



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday, 19 March 2019 at 7.00 pm
Place:	Committee Room 1, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs Gill Chapman) committeeservices@hart.gov.uk
Members:	Axam, Burchfield, Collings, Crookes, (Chairman), Delaney, Drage, Harward, Quarterman, Wheale, Worlock, Wright

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

- 1 At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- 2 The Chairman will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording – please see our protocol on [Attending and Reporting Meetings](#)**

1 MINUTES

The minutes of the meeting of 19 February 2019 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%202018%20A4.pdf

6 FEEDBACK FROM SERVICE BOARDS

7 MULTI AGENCY AND PARISH FLOOD FORUM UPDATE

To update Overview and Scrutiny on the Multi Agency and Parish Flood Forums, the councils Flood Alleviation Schemes, and a brief note to clarify the Environment Agency process for delivering a project to reduce the impacts of flooding. **Paper B**

RECOMMENDATION

That the arrangement for ensuring the Council and key partners are engaged as part of a wider strategic discussion around flooding, is noted.

8 CORPORATE RISK REGISTER

As part of the Council's governance framework is essential that it identifies and manages risk that it is exposed to. Members are asked to consider the Corporate Risk Register. **Paper C**

RECOMMENDATION

That the Committee reviews the content of the Corporate Risk Register.

9 DRAFT SERVICE PLANS 2019/2020

To consider the draft Service Plans for 2019/20 as set out in Appendix I. **Paper D**

RECOMMENDATION

- 1 That prior to consideration by Cabinet in April, the draft Service Plans for 2019/20 be considered by Overview and Scrutiny having regard to the agreed Budget for 2019/20.
- 2 That Overview and Scrutiny notes the intention to ask Service Boards to set Key Performance Indicators (KPIs) and risks.

10 CABINET WORK PROGRAMME

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

11 OVERVIEW AND SCRUTINY WORK PROGRAMME

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

Date of Despatch: 12 March 2019

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday, 19 February 2019 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Axam, Burchfield, Collings, Crookes (Chairman), Delaney, Drage, Morris (for Worlock), Quarterman, Wheale (from item 107), Wright (from item 107)

In attendance: Councillors Dickens, Kinnell, Neighbour, Parker

Officers Present:

Patricia Hughes Joint Chief Executive

101 MINUTES

The minutes of the meeting of 15 January 2019 were confirmed and signed as a correct record.

102 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Worlock, substituted by Councillor Morris. Councillor Wright had advised he may be late.

103 CHAIRMAN'S ANNOUNCEMENTS

None.

104 DECLARATIONS OF INTEREST

None declared.

105 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

106 FEEDBACK FROM SERVICE BOARDS

Regulatory Services – No issues raised
Corporate Services - No issues raised

107 LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME 2018/19

Members were asked to consider the Local Discretionary Relief Scheme for 2018/19. It was suggested that the Fleet Business Improvement District could be engaged to help their businesses apply for the discretionary business rate relief.

DECISION

That Overview and Scrutiny Committee recommends to Cabinet that the Local Discretionary Relief Scheme for 2018/19 be approved.

108 2018/19 BUDGET MONITORING TO END DECEMBER 2018

The Committee was advised of the position on revenue and capital expenditure at the end of December. Cabinet would consider this report at its meeting on 7 March 2019.

DECISION

That the revised projections and reasons for the main variations and the current spending position on the Capital Programme be noted.

109 DOG CONTROL PUBLIC SPACE PROTECTION ORDER

Members considered a proposed Dog Control Public Spaces Protection Order (PSPO) across the District prior to the proposal being considered by Cabinet.

Members asked that the following issues be addressed in the Cabinet paper

- Costings for the signage
- How relations could be built with Parish and Town Councils who may seek clarification on whom would pay for signage and enforcement on Parish and Town Council land
- Whether the budget referenced in paragraph 8 included signage on land owned by Parish and Town Councils
- Whether enforcement would continue on HCC public footpaths, and is the consent of the landowner needed to enforce
- What other Councils were including in PSPO's associated with dogs.

Members felt that item c) could be refined to make reference that the removal of the dog faeces needed to be to a suitable receptacle.

The consensus of the Committee was that longer term metal signage would provide better outcomes.

DECISION

That the following recommendations to Cabinet be agreed:

- I That a Hart Dog Control Public Spaces Protection Order be progressed to include the following restrictions:

District Wide (any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission);

- a. Persons in charge of a dog must put the dog on a lead if asked to do so by an authorised officer;

- b. Persons in charge of a dog must have with them appropriate means to pick up dog faeces deposited by that dog;
- c. Persons in charge of a dog must remove the faeces to a suitable receptacle.
- d. No person shall walk more than four dogs at the same time.

Other

- e. Exclusion of dogs from:
 - a. Fenced children's play areas, skate parks, tennis courts and multi-use games areas
 - b. the playing area of marked playing pitches
 - f. Dogs must be on a lead on the Thames Basin Heaths Special Protection Area during the period 31 March to 31st July.
- 2 That delegated authority be granted to the Joint Chief Executives in consultation with the Portfolio Holder for Regulatory Services, to amend the Draft Order following consultation and to adopt the Public Spaces Protection Order.
- 3 That implications of the PSPO on the costs of signage and on enforcement are noted.

I 10 PERFORMANCE INFORMATION 2018/19 - QUARTER 3

The Committee considered the Council's performance indicators for quarter 3 2018/19 (1 October 2018 - 31 December 2018).

Members debated the performance statistics of the Grant Funded organisations and reflected it may be beneficial to request that the organisations concerned attend Overview and Scrutiny to inform the Committee on their work.

Members also noted that SLA FP01 is a cumulative target and should be reflected as such.

DECISION

That the information be noted.

I 11 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and Members sought clarification on whether there are further Neighbourhood Plans which should be reflected on the forward programme.

I 12 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and Members discussed the Future High Street Fund.

The meeting closed at 8.35pm

OVERVIEW & SCRUTINY COMMITTEE

DATE OF MEETING: 19 MARCH 2019

TITLE OF REPORT: MULTI AGENCY AND PARISH FLOOD FORUM UPDATE

Report of: Head of Technical And Environmental Service

Cabinet member: Councillor Alan Oliver, Technical Services

1 PURPOSE OF REPORT

- 1.1 To update Overview and Scrutiny on the Multi Agency and Parish Flood Forums, the Councils Flood Alleviation Schemes, and a brief note to clarify the Environment Agency process for delivering a project to reduce the impacts of flooding.

2 OFFICER RECOMMENDATION

- 2.1 That the arrangement for ensuring the Council and key partners are engaged as part of a wider strategic discussion around flooding, is noted.

3 BACKGROUND

Hart District Council currently runs two types of regular flooding meeting, the Multi Agency Flooding meeting and the Parish Flood Forum. These meeting have slightly different audiences and scale of focus.

3.1 Update on the Multi Agency Flooding Meeting

- 3.1.1 The Multi Agency Flooding meetings are strategic meetings run by Hart District Council, aimed at District and County Councillors and attended by the Environment Agency, Thames Water and Hampshire County Council including Highways. The purpose of these meetings is to enable two-way discussion of wider strategic flooding issues within the District and to keep councillors abreast of key flood risk issues and projects. Issues are deemed strategic if they affect 3 or more properties. These meetings are held every 6 months with one in February and one in September.
- 3.1.2 At the recent Multi Agency Flooding meeting on 25 February the Environment Agency gave a presentation on the project process that flood alleviations schemes receive funding through which is detailed in Appendix 1.
- 3.1.3 Updates on all the flood alleviation Scheme projects and from the partner organisations within Hart, are detailed in the minutes and attached as Appendix 2.

3.2 Update on the Parish Flood Forum

- 3.2.1 The Parish Flood Forum deals with the small scale, parish level flooding issues, and is where members should escalate non-strategic matters.
- 3.2.2 These meetings facilitate face-to-face discussions with the partner organisations that are most suited to address issues. The forum starts with a short talk of the day by one of the partner agencies, which is then followed by booked mini meetings between individual parishes and the partner agency to address their concerns.
- 3.2.3 Parish Flood Forums are attended by Parishes, district and county members, and partner agencies of Environment Agency, Thames Water, and Hampshire County Council [Water and Highways], and are held in May and November.
- 3.2.4 Since its inception there has been two Parish Flood Forums and have been well attended with nine parishes attending each event. The talk of the day in May was on the Scottish and Southern Energy's Community resilience fund, and in November was on Hampshire County Council's role as Lead Local Flood Authority.

4 ACTION

Subject to comments made by the Committee on the efficacy of the arrangements, we will continue to liaise with our key strategic partners through the Multi Agency Flooding meeting and Parish Flood Forum.

Contact: Susanna Hope / ext. 4210 / susanna.hope@hart.gov.uk

APPENDICES

Appendix 1 - Environment Agency stage gate process for "Delivering a project to reduce flood and coastal erosion"

Appendix 2 - Minutes of Multi Agency Flood Forum 25 February 2019 and Action Notes

Environment Agency stage gate process for “Delivering a project to reduce flood and coastal erosion”

1 in 6 properties in the UK are at risk of internal flooding. There are insufficient funds available to defend every property that is at risk of flooding and not every location will have a viable solution. As a result, there is a strict process to determine which schemes can receive funding and which do not. Often it becomes apparent, as schemes investigate their options, whether there exists a promising solution. Those projects that do not have a promising case will lose their funding. This is done to prevent wasteful spends on expensive ineffective schemes.

Flood Alleviations Schemes can receive part funding from Central Government’s Flood Defence Grant in Aid (FDGIA) funding pot. This is administered and regulated by the Environment Agency but the rules managing the process come from DEFRA. There are strict rules that govern what a project can receive funding for. There are also a few break points along the project process where the decision to continue to fund the project are made. FDGIA funding can be received at all stages of the project.

