



NOTICE OF MEETING

Meeting:	Cabinet
Date and Time:	Thursday, 4 April 2019 at 7pm
Place:	Council Chamber, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs Gill Chapman) committeeservices@hart.gov.uk
Members:	Ambler, Bailey, Cockarill, Kinnell, Neighbour (Chairman), Oliver, Radley

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 OF PREVIOUS MEETING

The Minutes of the meeting of 7 March 2019 and 14 March 2019 are attached to be confirmed and signed as a correct record. **Papers A and B**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary or any other interests.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

6 PURCHASING ACCOMMODATION TO ADAPT FOR WHEELCHAIR HOUSING

To ask Cabinet to agree to provide funding to Vivid Housing Association to enable them to purchase a 3 bedroom bungalow to adapt for a wheelchair user with complex and specific needs whose needs cannot be met in existing social housing stock elsewhere in the district. **Paper C**

RECOMMENDATION

That Cabinet agrees to allocate £250,000 - £350,000 (subject to purchase price of the property) from the ring-fenced housing capital fund to Vivid Housing Association for the purchase of a 3 bed bungalow to be adapted and let at a social rent to an identified individual whose needs are not adequately met in their current housing.

7 SERVICE PLANS

To consider the draft Service Plans for 2019/2020 as set out in Appendix I. **Paper D**

RECOMMENDATION

1. That the draft Service Plans for 2019/2020 be agreed.
2. That Key Performance Indicators (KPIs) and risks are established through Service Boards.

8 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for consideration and amendment.
Paper E

Date of Despatch: 26 March 2019

CABINET

Date and Time: Thursday, 7 March 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Ambler, Bailey, Cockarill, Neighbour (Chairman), Oliver

In attendance: Councillors Forster, Parker

Officers:

Patricia Hughes	Joint Chief Executive
Andrew Vallance	Head of Corporate Services
Adam Green	Ecology and Countryside Manager
Steve Lyons	Countryside Operations Manager

I00 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of 7 February 2019 were confirmed and signed as a correct record.

I01 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Radley and Kinnell.

I02 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that there would be a special Cabinet meeting next Thursday to discuss the response to the Planning Inspectors recent letter.

I03 DECLARATIONS OF INTEREST

None declared.

I04 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

I05 HART HEALTH AND WELLBEING PARTNERSHIP BOARD

The minutes of the meeting of 14 February 2019 were noted. The Portfolio Holder highlighted the stakeholder engagement event which was planned for 13th June at the Council Offices, details of which would be made available on the Hart website in due course.

106 2018-19 BUDGET MONITORING – TO END OF DECEMBER 2018

Members were advised of the position on revenue and capital expenditure at the end of December. Overview and Scrutiny Committee had considered this report at its meeting on 19 February 2019.

A written response would be provided regarding the forecast outturn, versus actuals to date, for apprentices.

DECISION

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

107 LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME 2018/19

Cabinet were asked to determine the Local Discretionary Relief Scheme for 2018/19. This report had been considered at the Overview and Scrutiny Committee on 19 February 2019.

DECISION

That the Local Discretionary Relief Scheme for 2018/19 be approved.

108 PURCHASE OF AGRICULTURAL MACHINERY

Cabinet was asked to approve the release of £86,500 capital funding held in reserves for the purchase of agricultural machinery for Bramshot Farm SANG.

Members sought clarification on

- How the assets under discussion would be utilised.
- The useful life span of the equipment under consideration and the resale value evidence received.
- The application of trackers to the equipment to prevent loss

DECISION

That the release of £86,500 from Bramshot Farm SANG Capital Reserves, for the purchase of agricultural machinery be agreed.

109 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and amended to consider:

- Inclusion of next week's Cabinet meeting as highlighted by the Chairman under his announcements.
- Inclusion of a report on Foodbanks for next month.

The meeting closed at 7.40pm

CABINET

Date and Time: Thursday, 14 March 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Ambler, Cockarill, Kinnell (arrived 7.02pm), Neighbour (Chairman), Oliver, Radley

In attendance:

Councillors Parker, Crampton, Foster, Burchfield

Officers:

Daryl Phillips Joint Chief Executive
Daniel Hawes Planning Policy Manager

I 10 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Bailey.

I 11 DECLARATIONS OF INTEREST

None received.

I 12 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Mr Fraser read out a prepared statement (attached to the minutes)

I 13 EXAMINATION OF THE HART LOCAL PLAN - STRATEGY AND SITES

Cabinet considered a response to the Inspector's letter dated 26 February 2019 (attached as Appendix 1).

