18 Performance Information – Annual Outturn	Annual update	June 18		Report	Performance and Innovation Officer
Trading Company	Progress update	Mar 17	TBC	Report	Head of Community Services
Markets Across Hart	Task and Finish Group - Councillors Makepeace-Browne and Wheale to lead.	TBC			Committee
Procurement Process	Report	TBC			Joint Chief Executive

<p>Local Plan Process</p>	<p>Review:</p> <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. • 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 	<p>TBC</p>			<p>Joint Chief Executive</p>
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OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 18 July 2017 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Axam, Burchfield, Clarke, Crisp, Crookes (Chairman), Gray, Harward, Leeson, Makepeace-Browne, Morris

Officers:

Andrew Vallance	Head of Corporate Services
John Elson	Head of Environment and Technical Services
Philip Sheppard	Infrastructure Team Manager

12 MINUTES

It was noted that Councillor Harward had not been present at the previous meeting. With this amendment the minutes of the meeting of 20 June 2017 were confirmed and signed as a correct record.

A schedule of Service Board meetings and attendees was circulated.

13 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Wheale.

14 CHAIRMAN'S ANNOUNCEMENTS

None.

15 DECLARATIONS OF INTEREST

None declared.

16 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

17 REGULATION OF INVESTIGATORY POWERS (RIPA) – QUARTERLY UPDATE

There had been no use of the RIPA provisions (Covert Surveillance Policy) since the report to Overview and Scrutiny in April 2013.

It was agreed that an annual update would be provided to the Committee in future, unless the powers were used, in which case a report would be made to the next meeting of the Committee.

18 5 COUNCILS JOINT SCRUTINY COMMITTEE

The minutes of the meeting of 23 May 2017 were noted. Members queried the role of individual Councils' Overview and Scrutiny Committees.

It was noted that both contracts were currently being renegotiated and that governance arrangements were also under review. It was agreed that a paper on governance of the 5 Councils project would be presented to the Committee in October.

It was also agreed that the first meeting of the Corporate Services Board in September should consider the impact of the 5 Councils project on this Council, including the costs of officers supporting the project.

19 2016/17 OUTTURN REPORT

Details were reported of the final position on the Council's accounts for 2016/17.

DECISION

- 1 That the 2016/17 outturn position for the General Fund Revenue account be agreed.
- 2 That the 2016/17 outturn position for Capital expenditure be agreed.
- 3 That the carry forward of the unspent revenue budgets be agreed.

20 TREASURY MANAGEMENT OUTTURN 2016/17

Members considered the Council's Treasury Management activities during the 2016/17 financial year.

DECISION

The information was noted.

21 PAVEMENT AND VERGE PARKING

The Committee considered the need for pavement and verge parking restrictions and options for their implementation.

The Committee suggested that Town and Parish Councils be consulted for their views on problem areas and potential solutions.

DECISION

That Environment and Technical Services investigate district wide pavement and verge parking restrictions and develop an amendment to the district wide consolidated traffic order.

22 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered.

The following additions were suggested:

- Waste tender - October 2017
- Local Plan – Regulation 19
- Economic Development Plan Consultation report
- 5 Councils Governance – November 2017

23 OVERVIEW AND SCRUTINY WORK PROGRAMME

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

- Waste tender
- Local Plan (Regulation 19) Submission Plan
- Economic Development Plan Consultation - responses
- 5 Councils Governance – clarity on roles of individual Councils' Overview & Scrutiny committees and role of 5 Councils Scrutiny Committee
- Flytipping - Results of camera trial with Basingstoke and Deane BC and way forward
- Bramshot Farm SANG – review of business case
- Edenbrook Country park
- Church Road car park/new machines

The meeting closed at 8.20 pm.