No Scheme can be 100% funded through FDGIA. The shortfalls in funding must be made up from other sources. These other sources are known as partnership funding could be from a council, housing association, business, Local Levy or other source. Local Levy is a council tax funded pot that is administer in our area by the Thames Regional Flood and Coastal Committee. Local Levy can be used to top up shortfall in project funding where a scheme is promising and has received other partnership funding contributions. Central Government requires all flood alleviation schemes that receive FDGIA to go through 6 main stages or gateways.

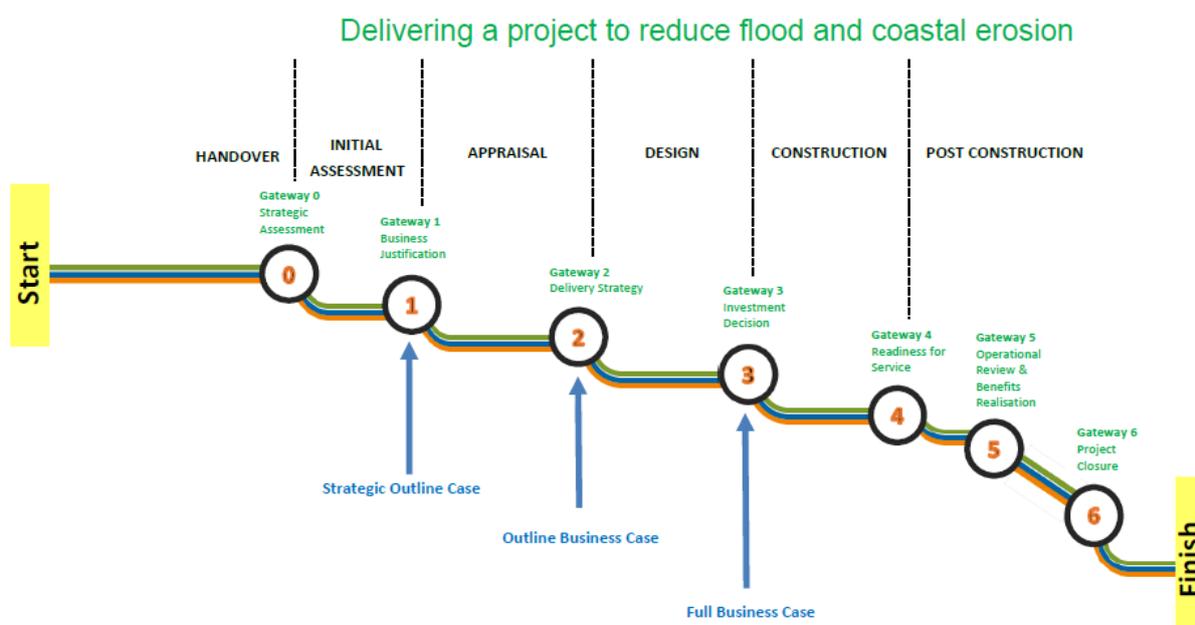


Figure 1: Shows the 6 gateways FDGIA funded projects must go through.

- **Gateway 0 – Handover.** Approval is received to open a project and initial allocated funding is provided. At this stage the project is given to a lead Risk

Management Authority, which is usually the Environment Agency for projects dealing with main river flooding, Hampshire County Council for surface water and groundwater flooding issues, or Hart District Council for local level surface water schemes.

- **Gateway 1- Initial Assessment.** This is a high-level assessment using existing data or basic modelling to indicate the likelihood of a deliverable and affordable options to prevent internal property flooding is achievable.
 - Fleet, Crondall, North Yateley, and Cricket Hill and Tudor Stream in Yateley are all EA projects that have completed this stage.
- **Gateway 2- Outline Business Case.** This involves investigating all possible options for protecting properties at risk to determine the most deliverable option; all likely project constraints (such as land owner, environmental and ground conditions issues) must be investigated as well as a project's cost/ benefit ratio and funding. Depending on the project size, the Outline Business Case must be presented to National Project Approval Service to get approval, and only projects with a good cost/benefits (i.e. money saved is greater than full cost of the scheme), all funding shortfalls covered, and potential constraints mitigated, can move to the next stage.
 - Kingsway in Blackwater is in the early stages of the Outline Business Case, while Phoenix Green is nearly at submission, and Mill Corner does not have FDGiA but is near the end of the Outline Business Case stage.
- **Gateway 3- Full Business Case.** This stage involves the detail design of the scheme, contractor procurement, obtaining permissions and permits. A final investment decision is taken at this point before the go ahead for construction is given.
- **Gateway 4- Readiness for Service.** Construction is complete and the defences should be working.
- **Gateway 5- Benefit Realisation.** A review is undertaken to ensure that the defence has been built as designed, is functioning correctly and all the properties that should be protected by the scheme are.
- **Gateway 6- Project Closure.** The project is formally closed.

The amount of time each project takes to pass through each gateway will vary from project to project depending on its size and complexity.

FDGiA [Flood Defence Grant in Aid] funds project and runs in 6-year cycles; the current cycle ends in March 2021, and all projects funded in this cycle must have been completed by this date. To ensure that the March 2021 deadline is met, the Environment Agency are prioritising projects that can be delivered by this date.

**Minutes of the Meeting of Thames Water, Environment Agency, Hampshire
County Council with
Hart District Council Members**

25th February 2019 at 2pm

Present:

Hart Councillors: Crookes (Chairman), Axam, Oliver, Parker, Southern

Hampshire County Council (HDC): Councillors Simpson and Glen, Vicki Westall

Thames Water Utilities (TW): Sarah Edmunds, Alice Keeping

Environment Agency (EA): Neil Landricombe, Janice Longman

Hart District Council (HDC): Philip Shepherd (Infrastructure Team Manager), Susanna Hope (SH) (Flood Risk Infrastructure Engineer), Gill Chapman (Committee Services)

In attendance: Councillor Radley, Church Crookham Parish Council

1 Apologies for Absence

Apologies had been received from Councillors Makepeace Browne, Forster, Worlock Collett and James Holt from Hampshire Highways.

2 Minutes of the previous meeting – 24 September 2018

The minutes of the meeting of 24 September 2018 were agreed.

3 Flood Alleviation Schemes and the Capital Programme (EA)

Neil Landricombe gave a presentation on the EA Capital Programme process. (Copy of presentation summary circulated.)

Members asked where specifically the HDC projects were on the timeline, and the amount of time between each gateway.

Action: EA to respond

Post meeting note: The questions above have been addressed within the presentation summary.

4 Crookham Park Ditch (Nepal Gardens-Naishes Lane) (HCC)

The ordinary watercourse section of the Sandy Lane ditch is causing flooding and erosion/deposition issues across Crookham Park particularly between Nepal Gardens and Naishes Lane and the Alethic Area on site. HCC was asked for an update regarding their discussions with Taylor Wimpy in July 2018. An update on this issue was to be provided by HCC post meeting.

Action: HCC to respond

Post meeting note: Taylor Wimpy are aware of the issues. The developer is still looking into options to address this issue but has not yet submitted an application for Ordinary Watercourse Consent to HCC.

5 Status Updates (including upcoming projects)

EA Projects

Sandy Lane Ditch & Fleet Brook, Griffin Stream, Cricket Hill & Tudor Stream, Frogmore, North Yateley

Prior to the meeting the EA sent out reports on Sandy Lane Ditch & Fleet Brook, Cricket Hill & Tudor Stream and North Yateley

Cricket Hill & Tudor Stream in Yateley- Modelling showed that the flooding was mainly in the road and there was insufficient property flooding to get Flood Defence Grant In Aid funding for a scheme. This scheme is not being taken forward in the current 6 year program.

A meeting is being held on the 21st of March with Yateley Councillors to discuss the reports and discuss alternative means of managing the flood risk.

Fleet Brook and Sandy Lane Ditch- this is a complex area with no existing detail modelling. To undertake detail modelling is prohibitively expensive. A high-level assessment has been done that suggests the flooding is from multiple sources and is spread across the entire urban area. The EA are investigating whether a phased approach to a scheme might be viable. A technical site visit is being held on the 5th of March followed by a meeting with Fleet and Church Crookham Councillors Date to be determined.

HDC projects:

Mill Corner – On the request of HDC, Thames water have sent out sewer surveys to residents and put cameras down some of the sewers. To justify increasing the gully cleanse frequency by Highways, HDC also sent out surveys to determine the extent of flooding issues from the B3349. HDC is still waiting to hear whether the Water Environment Grant bid has been successful. HDC to meet lead resident on the 1st of March to work on the Community Emergency Plan.

Phoenix Green – The Thames Regional Flood and Coastal Committee have reviewed the Outline Business Case and recommended more public consultation to be undertaken before submitting the Outline Business Case the EA for approval. Vivid have been approached for a firm financial commitment to the project. Project team to meet on regular basis in between the Multi Agency meetings.

Kingsway, Blackwater – Baseline modelling completed. Work has started on the high level review of the business case viability. This is to take an early sense check of the project, given the number of houses at risk, to see if any of the potential options likely to be financially viable. This is to prevent the waste of time and resources modelling options that would not be financially viable. Support from EA and HCC. TW have contributed funding to the baseline modelling work.

HCC projects: Webbs Corner (Highways & FWM) – On schedule to have finished works by October of this year. The project is using parish land to hold back water.

HCC section: Local Flood Risk Management Strategy (LFRMS)

VW reported that this had been put on hold for six months because the National Planning Policy Framework and latest climate change allowances have recently been updated. The delay is being used by HCC to reshape policy guidance within the LFRMS. However, work is still going on the 18 catchment plans that will sit behind the LFRMS. The Loddon Catchment Plan (of which Hart is within) is nearly finished.

Members wished to add:

- That, whilst acknowledging that the long timescales could be frustrating for residents and ward members, the meetings should strive to be positive and work with the agencies to get the most positive and timely outcomes.
- That HCC councillors and HDC ward councillors should be invited to any meetings with residents around flooding issues.

6 Update on Parish Flood Forum

The November meeting was successful, with 9 Parishes attending. The talk of the day was on HCC's role as Lead Local Flood Authority. The next Parish Flood Forum was scheduled for end May.

7 Enforcement Issues

St Michael Close Enforcement/ 132 Aldershot Road (EA) - This was a failed river bank in Fleet which had caused some flooding issues with an adjacent resident. Difficulties between two riparian owners both insisting that the other was liable has been resolved with a firm commitment from one riparian owner to undertake bank repairs. This was an issue for the Parish Flood Forum.

8 Highway Flooding issues (Highways)

West Green Road (HCC & SH) – Highways have completed jetting works, HDC have put in trash screen and desilted a section of ditch adjacent to the houses. Further works eg tree work, desilting of ditch are being undertaken by HDC before the end of March. Cllr Southern highlighted that there are flooding issues on the other side of Grange lane near the bridge.

Dinorben Avenue – In Highways programme for new financial year. The pipe from the catch pit onwards to the canal needs replacing. Crossing third party land is necessary, legal work being done with the landowner to ensure Highways will have access in future for ongoing maintenance.

9 Water Situation (EA & TW)

TW reported that there were no concerns with the water situation. Groundwater levels are average to low for the time of year and there is not expected to be significant rainfall in March. The rainfall for November and December were above average and in January this was below average. However, drought for the year ahead is not currently a concern.

- I Members asked if there were any major capital programmes from TW in the Hart area.

2 TW to respond to issues detailed on the Action Sheet

Action TW to respond asap - response to be attached to minutes

10 Any Other Business

Action sheet:

35 - Hunts Common – more detail needed from TW (see above)

7 - Mill Lane – engineers to be asked to go out

21 - Award Road – TW will CCTV prior to replacing the manhole cover. TW to update.

Up Green – to be discussed through Parish Flood Forum

36 – Beacon Hill Road - Highways have no record of this, to be discussed through the parish flood forum

Cron dall Road near junction to 287 - road flooding. SH to investigate.

Action: TW to provide update to SH for circulation

11 Date of Next Meeting:

The next meeting was scheduled for Monday, 30th September 2019.

Multi Agency Flooding Meeting Actions

February 2019

Hart District Council- **HDC**, Environment Agency- **EA**, Thames Water- **TW**, Hampshire Highways-**HH**, Hampshire County Council **FWM-HCC**, Cllr Collett- **AC**, Cllr Crookes-**KC**, Philip Sheppard- **PS**.

Ref	Item/Issue	Status	Who	Date completed
2	Steering group for Fleet and Sandy Lane Ditch . EA to assist HDC set up working group for Fleet (including. Sandy Lane Ditch) and another group for Yateley area working group now to go through project reports with councillors	Delayed. Waiting for Phase 1 study. Steering group to be setup once governance & funding approved. Update in meeting	EA	
3	EA Flood Alleviation Scheme project plan and time lines Action: Neil Landricombe to provide email explaining the Flood defence Grant in Aid Process as an information pack.	Completed. Presentation in Multi Agency meeting	EA	25/02/19
7	Cllr Collett – Thames Water temporarily capped the utility manhole cover in the pavement outside 30 Mill Lane at the junction between Fry's Lane and Mill Lane in Yateley to prevent sewerage flooding affecting the utility services. Is this capping still in place? Should this be removed? Thames Water to find out the status of the capping to project the utility manhole cover on Fry's Lane.	Ongoing. TW will send out an engineer to investigate this.	TW/ AC	
14	EA would like to meet with councillors so that we can provide a detailed update on the Tudor and Cricket Hill Stream project and to discuss options for the scheme. The EA would like to develop the stakeholder engagement plan with the council. We will speak with Susanna about arranging a meeting at the earliest opportunity. Met councillors to provide an update. Further engagement delayed due to waiting for outcomes of study. Update at multi agency meeting. Engagement event to be arranged.	Ongoing. First meeting on 11/05/2018. Phase 1 study has been received and circulated. Meeting with Yateley Cllrs planned for 21/03/19.	EA/ HDC	
15	The EA would like to meet with councillors to provide an update and capture councillor's knowledge of flooding from the Fleet and sandy lane ditch , and discuss engagement with residents. We hope a date can be arranged early November. Following this meeting, we would like to set up a separate engagement event with residents - a flood surgery type event to capture local knowledge of the flood risk mechanisms in the area and provide an update. Date to be arranged.	Ongoing. First meeting on 11/05/2018. Further engagement to be arranged once Phase 1 study received. Update in meeting.	EA/ HDC	First meeting on 11/05/18
17	Main river - riverbank has collapsed blocking the watercourse and a neighbouring garden (132 Aldershot Road/ St Michaels Close) was submerged because the watercourse was blocked. The management company of the block of flats are saying that developer never passed on the rights. SH to liaise with EA and circulate. EA to update SH by end of October 2018	Ongoing but progress has been made. 1 landowner has agreed to do works.	EA (lead) /HDC	
21	Award Road, Fleet. Manhole in front of Sentinel properties - with intense rain the manhole is coming up and foul water is getting into the property numerous times last year. A resident has put a 1 tonne bag on top of the manhole. HDC and TWU are monitoring this. If effective and doesn't move flooding elsewhere TWU will screw the manhole cover down. TWU confirmed that the winter was too dry to test the impact of the 1 tonne bag so wants to monitor the situation for a further 6 months. The effectiveness will be reviewed post winter.	Ongoing CCTV completed. Awaiting update on next steps.	TWU (lead) /HDC	
26	Courtmoor Ave junction Reading Road South - water across road and footpaths affecting the main entrance to Courtmoor School. JH reported that some of the system had been CCTV'd, which were full of roots. The work would take about a week but had not yet scheduled.	Ongoing. Work to attend to the defects noted during the 2018/2019 CCTV survey have not yet been completed. It is expected that this work will	HH	

		be completed before the end of the financial year. If not resolved, the surface water flooding issue more jetting and CCTV will be done.		
28	Bottom Bracknells Lane - this was a known problem, Highways were investigating.	Ongoing. High pressure water jetting and CCTV work now complete. A future bid for funding under HCC's Operation Resilience works programme is to be developed by J. Holt. In the interim it is proposed that the system is jetted routinely jetted twice per annum	HH	
29	Junction prior to Winchfield Court – Pale Lane – JH to investigate	Ongoing. An outfall from the ditch adjacent to Winchfield Court has not been identified. High pressure water jetting remains an outstanding package of work along Pale Lane between The Hurst and the River.	HH	
30	EA Project Phase 1 study to be circulated via SH once available	completed	EA/ HDC	22/02/19
31	EA to send SH for circulation: <ul style="list-style-type: none"> • Details of the cost benefit analysis of projects in Hart • Explanation of the project process and criteria of funding for projects 	Completed. Presentation in Multi Agency meeting on 25/02/19	EA/ HDC	25/02/19
32	Bracknell Lane: Jetted and CCTV'd. Submission created for future scheme. At a Councillor suggestion, Highways to confirm that this will go on their maintenance programme going forward. Action: Highways	Ongoing. High pressure water jetting and CCTV work now complete. A future bid for funding under the County Council's Operation Resilience works programme is to be developed by J. Holt. In the interim it is proposed that the system is jetted routinely jetted twice per annum.	HH	
34	Handford Lane junction with Cricket Hill - flooded even after rain had been stopped for a while.	Completed. We were aware of an issue of flooding in the access to Casa de Ceasari however this was identified as thatched over gullies. These were cleared and we believe the matter to be resolved.	HH	
35	Hunts Common, Hartley Wintney - sewer collapsed ten years ago, repairs said only to last ten years - can someone please look at it after ten years.	Ongoing TW have ask a network engineer to attend and carry out a look and lift.	TW	
36	Beacon Hill Road, 287/roundabout – surface water flooding, water coming off ranges. So bad traffic lights were put in.	Move to Parish Flood Forum. HCC have no records of a set of temporary traffic signals being erected for flooding at the Beacon Hill / Jackalls Hill roundabout although we are aware that on occasion water is slow to drain at this location into the various soakaways.	HH	

37	Blackwater Bridge - S&SSE laid new cable. Water now on side. Has been reported to highways, who are looking into it.	Ongoing. HCC have no knowledge of an issue at this location following work by SSE. I will need to investigate further.	HH	
38	Members asked where specifically the HDC projects were on the timeline, and the amount of time between each gateway.	New & completed. Covered in presentation summary paper	EA	07/03/19
39	Crookham Park between Nepal Gardens and Nasihes Lane –the Sandy lane Ditch (ordinary watercourse section) is causing flooding and erosion/deposition issues between Nepal Gardens and Nasihes Lane and the Alethic Area on site. HCC has been in discussion with with Taylor Wimpy in July 2018 on this issue. An update on this issue was to be provided by HCC post meeting.	New and ongoing. Taylor Wimpy are aware of the issues. The developer is still looking into options to address this issue but has not yet submitted an application for Ordinary Watercourse Consent to HCC.	HCC (lead) / HDC	
40	Thames Water to provide update on Action Table to go out with minutes.	New.	TW	

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 19 MARCH 2019

TITLE OF REPORT: CORPORATE RISK REGISTER

Report of: Internal Audit Manager

Cabinet member: Councillor David Neighbour, Finance

1. PURPOSE OF REPORT

- 1.1 As part of the Council's governance framework is essential that it identifies and manages risk that it is exposed to.
- 1.2 The Council has a Corporate Risk Register which should be reviewed by management on a regular basis and reported to members to provide assurance that appropriate arrangements are in place to mitigate identified risks.

2. OFFICER RECOMMENDATION

- 2.1 That the Committee reviews the content of the Corporate Risk Register.

3. BACKGROUND

- 3.1 This report provides members with an update on the content of the Corporate Risk Register for the Committee to review. A report on the effectiveness of the risk management framework in place is reported to the Audit Committee.
- 3.2 It is important to recognise that responsibility for risk management lies with management. Internal Audit will facilitate the process which will include reporting on both the content of the Corporate Risk Register and the effectiveness of the framework.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly associated with this report.

Contact: Neil Carpenter, Ext 4140, neil.carpenter@hart.gov.uk

Appendices:

- Appendix 1 - Corporate Risk Register
- Appendix 2 - No deal Brexit Risk

CORPORATE RISK REGISTER FEBRUARY 2019

Governance Risk	Impact: Significant Likelihood: Possible				Assessment: Amber
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigations	Residual Risk	Further Potential Mitigations
Failure in governance framework ➤ Reputational risk ➤ Service failure ➤ Decisions are ultra vires	Amber	➤ Committee structure in place ➤ Statutory Officers all in place ➤ Compliance with the law ➤ Legal advice readily available enabling issues or concerns to be checked	Full	Green	
Risk appetite not identified Uncertain about level of risk that is acceptable	Amber	➤ Regular informal discussions with Cabinet and Political Group Leaders to establish appetite for risk before projects proceed. ➤ Each project is discussed and agreed with the respective Portfolio Holder prior to inception ➤ Operational Risk Registers are reported to Service Boards	Partial	Amber	Risk training
Monitoring and reporting of risk ➤ Governance failure	Amber	➤ Risk framework is reported to Audit Committee	Full	Green	

<ul style="list-style-type: none"> ➤ Risk not considered in decision making process ➤ Lack of Awareness of risk 		<ul style="list-style-type: none"> ➤ Corporate Risk Register is reviewed quarterly by management and reported to Scrutiny ➤ Operational Risk Registers are reported to Service Boards 			
<p>Culture</p> <ul style="list-style-type: none"> ➤ Quick decisions may be taken without full knowledge of risk ➤ Less bureaucracy and therefore reduced cost ➤ Agile environment 	Amber	<ul style="list-style-type: none"> ➤ Transparency on decisions remains ➤ Full list of delegated powers within the Constitution and Scheme of Delegation. ➤ Effective urgent decision making process within the Constitution for decisions not delegated to Officers. ➤ Risk is identified during key decision making processes. ➤ Always act within the law ➤ Consultation process within management structure e.g. Monitoring Officer and S151 Officer 	Partial	Amber	Risk Training
<p>Complex governance arrangements for outsourced and shared services</p> <ul style="list-style-type: none"> ➤ Decisions can be outside of council's control 	Red	<ul style="list-style-type: none"> ➤ Can partly rely on 5 Councils governance framework and Joint Client Team. ➤ Joint Governance Groups in place for most shared services. ➤ Recent peer review identified strengths and weaknesses in the way shared and outsourced services are delivered. 	Partial	Amber	Continue to embed working arrangements of the 5 Councils Central Client Team.

<ul style="list-style-type: none"> ➤ Service failures are not identified in a timely manner 					
<p>Political risk</p> <ul style="list-style-type: none"> ➤ Clear long term vision not fully embedded ➤ Relationships between political parties ➤ New members ➤ Succession planning for new members 	<p>Red</p>	<ul style="list-style-type: none"> ➤ Political awareness is effective ➤ Regular meetings between Joint Chief Executives and the Leader of the Council ➤ Regular meetings between the Political Group Leaders and Joint Chief Executives ➤ Regular meetings with Cabinet ➤ Regular meetings between Heads of Service and Portfolio Holders ➤ Creation of Political sub-group to consider long term vision, a recommendation of the recent Peer Review 	<p>Partial</p>	<p>Amber</p>	

Employee Resource Risk	Impact: Significant Likelihood: Very High				Assessment: Red
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigations	Residual Risk	Further Potential Mitigations
Single points of expertise, failure ➤ Resilience ➤ Capacity ➤ Unable to respond to customer needs in a timely manner	Red	➤ Sharing knowledge ➤ Opportunities to leverage expertise from other Councils	Limited	Red	Review resource levels in some areas Improved sharing of knowledge Increased use of digitalisation to provide business as usual information to residents, increasing capacity to deal with more technical issues.
Resources are not allocated appropriately ➤ Resource issues in some areas of back office services ➤ Able to respond to customers in a timely manner ➤ Resource is insufficient in some areas	Red	➤ Cabinet approves Corporate Plan which identifies priorities for the Council ➤ Service Plans are approved by Cabinet, which delivers the Corporate Plan ➤ Individual personal development objectives are set against the Service plans	Limited	Red	As per Peer Review Recommendation, review the staff structure to align capacity with priorities and workload Prioritise resources to match Corporate Plan

		<ul style="list-style-type: none"> ➤ Organisational review has now started ➤ Where there is unforeseen workload, resources are allocated to front line services/priority areas. 			
<p>Skills/Knowledge/Training</p> <ul style="list-style-type: none"> ➤ HR knowledge is provided by a third party ➤ Performance management (including PDR's and one to one's) are not completed ➤ Possible skills gaps ➤ Employees become demotivated. ➤ Resources not allocated to support priorities 	Amber	<ul style="list-style-type: none"> ➤ Professional training to support continuing professional competency is available as appropriate ➤ Job related training is encouraged within budget restraints ➤ Membership to professional bodies is available to staff as part of their contract of employment, if appropriate. ➤ Programme of mandatory corporate training to raise awareness and improve skills on a number of areas, e.g. Cyber Security, GDPR, Fraud Awareness ➤ Recruitment process includes the creation of a Person Specification which sets out key basic qualifications/knowledge or skills for the post. ➤ Staff are asked about opportunities to further develop or gain skills through their performance management process 	Partial	Amber	Review effectiveness of training needs assessment

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<p>Less time to do tasks</p> <ul style="list-style-type: none"> ➤ Capacity ➤ Too many responsibilities ➤ Error rate may increase ➤ Quality of services provided to customers deteriorates 	<p>Red</p>	<ul style="list-style-type: none"> ➤ Focus of service delivery is on <ul style="list-style-type: none"> ○ Statutory obligations ○ Services delivered in accordance with Council approval ○ Projects set out in the Corporate Plan/Service Plans ➤ Monitoring of Operational Performance is at Service Boards ➤ Monitoring of personal performance is at regular one to one's 	<p>Limited</p>	<p>Red</p>	<p>Consider opportunities to increase capacity temporarily in periods of high (unplanned) demand.</p>
<p>Staff morale</p> <ul style="list-style-type: none"> ➤ Retention of staff ➤ Performance of employees 	<p>Amber</p>	<ul style="list-style-type: none"> ➤ Health and Wellbeing is taken seriously ➤ Culture encourages open discussion of issues including regular one to one's and team meetings and quarterly briefings with the Joint Chief Executives. ➤ A new staff social group is being established ➤ Additional 'soft' opportunities such as increasing volunteering is being explored. 	<p>Partial</p>	<p>Amber</p>	<ul style="list-style-type: none"> ➤ Improve working environment ➤ Review workloads

Commissioning Risk		Impact: Marginal Likelihood: High		Assessment: Amber	
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigation	Residual Risk	Further Potential Mitigations
Financial resilience of key partner <ul style="list-style-type: none"> ➤ Overstretch of contractors ➤ Financial performance of contractors ➤ Acquisition of key partner ➤ Reputational risk of key partner and impact on financial performance 	Amber	<ul style="list-style-type: none"> ➤ Monitor financial performance ➤ Financial due diligence and requirement to make contingency arrangements within major contracts in the event of financial distress. ➤ Regular meetings with contractors and shared service partners ➤ Monitor contracts being won by key contractors 	Partial	Amber	Further analytical information on key contractors
Monitoring performance of key partners <ul style="list-style-type: none"> ➤ KPI's are not challenging ➤ Ability to review ➤ Client function does not challenge performance 	Amber	<ul style="list-style-type: none"> ➤ KPI Information is provided to monitor performance ➤ Reporting of KPI's within councils governance structure ➤ Performance reporting to HDC Overview and Scrutiny and to Service Boards 	Partial	Amber	Complete review of KPI's for 5 Councils
Complex governance arrangements	Amber	<ul style="list-style-type: none"> ➤ Ensure the structure of the council is able to maintain and improve governance arrangements. 	Partial	Amber	

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<ul style="list-style-type: none"> ➤ Delivery of services becomes disjointed ➤ Ability to respond to issues with outsourced or shared services in a timely manner 		<ul style="list-style-type: none"> ➤ Client arrangements for each shared and outsourced services is established. ➤ Discussions are held between Heads of Services and Portfolio Holders on how shared and outsourced services are performing. 			
<p>Client role not sufficiently resourced in some areas</p> <ul style="list-style-type: none"> ➤ Monitoring of outsourced or shared service is not effective. ➤ Client role is not sufficiently resourced for some services e.g. Revs and Bens ➤ Poor relationship between council and service provider. 	Red	<ul style="list-style-type: none"> ➤ Client arrangements are established and tested in many parts of the Council e.g. Waste Contract and Leisure Contract. These have been subject to internal and external audit processes. 	Partial	Amber	<p>Review client team consider re-balance</p> <p>Skill up if required</p> <p>Resource client team for all outsourced and shared services appropriately</p>
<p>Commissioning skills are limited</p> <ul style="list-style-type: none"> ➤ Best practice is not adopted ➤ The Council does not obtain ‘value for money’ ➤ The Council does not act as an ‘intelligent client’ 	Amber	<ul style="list-style-type: none"> ➤ Established Client Teams have professional and technical knowledge in the area they are commissioning. ➤ Additional external support is contracted for, when expertise is not available ‘in house’ 	Partial	Amber	<p>Define what is expected from in house client teams and resource and skill as required</p> <p>Establish a strategy for commissioning</p>

5 Councils Risk	Impact: Critical Likelihood: Very High				Assessment: Red
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigation	Residual Risk	Further Potential Mitigations
Potential of services being taken out of contract <ul style="list-style-type: none"> ➤ Continuity of services ➤ Risk of lengthy procurement process ➤ Budget implications ➤ Uncertainty of service provision 	Red	Mitigations to be put in place. These will be dependent on the outcome of ongoing discussions between the 5 Councils and Capita.	Limited	Red	Considering all options for the delivery of services that will be impacted.
Transition to TOM is longer than planned <ul style="list-style-type: none"> ➤ Services not harmonised ➤ Disjointed working arrangements ➤ Additional costs or savings not met ➤ Increased workloads for staff (in testing new systems) 	Red	<ul style="list-style-type: none"> ➤ Continue to monitor transition with Contractor ➤ Councils governance arrangements ➤ Maintain existing arrangements which provide a safe platform for the Council until transition. 	Limited	Red	Agree revised TOM dates Ensure continuity plans are in place Pull Out

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<p>Capita have not sufficiently resourced workstreams</p> <ul style="list-style-type: none"> ➤ Poor service provided ➤ Customer complaints ➤ Reputation risks ➤ Over promise but under deliver 	Red	<ul style="list-style-type: none"> ➤ Monitor performance of Contractor ➤ Monitor level of complaints ➤ Use of customer satisfaction survey ➤ Use of Service Improvement Group and escalation process ➤ Use of escalation process for resolving issues raised 	Limited	Red	
<p>Continuity of services</p> <ul style="list-style-type: none"> ➤ Service performance issues ➤ Customer complaints ➤ Reputation risks 	Red	<ul style="list-style-type: none"> ➤ Monitor performance to confirm agreed targets are met ➤ Use of Service Improvement Group ➤ Provision of business continuity plans by the provider 	Limited	Red	Review effectiveness of continuity plans
<p>Client function is not working as expected</p> <ul style="list-style-type: none"> ➤ Contractor is not challenged ➤ Service is disjointed ➤ Role of central client team are not clear ➤ Local Client Team is not fully resourced 	Red	<ul style="list-style-type: none"> ➤ Ensure local client teams are still able to carry out their role. 	Limited	Red	<p>Need to define roles and responsibilities of client team. (Central and Hart) to ensure no duplication or gaps between service.</p> <p>Consider presentation to O & S on Central Client Team role.</p>
<p>Client function is not sufficiently resourced</p> <ul style="list-style-type: none"> ➤ Contractor is not challenged 	Red	<ul style="list-style-type: none"> ➤ Use of 5 Councils governance structure would enable this issue to be highlighted and dealt with 	Limited	Red	Ensure client roles both central and Hart are defined and that

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➤ Client Team cannot respond to issues in a timely manner					client resource is properly resourced
Service failure leading to increase in customer complaints ➤ Poor quality of services ➤ High number of service issues	Red	➤ Monitor level of complaints ➤ Complaints procedure in place ➤ Ensure Contractor responds to complaints in a timely manner	Limited	Red	Use SIGS to make it clear what level of service is expected Repair working relationship
Poor interaction with retained services. ➤ Poor understanding of new processes ➤ System errors	Red	➤ Retained services have contact details for all workstreams ➤ Client team (in Hart and Central) are escalating points for concerns	Limited	Red	Improve communication with retained services

Local Plan Risk		Impact: Significant Likelihood: Significant	Assessment: Amber		
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigations	Residual Risk	Further Potential Mitigations
Plan not adopted	Amber	<ul style="list-style-type: none"> ➤ Target date for adoption set ➤ Monitoring of progress by both management and members ➤ Ensure public examination is managed effectively. 	Partial	Amber	
Unplanned development	Amber	<ul style="list-style-type: none"> ➤ Use of planning policies to manage development 	Partial	Amber	
Risk of appeals and cost implications	Amber	<ul style="list-style-type: none"> ➤ Monitor appeals budget 	Partial	Amber	
Reputational risk	Amber	<ul style="list-style-type: none"> ➤ Progress being closely monitored 	Partial	Amber	
Political risk	Amber	<ul style="list-style-type: none"> ➤ Continue consultation with members 	Partial	Amber	

Financial Resilience Risk		Impact: Significant Likelihood: High		Assessment: Amber	
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigation	Residual Risk	Further Potential Mitigations
Loss of a key income stream (e.g. Leisure income)	Red	<ul style="list-style-type: none"> ➤ Monitoring of key contractors financial performance (see above) ➤ Lobbying of Central Government (directly or through bodies such as LGA and DCN) associated with key income streams under their control ➤ Expansion of the Commercialisation agenda to reduce reliance and increase portfolio of income streams ➤ Quantify impact ➤ Review budget ➤ MTFS in place 	Partial	Amber	
Reliance on New Homes Bonus	Red	<ul style="list-style-type: none"> ➤ Risk has reduced in short term but will continue to review government announcements ➤ Lobbying of Central Government (directly or through bodies such as LGA and District Council Network, DCN) associated with key income streams under their control 	Partial	Amber	

Changes in government funding	Amber	<ul style="list-style-type: none"> ➤ Outside of our control but will continue to review impact of changes ➤ Lobbying of Central Government (directly or through bodies such as LGA and DCN) associated with key income streams under their control 	Partial	Amber	
Demand for services increases with less funding to provide them	Amber	<ul style="list-style-type: none"> ➤ Known factors including demand for services will be taken into account during budget setting process. ➤ Ensure scarce resources are able to respond to demand for services ➤ Exploration of digitalisation to enable business as usual enquiries to be dealt with quickly, increasing capacity to deal with technical extra demand. 	Partial	Amber	
Little scope available to generate additional significant income streams	Red	<ul style="list-style-type: none"> ➤ Expansion of the Commercialisation agenda to reduce reliance and increase portfolio of income streams 	Limited	Amber	

No Deal Brexit risk		Impact: Marginal Likelihood: Possible		Assessment: Green	
Description of Risk	Inherent Risk	Mitigations	Effectiveness of Mitigation	Residual Risk	Further Potential Mitigations
See Assessment (Appendix 2)					

Brexit preparations

The Government has made the potential for a no deal exit from the EU a priority to manage since Christmas.

In Local Government terms , preparations are falling into two main categories

- Immediate response to urgent issues including
 - Potential impact to the road network as a result of delays at the port of Portsmouth
 - Issues associated with community cohesion
 - Risks to the food chain
 - Impacts on staffing

- Longer term risks
 - Risk to the economy of a down turn
 - Potential for increased unemployment and homelessness
 - Reduction in housing delivery

The former is being dealt with under our Emergency Preparedness Governance structures, through the Local Resilience Forum (which includes key partners such as the Police, Fire and NHS)

The latter is being considered through a network recently established – 9 Regions – each with a lead spokesperson who meets weekly with MHCLG with all authorities feeding into that lead spokesperson. For the South East Region, the spokesperson is Becky Shaw, Chief Executive at West Sussex County Council. John Coughlan is taking a co-ordinating role for feedback from Hampshire County Council.

However, in my role as Chairman of the Solace South East Branch, I am also feeding directly into Solace, and recently met with Joe Tukes (MHCLG) and Nick Birkett, Deputy Director at DEXEU

Below is the Hart risk assessment, as it currently stands. It is a live document and as we become aware of further issues, these are added.

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
The Council's access to European funding reduces (impacts Countryside Services). The district's capacity to work independently within Hampshire, M3 LEP and national structures is also reduced.	M	L	M	Post Brexit it is possible reduced funding will be more narrowly focused and access for districts reduced by strengthened regional structures.	Leader SMT	Ensure the Council is effectively represented at county and regional partnerships. Resources invested in leading projects on behalf of partners. Maintain lines of dialogue outside formal structures.
Urban and northern focus of UK Government results in loss of the current limited focus on the coast.	H	H	H	It seems likely that LEP and regional structures together with city regions and mayors will be dominant if resources are restricted. Funding will not focus the south of England.	Political Leadership SMT	It will be critical to renew the structure of regional partnerships we operate in order to maximise influence and benefits.
Economic downturn prevents major capital projects impacting on the M3 LEP (e.g. Heathrow extension)	M	H	H	Could have significant long term impacts on the growth of the south east	Political Leadership SMT	To work with partners at all levels to advance our case.

Impact on Communities

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
An increase in inter-community tension caused by friction around exit or a re-run referendum.	H	M	H	The individual impact of a hate crime will be high for the victim(s). The impact on community relations will depend upon both the number/nature of incidents and how they are responded to.	Members SMT Staff Police	The Council should work with community partners, police and others to prepare and inform the area and campaign for an open and inclusive district. Partners need to make clear the zero tolerance for hate crimes.
More widespread disorder.	L	H	M	It seems unlikely a major political disorder would take place given the area's history. However, if this does, this could be very damaging to community relationships and the area's reputation.		Work with Police and other partners to monitor tensions.
An increase in poverty if there is economic downturn.	M/H	M/H	H	Potential for increased benefit dependence, unemployment, reliance on food banks and child poverty. Possible increase in homelessness. However this is nature of poverty. Hart is the least deprived district in the country. If we are badly impacted then there will be huge impacts elsewhere – ergo the focus will be elsewhere	LEP DWP Councils	It is impossible to predict the economic impact on specific communities at this stage. It is critical that both County and Council based welfare and housing partnerships work in a coordinated way to understand increases and changes in the requirements of the community

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
Eligibility of existing EU claimants may be brought into question.	L	H	L	Possible increase in demand on other service areas such as homelessness.	DWP Councils	Guarantees have been given that EU nationals already resident will not be affected so although needs to be included is considered a low risk.
Food, medicines and other critical supplies are not imported from the continent and supplies run out/short supply.	Not known	H	Not known	If this appears likely there might be panic and disruption. There might be the need for rationing. The severity would depend on what was unavailable and particularly the duration of any shortages.	SMT	Unknown. The Council would need to work with national and local agencies to address this risk. The Council would expect national markets to be produced and co-ordination of efforts by the Hampshire Resilience Forum.
Loss of opportunities for external funding may impact deprived communities. Alternatively funding could be focused on other priority themes and areas, not applicable to the Council's socio-economic profile.	M	H	H	A downturn and reductions in public expenditure	Political leadership SMT	Work with other LAs, health and partners to lobby for successor funds to current European social programmes.
EU nationals will not have rights to stand for election or vote unless an agreement.	M	L/M	M	The electoral roll would need to be reviewed with potential staff impact.	Electoral Registration Officer/ Returning Officer	To be kept under review as negotiations proceed.

Impact on the Economy

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
Drop in local gross domestic product and gross added value.	H	M	H	Impact on local companies and employment.	SMT	Carry out further research. Work with M3 LEP, Chamber and Hampshire partners to asses and mitigate impact.
Tourist/hotel industry hit by travel issues e.g. reduction in travel to Farnborough airport impacting on our hotel sector	H	M/H	H	local impact leading to job losses.	SMT	To re-assess approach to monitoring to ensure the Council is maintaining its position in partnerships. To consider how cultural offer is developed in these circumstances.
Business failures due to reliance on EU labour.	H	H	H	Could be significant in certain sectors. Could also lead to reduced income to the Council from Business Rates.	SMT	To be kept under review and continue to work with partners.
Slowdown in housing construction due to reliance on EU labour or unfavourable market conditions.	H	H	H	Failure to meet identified local need for new housing. Also loss of income to the Council from planning application fees, community infrastructure levy and Section 106 contributions	SMT	To be kept under review and continue to work with partners.

Local firms that export to or import from Europe may be adversely affected.	M	M	M	Difficult to scale.		Seek research in partnership with business, Hampshire Chamber, M3 LEP and to identify this risk across Hampshire.
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Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
Impact on VAT.				Potential implications for the classification of goods and limits, both of which are currently set by the EU.	SMT	To be kept under review.
Reduced national fuel supplies due to new import and border check arrangements.	L	H		Employees unable to get to Council offices. Waste and Recycling service disrupted and household waste not collected causing potential public health implications.	SMT	Work with regional emergency plan protocols to ensure priority access to available fuel supplies.
Impact on waste contract due to loss of HGV trained staff	M	H	H	Road Haulage Association is already predicting a significant deficit in HGV trained operatives post Brexit. Waste and Recycling service disrupted and household waste not collected causing potential public health implications.	SMT	Recognition that in a competitive employment market the costs associated with employment of these staff may increase

Impact on the Council

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
Economic downturn could lower the return on council investments.	M	M	M	Income the Council is anticipating drops.	SMT	Investment programme to be reviewed.
Increased bad debt provision through business failures.	M	M	M	Anticipated income will be lower.	SMT	Work with local and national partners to monitor the situation.
Future procurement rules are more complex or are unclear.	M	M	M	This may be beneficial if EU procurement is replicated with something less burdensome. However, there can be no guarantee of this		To ensure RDC conforms to new regulations as they are introduced
Pressure on services increases in poverty and unemployment rise as part of a downturn.	M	M/H	H	This is impossible to predict. Pressure on Housing and Benefits could be serious. Additional need for grant aid to advice services like CAB may be called for.	SMT	To work in partnership if crisis in welfare or homelessness emerges. To review staffing as appropriate to lobby Government for resources if such problems can be realistically anticipated and scaled.

Potential Risk	Likelihood	Impact	Score	Potential Impact	Responsibility for Controls	Mitigation
Potential implications for existing staff who are EU nationals or who have family who are EU nationals.	M	M	M	Currently being assessed.	SMT	Assistance will be offered to staff who need it. HR will extend right to work checks.
The Council does not understand the changes that will take place that might give opportunities or challenges for local businesses.	H	M	H	To be assessed.	SMT	To discuss with partners to examine how this can be taken forward for Brexit work
Drop in demand for services if population decreases	L	L	L	It is difficult to assess without research to establish the level of demand from EU citizens or a clear view of the numbers likely to leave.	SMT	If demand dropped sufficiently staffing would need reviewing. This seems relatively unlikely.
Supply chain risk.	L	H	M	Mainly related to external suppliers of vehicles, plant and equipment used by contractors to the Council.	SMT	Early discussions with contractor to identify any issues over their supply chain.

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 19 MARCH 2019

TITLE OF REPORT: DRAFT SERVICE PLANS 2019/2020

Report of: Joint Chief Executive

Cabinet Member: Councillor David Neighbour, Leader and Finance

1 PURPOSE OF REPORT

1.1 To consider the draft Service Plans for 2019/20 as set out in Appendix I.

2 OFFICER RECOMMENDATION

2.1 That prior to consideration by Cabinet in April, the draft Service Plans for 2019/20 be considered by Overview and Scrutiny having regard to the agreed Budget for 2019/20.

2.2 That Overview and Scrutiny notes the intention to ask Service Boards to set Key Performance Indicators (KPIs) and risks.

3 BACKGROUND INFORMATION

3.1 Service Plans set out the key actions each service will undertake during the coming year to deliver the Council's objectives and priorities, as well as core services.

3.2 The draft 2019/20 Service Plans have been developed based on the adopted Corporate Plan 2017 – 2022 and have been consulted on at the relevant Service Boards.

3.3 In order to focus on Service Plans it is proposed that the relevant Service Boards develop appropriate Key Performance Indicators and Risks at the first appropriate meeting following agreement to the Service Plans. These can then be reported alongside monitoring of progress alongside the quarterly review of Service Plans.

4 POLICY IMPLICATIONS

4.1 Service Plans and the Service Planning process form a key part of the Councils existing performance management framework.

5 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 The draft Service Plans are linked to the agreed budget for 2019/20. They reflect the resources available to the Council. Should members wish to introduce new or expanded work streams then additional resources will first need to be identified.

6 MANAGEMENT OF RISK

- 6.1 If the Council does not adopt Service plans with clear targets and tasks that are aligned with its budgets, there is a risk that it will fail to deliver its objectives and priorities.

7 CONCLUSIONS

- 7.1 Committee is requested to consider the draft Service Plans which together with comments from the Committee will be submitted to Cabinet for approval in April.
- 7.2 Once agreed, the performance against Service Plan priorities and objectives will be monitored by the respective Service Board and reviewed quarterly by Overview and Scrutiny.

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APPENDICES:

Appendix I – Draft Service Plans for 2019/20

COMMUNITY SERVICES DRAFT SERVICE PLAN 2019/20

A Thriving Local Economy

We will:

Support our town and village centres

By:

Working in partnership with Parish and Town Councils to tailor services wherever possible to meet local aspirations

Action

Regular participation in Community Housing Group Hampshire and HARAH to encourage and enable rural and community led housing developments

Ensure that partner organisations are aware of the information and support that is available to assist in the development of community housing schemes

Support the local economy

By:

Working with rural communities such as promoting grant funding opportunities

Action

Promotion of energy efficiency grants and Disabled Facilities Grants at 5 rural events during 19/20

Support residents in becoming economically active

By:

Partnership working with the Citizens Advice Bureaux, Hart Voluntary Action, Department for Work and Pensions and skills training providers

Action

Develop a social inclusion partnership focussed on delivering a comprehensive range of social inclusion services, both in house and working through others

Develop bespoke services aimed at assisting residents into work, working closely with DWP, housing associations and other partners

Hold social inclusion champion meetings quarterly with all key partners to ensure collaborative working

Supporting residents back in to work, improving personal financial circumstances and trailblazing new approaches to prevent and tackle homelessness

Action

Explore whether the Making Every Adult Matter (MEAM) approach could benefit vulnerable residents, and if so seek to be a MEAM delivery area

Implement no first night out (assisting pre-rough sleepers)

Research housing first and explore options for setting up a Housing First pilot

Supporting residents move to the Universal Credit

Action

Work in collaboration with DWP and Citizens Advice to support the roll out of Universal credit

Continue to work with the Citizens Advice on their provision of money advice services

Working through the Hart Community Covenant Partnership and with other agencies to support the re-employment of military personnel

Action

Carry out preparation to seek the silver award from the national Defense Employer Recognition Scheme in 2020, developing a link between the council and the MOD Career Transition Partnership to promote Council employment opportunities

Work with military partners and businesses to support ex-service personnel and their partners to access skills development and employment opportunities in the area

Agree key themes of information that Hart and Rushmoor Councils can work on collaboratively around topics such as employment and housing, to help those leaving the forces

A Clean, Green and Safe Environment

We will:

Improve energy efficiency

By:

Assisting residents to secure financial assistance for energy efficiency measures

Action

Working directly and through key partners such as the Citizens Advice, provide advice services and signposting in relation to energy efficiency.

Help to reduce carbon emissions and improve energy efficiency in those homes with the highest risk of energy poverty – target of 5

Reduce the likelihood of crime and the perception of crime

By:

Continuing to work closely with Safer North Hampshire community safety team and wider partners to reduce crime, disorder and antisocial behaviour

Action

Having identified the three priorities as part of the Community Safety Plan, monitoring the delivery of these through the Safer North Hampshire Action Plan

Ensure the Community Safety Services continue to meet our residents needs by working in partnership with Rushmoor and Basingstoke Councils and attending the joint Steering Group. Carry out review of the service

Work with partners including Police and Housing Associations to tackle individuals who commit crime and antisocial behaviour, utilising tools and powers including Acceptable Behaviour Contracts, Community Protection Notice and Criminal Behaviour Orders.

Ensuring future developments are planned to help prevent crime and disorder

Action

Regular liaison with planning and development partners to promote safe and secure communities through crime prevention and appropriate design

Promotion of crime safety initiatives through project workers within the CSP

Healthy Communities and People

We will:

Support residents in shaping their local communities

By:

Working with Town and Parish Councils and voluntary sector partners to help them explore youth provision in their area

Action

Analyse the mapping of youth provision, to identify gaps

Explore options for filling identified gaps in youth provision, including funding opportunities.

Enabling people to live independently through the provision of adaptations and accessible housing

Action

Help those in need remain in their homes, part of their community and independent by delivering 70 disabled facilities grants

Work with OT's to provide accessible housing, including new build properties, to meet an identified need from the housing register

Ensure access to housing

By:

Delivering against the aims of the Preventing Homelessness Strategy and developing new initiatives to tackle underlying causes of homelessness in Hart

Action

Manage the Hampshire & Dorset Making Safe Hub (MHCLG funded project, to ensure delivery of outcomes within budget

Prevent homelessness for at least 50% of local residents who present as homeless

Ensure we have an active private housing rented sector, engaging with landlords and hosting an annual Landlord event

Explore whether a social lettings agency could assist in increasing lettings to those facing homelessness, and provide an income

Supporting the delivery of rural exception housing schemes

Action

Working with rural councils to advise and facilitate delivery of rural exception sites

Continuing to work with partners to develop joint approaches to support residents to access affordable housing

Action

Deliver 2 events promoting affordable housing within the district

Supporting the delivery of affordable homes by maximising 40% affordable housing on as many eligible sites as possible

Work with planners and developers to create affordable, sustainable and desirable housing products (measured via a new homes survey; layout, mix etc)

Re-write the Housing strategy to reflect current national and local issues

Engage and keep all key partners updated by producing an Annual service update on key projects across the community services team

Work with Yateley Industries to investigate and work towards enabling the provision of new accessible homes

Action

An Efficient and Effective Council

We will:

Explore options to increase financial self-sustainability

By:

Continuing to work closely with partners to deliver joint services

Action

Continue to work actively with local Registered Providers (RP's) including quarterly liaison meetings

CORPORATE SERVICES DRAFT SERVICE PLAN

2019 – 2020

A Thriving Local Economy

We will:

Support our town and village centres

By:

Supporting communities to develop and implement local initiatives such as Fleet Business Improvement District

Action

We will liaise actively with Fleet BID Company

Supporting local businesses through initiatives such as Small Business Saturday

Action

Cabinet consideration of support for Small Business Saturday.

Promotion of Fleet BID and other local initiatives through social media and Hart for Business newsletter.

Support the local economy

By:

Working with rural communities such as promoting grant funding opportunities

Action

Promote access to LEADER2 grant funding through newsletter and networking opportunities

Implementing and monitoring the Hart Economic Development Strategy and Action Plan

Action

Deliver actions outlined in the Action Plan and produce an Annual Action Plan Monitoring Report to assess performance against priorities

Actively engaging with local businesses, both large and small to understand business needs

Action

Ensure local Businesses are kept up to date by sending out the Hart for Business Monthly newsletter to all businesses on our database

Improve links with our businesses by engaging with our 10 largest businesses and 120 micro and SME businesses per year with the aim of helping them grow

Support and facilitate 10 Hart for Business events, showcasing local businesses

To include Promoting Hart as a filming location working alongside Creative England

Working with partners such as the Enterprise M3 Local Economic Partnership to promote the District to new businesses and to identify funding sources

Action

Help business grow by providing partner monthly business clinics, held in the Hart Business Centre, our business growth space

Increase the proportion of Hart businesses accessing the Enterprise M3 Growth Hub Services compared to 2017/2018

Implementing the Small Business Rates Relief scheme to support local businesses

Action

Carry out an annual review of the Small Business Rates Relief scheme to ensure it still captures all opportunities for local businesses and reviews take up of the scheme

Healthy Communities and People

We will:

Support residents in shaping their local communities

By:

Supporting the voluntary and community sector to develop

Action

Continue to provide grant funding to the Voluntary Sector (including 'benefits in kind') and support improved links between Hart Voluntary Action and local businesses

Continue to Support funding opportunities through promotion of the Hart Lottery

Ensure access to education

By:

Working with education providers and other partners to promote learning and skills programmes

Action

Continue to introduce skills and employment plans and work alongside Hampshire County Council Hampshire Futures Team

An Efficient and Effective Council

We will:

Explore options to increase financial self-sustainability

By:

Ensuring our Medium Term Financial Strategy is focused on strategic priorities

Action

Produce updated Medium Term Financial Strategy for Cabinet, predicated on the priorities within the Corporate Plan and reflecting current understanding of local government finance

Maximising income opportunities, and identifying new opportunities for income generation

Action

Implementation and regular review of the Commercialisation Strategy

Continuing to ensure we have an engaged and motivated workforce

Action

Pilot a 360 degree appraisal process, with Senior Management and Heads of Service

Implement further Hart Values workshops, to help those staff who have joined more recently understand the values the Council works to

Continue to support staff to access relevant training (recent examples include Action Learning Sets and Chartered Management Institute training in mentoring and coaching)

To realise our ambitions to deliver more for less

Action

Support the setting up of the Local Government Mutual

Prepare for adjustments in line with the forthcoming Vision

Maximising Council income through effective asset management and collection activities

Action

Continue to work with local commercial agents in renting out spare office space

Continuing to work closely with partners to deliver joint services

Action

Working alongside the 5 Councils contract, with Havant, Mendip and South and Vale Councils, move towards our target operating model for our HR, IT and Finance services delivered by Capita

ENVIRONMENT AND TECHNICAL SERVICES DRAFT SERVICE PLAN

2019 – 2020

A Clean, Green and Safe Environment

We will:

Enhance access to open space and recreation facilities

By:

Providing accessible green spaces, countryside, leisure and cultural facilities and opportunities including managing six existing and new Country Parks at Hawley Meadows, Edenbrook, Bramshot Farm, Watery Lane, North East Hook, and at Hawley Park Farm

Action	Due	Updates	Progress
Complete adoption of Edenbrook Country Park, formally opening it to the public	Oct 19		
Prepare a feasibility study for further works at Bramshot Farm Suitable Alternative Natural Ground (SANG)	Nov 19		
Diversifying and enhancing the volunteer and community sector and provide opportunities for improving physical and mental health while reducing social isolation.	March 20		

Ensuring new developments have adequate provision of public open spaces including a range of play facilities

Action	Due	Updates	Progress
Supplementary planning guidance for the provision of play spaces to be approved.	March 20		

Protect and enhance biodiversity

By:

Introducing schemes to deliver biodiversity mitigation resulting from new development (such as a biodiversity off setting scheme)

Action	Due	Updates	Progress
Biodiversity Supplementary Planning Document to be adopted.	May 19		

Positively managing our Sites of Special Scientific Interest (Fleet Pond, Hazeley Heath and Odiham)

Action	Due	Updates	Progress
Development of proposals to mitigate for the impact of the new Hartland Park development on Fleet Pond	March 20		
Delivery of feasibility for Heritage Lottery proposals for Hart Green Grid (subject to bid approval)	March 20		
Progress of LEP funding bid for Hart Green Grid	Oct 19		

Working with local communities to deliver local biodiversity improvement projects

Action	Due	Updates	Progress
Work with key partners to ensure that the Council delivers a minimum of three new project per annum to improve biodiversity	March 20		

Continue joint working with partners to ensure effective use of Closed Circuit Television (CCTV)

Action	Due	Updates	Progress
Install two new CCTV cameras at agreed locations in Fleet.	March 20		

Promote a clean environment

By:

Supporting the transition to a low carbon future, making efficient use of resources, increasing levels of recycling, encouraging an increase in journeys made by cycling, walking and public transport, and encouraging the use of renewable resources

Action	Due	Updates	Progress
Hampshire waste and recycling review - Work with Hampshire County Council and Project Integra Partners on governance arrangements, infrastructure requirements and future service specifications, incorporating implications arising from Waste and Resources Strategy 2018.	Oct 19		
Delivery of communications plan for joint waste contract.	March 20		
Delivery of Sky Ocean Rescue Project	March 20		
Agree corporate policy/ approach for use of electric vehicles	March 20		

Finalising and implementing a new joint waste contract

Action	Due	Updates	Progress
Implementation of agreed specification for waste contract.	Oct 20		
Review of joint waste client team.	Dec 19		
Improve online access to waste services to improve residents ability to self serve.	March 20		

Working with Town and Parish Councils to identify other cleanliness initiatives

Action	Due	Updates	Progress
Confirm long term arrangements for delivery of grounds Maintenance and street cleaning service.	Oct 19		
Work with Parish Councils on street cleaning and fly-tipping services, consulting them on key issues or areas which cause concern.	Oct 19		

Action	Due	Updates	Progress
Support volunteer litter picks and promote Keep Britain Tidy Campaign	May 19		

Infrastructure and Parking

Action	Due	Updates	Progress
Review parking service structure and shared service opportunities	Aug 19		
Review of parking charges and approval of recommendations.	Oct 19		
Delivery of approved traffic management plan	March 20		
Develop approach for managing parking on pavements	March 20		
Agree management plan for Hart owned balancing ponds/flood control structures	Oct 19		

Property

Action	Due	Updates	Progress
Update Hart asset management plan.	Aug 19		

CABINET

KEY DECISIONS/ WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

April 2019

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)
<i>Extra Cabinet Meeting 14 March - Examination of the Hart Local Plan - Strategy and Sites</i>	March 19	To agree a response to the Local Plan Inspector's letter dated 26 February 2019.	Mar 19			GC	PS
Bring Site Review	July 18	Post consideration by Overview & Scrutiny Committee, review and agree policy for future management and provision of bring banks	Dec 18	April 19		AO	TS
Commercialisation Strategy: Strand B (Digitalisation)	Sept 18	Post consideration by Overview & Scrutiny Committee, to consider a draft strategy for the Council's approach to the development of a digital infrastructure to enable the Council to become more efficient and respond to the public's needs.	Nov 18	April 19		DN	JCX
Service Plans	Annual	Post consideration by Overview & Scrutiny Committee, agree Service Plans 2019/20	April 19			DN	All
Foodbanks	Mar 19	Councillor Oliver to confirm	April 19			AO	TS

PAPER E

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)
Food and Health and Safety Service Plan	Annual	Recommend to Council that the annual Food Safety Plan be approved	June 19			SK	RS
Progress Report on Peer Review Action Plan	Dec 18	Post consideration by Overview and Scrutiny - to consider the progress the Council has made on the key findings of the LGA Peer Review	June 19 Jan 20			DN	JCX
Outside Bodies	Annual	To confirm representatives on Outside Bodies.	June 19			DN	JCX
Dogmersfield Neighbourhood Plan	Feb 19	To agree the examiners modifications and agree to go to referendum.	TBC			GC	RS
Fleet Neighbourhood Plan	Feb 19	To agree the examiners modifications and agree to go to referendum.	TBC			GC	RS
Hartley Wintney Neighbourhood Plan	Feb 19	To agree the examiners modifications and agree to go to referendum.	TBC			GC	RS
Peer Review - Action Plan	Annual	Post consideration by Overview & Scrutiny Committee, to consider a monitoring report on the implementation of the Peer Review Action Plan.	July 19			DN	JCX
Public Space Protection Order - dog fouling		To ensure the consistent enforcement and control of dog fouling and anti-social behaviour associated with dogs. Post consideration by Overview and Scrutiny Committee.	Nov 18	Sept 19		SK	RS
Revenue and Capital Outturn 2018/19	Annual	Annual report on outturn.	Aug 19			DN	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)
Treasury Management 2018/19	Annual	Annual report on Treasury Management Activities 2018/19	Aug 19			DN	F
Budget Monitoring	Quarterly	Report on Quarterly Budget Monitoring	Sept 19 Dec 19 Mar 20			DN	F
Housing Strategy 2020-2025	Feb 19	Post consideration by Overview & Scrutiny Committee, to seek approval for the district Housing Strategy 2020-2025	Nov 19			SB	H
Medium Term Financial Strategy	Annual	Post Consideration by Overview and Scrutiny	Dec 19			DN	F
Treasury Management 2019/20	Annual	Half Year review report on Treasury Management Strategy 2018/19	Dec 19			DN	F
2020/21 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Approval post consideration by Overview and Scrutiny. Recommendation to Council.	Feb 20			DN	F
Capital Strategy	Annual	To present the draft Capital Strategy and the Treasury Management Strategy Statement for 2020/21	Feb 20			DN	F
The Long Term Vision for Hart	Sept 18	Post consideration by Overview & Scrutiny Committee, consideration of the Vision further to public consultation	TBA			DN	JCX
Future of Harlington	Nov 18	To consider next steps	TBA			DN	F
Future High Street Fund	Feb 19	Consideration of a potential funding application to the Future High Street Fund.	TBA			DN	F

Notes:

1 Cabinet Members

DN	Leader and Finance	SA	Partnerships	GC	Planning Services	SB	Community
SK	Regulatory Services	AO	Technical Services	JR	Contracts & Community Safety		

2 Service:

JCX	Joint Chief Executive	CS	Corporate Services	RS	Regulatory Services
CSF	Community Safety	PP	Planning Policy	TS	Environmental & Technical Services
F	Finance	H	Community Services		
SLS	Shared Legal Services	MO	Monitoring Officer		

EXECUTIVE DECISIONS -

11/2/19 Cllr Ambler Release of S106 Funding towards a pond dipping platform at the Village Pond, Eversley Not called in

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – March 2019

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Corporate Risk Management Report	Half-yearly update on corporate risk profile	Mar 19 Sept 19		Report	Audit Manager
Service Plans	To make recommendations to Cabinet on the Draft Service Plans 2019/20	Annual	Mar 19	Report	Joint Chief Executive
Flooding	Update from Parish Flood Forums and twice yearly meeting of Agencies	Mar 19 Oct 19		Report	Environment & Technical Services
Commercialisation Strategy: Strand B (Digitalisation)	To consider a draft strategy for the Council's approach to the development of a digital infrastructure to enable the Council to become more efficient and respond to the public's needs	Feb 19	April 19	Report	Joint Chief Executive
Statement of Accounts - revised deadlines	To consider the impact on the Council, Capita and the Auditors to meet the revised deadlines for the Statement of Accounts	Nov 18	April 19	Report	Head of Finance
Annual Review of Commercial Strategy	Consideration of performance of Commercial Strategy	Annual	April 19	Report	Joint Chief Executive
Body Worn Video	Annual monitoring of usage	Annual	April 19	Report	Environment & Technical Services
Outside Bodies	Reports from Representatives on Outside Bodies on their involvement in the organisations and any recommendations to Cabinet regarding the value of these partnerships.	Annual	April 19	Report	Joint Chief Executive
Bring Site review	Review draft policy for future management and provision of bring banks, prior to Cabinet consideration	Jan 19	April 19	Report	Head of Environment & Technical Services
RIPA	Annual monitoring of usage of the RIPA regulations.	Annual	April 19	Report	Monitoring Officer

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – March 2019

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Annual Review	The Chairman's end of year report from Committee to full Council on the work of the Committee 2017/18	Annual	April 19	Report/ Discussion	Committee
Nominations to Service Boards	Member nominations to Service Boards	Annual	June 19		Chairman O&S Committee
2018/19 Performance Information – Annual Outturn	Annual report on outturn.	Annual	June 19	Report	Performance and Innovation Officer
Peer Review	Half yearly monitoring on the implementation of the Peer Review Action Plan, prior to Cabinet to review the action taken so far, and any further actions or recommendations proposed by Overview and Scrutiny and subject to those comments	June 19		Report	Joint Chief Executive
Public Space Protection Order	To consider option for the consistent enforcement and control of dog fouling and anti-social behaviour associated with dogs, prior to Cabinet consideration	Mar 19	June 19	Report	Head of Regulatory Services
Treasury Management Outturn	Annual report on outturn	Annual	July 19	Report	Head of Finance
2018/19 Revenue and Capital Outturn	Annual report on outturn	Annual	July 19	Report	Head of Finance
Ombudsman Annual Review letter	Consideration of complaints statistics forwarded by the Ombudsman	Aug 19			Joint Chief Executive

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – March 2019

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Performance Information	Quarterly highlight reports.	Aug 19 Nov 19 Feb 20		Report	Performance and Innovation Officer
Quarterly Budget Monitoring	Quarterly update on budget	Aug 19 Nov 19 Feb 20		Report	Head of Corporate Services
Housing Strategy 2020-2025	Prior to consideration by Cabinet, to consider the Housing Strategy 2020-2025	Oct 19		Report	Head of Community Services
Medium Term Financial Strategy		Annual	Nov 19	Report	Head of Finance
Treasury Management Strategy	Annual report setting out the treasury management strategy for the council	Annual	Jan 20	Report	Head of Finance
Draft Budget 2020/21	Report	Annual	Jan 20	Report	Head of Finance
Procurement Process	Report on the process and its fitness for purpose	None	TBC		Joint Chief Executive
Car Park Ticket Machines	6 month review after implementation - meeting objectives, learning lessons etc	None	TBC		Environment and Technical Services

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday, 19 March 2019 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Burchfield, Collings, Crookes (Chairman), Delaney, Drage, Harward, Quarterman, Wheale, Worlock, Wright

In attendance: Councillor Parker

Officers Present:

Andrew Vallance	Head of Corporate Services
Neil Carpenter	Internal Audit Manager
Philip Sheppard	Infrastructure Team Manager

I 13 MINUTES

The minutes of the meeting of 19 February 2019 were confirmed and signed as a correct record.

I 14 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Axam.

I 15 CHAIRMAN'S ANNOUNCEMENTS

None.

I 16 DECLARATIONS OF INTEREST

None declared.

I 17 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

I 18 FEEDBACK FROM SERVICE BOARDS

Only Environmental & Technical Services Service Board had met. Corporate Services Service Board had been postponed due to a clash with a special Cabinet meeting.

119 MULTI AGENCY AND PARISH FLOOD FORUM UPDATE

Members were updated on the Multi Agency and Parish Flood Forums, the Council's Flood Alleviation Schemes, and were given a brief note to clarify the Environment Agency process for delivering a project to reduce the impacts of flooding.

DECISION

That the arrangement for ensuring the Council and key partners are engaged as part of a wider strategic discussion around flooding, be noted.

120 CORPORATE RISK REGISTER

As part of the Council's governance framework, it is essential that it identifies and manages risk that it is exposed to. Members were asked to review the Corporate Risk Register.

Members suggested some improved formats for the risk register, which would be considered for future reports.

DECISION

That the Corporate Risk Register be noted.

121 DRAFT SERVICE PLANS 2019/2020

Overview and Scrutiny Committee considered the draft Service Plans for 2019/20 as set out in Appendix I.

Members suggested two possible additions to the Environmental and Technical Services plan.

DECISION

- 1 That prior to consideration by Cabinet in April, the draft Service Plans for 2019/20 had been considered by Overview and Scrutiny having regard to the agreed Budget for 2019/20.
- 2 That the intention to ask Service Boards to set Key Performance Indicators (KPIs) and risks be noted.

122 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered.

123 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered.

The meeting closed at 8.17pm.