DECISION

- A. That the The Hart Local Plan - Strategy and Sites (the Plan) modifications recommended by the Inspector in his letter dated 26 November 2019 in respect of the housing requirement, trajectory, the Plan period and the removal of Policy SS3 (and other associated changes) be agreed.
- B. That a reference is included in the Plan to highlight the Council's aspirations to plan for long-term needs beyond the Plan period, which could include the potential delivery of a new settlement but this, as a potential growth option, will need to be fully considered and evidenced in a future review of the Plan or in a Development Plan Document.

- C. The Plan now carries great weight and subject to the modifications agreed, now represents approved policy of the Council. Therefore, for the purposes of planning decision-making and the Planning Scheme of Delegation, development that accords with the Plan does not now amount to departures from the development plan that require referral to Planning Committee or Council.

The meeting closed at 7.20pm

Statement made by Mr Bill Fraser:

“While congratulating the Council on achieving a local plan that will satisfy the Inspector as to its soundness, providing the new settlement plan is removed, I think paras 3.2.6 and 4.4 1/2/3 of the Council’s Paper A omit a critical part of his letter.

He says: “To find the Plan sound, I must therefore be satisfied that a new settlement within the identified AoS is the most appropriate growth strategy to meet long-term needs, **when considered against reasonable alternatives.**” (Inspector’s letter para 19).

For the new town to be sound, he says, would require “further SA work, which would need to be done in an impartial manner with sufficient evidence to support its findings **and comparisons with alternative options.**” (Inspector’s letter para 35).

In relation to the above, the plan mentions urban extensions as an alternative to the new settlement, **but not regeneration of the district’s urban centres.**

If the council is to continue spending significant amounts of residents’ money on the idea of a new settlement, the work on alternatives indicated by the Inspector should first be carried out before embarking on a Development Plan Document for a new settlement.

Evidence was provided to the Inspector by Rural Hart Association that regeneration of Fleet could be self-funding and provide more homes, in addition to the other benefits it would bring to the district. No doubt the same would apply to Blackwater, Hook and Yateley.

The Council is now required to prepare Hart’s schedule of Major and Minor modifications (MMs). **This should include, if a new settlement ambition is retained, a commitment to provide a robust and impartial comparison with the alternative of urban regeneration.** This will give residents the reassurance that their Council will respect the advice of the Inspector and the Vision to maintain “...an attractive, largely rural area with thriving towns and villages”.

CABINET

DATE OF MEETING: 4th APRIL 2019

TITLE OF REPORT: PURCHASING ACCOMMODATION TO ADAPT FOR WHEELCHAIR HOUSING

Report of: Head of Community Services

Cabinet Member: Councillor Stuart Bailey

1. PURPOSE OF REPORT

1.1 To ask Cabinet to agree to provide funding to Vivid Housing Association to enable them to purchase a 3 bedroom bungalow to adapt for a wheelchair user with complex and specific needs whose needs cannot be met in existing social housing stock elsewhere in the district.

2. OFFICER RECOMMENDATION

2.1 That Cabinet agrees to allocate £250,000 - £350,000 (subject to purchase price of the property) from the ring-fenced housing capital fund to Vivid Housing Association for the purchase of a 3 bed bungalow to be adapted and let at a social rent to an identified individual whose needs are not adequately met in their current housing.

3. BACKGROUND

3.1 The Housing Capital Fund is made up of Right to Buy (RTB) receipts and S106 contributions taken in lieu of on-site affordable housing provision. Hart currently has circa £5m funds in the housing capital pot (as of 4.3.19). This money is ring-fenced to enable the delivery of affordable housing in the District.

3.2 In most circumstances existing housing association properties can be adapted for customers with specific needs. However, in some cases the customers may have very complex needs and the layout and design of the properties simply cannot accommodate the fittings required.

3.3 In order to address this recently, housing has negotiated a number of wheelchair accessible homes on new developments to try to meet the needs of some households. Whilst working with the developers and RP's on these homes it has become apparent that at least one household we know about at present has needs which cannot be met with the new accessible homes being developed. This individual has severe Cerebral Palsy and requires two full time live-in carers and access to washing, sleeping and living areas all on the same level. This person currently lives in a 2 bed ground floor flat with one carer living at the property whilst the other sleeps at a nearby hotel (funded by Health Services) so as to be able to attend to the customer in their home as soon as possible.

- 3.4 Vivid Housing Association can assist the Council in delivering an additional wheelchair accessible property relatively quickly to meet this individual's specific needs outside of the traditional development process which has not been able to provide a suitable alternative to date.
- 3.5 The proposed scheme involves the Council using some of its ring-fenced affordable housing funding (which includes S106 contributions in lieu on on-site affordable housing) to fund Vivid housing association to purchase a suitable property.
- 3.6 In return for the funding the local authority can work with Vivid and a housing occupational therapist (OT) to adapt the property for the individual whose current housing needs are not being adequately met. In the long-term the Council receives nomination rights to this social rented property.
- 3.7 The funding is provided to the association as a grant and hence is recoverable should the property subsequently be sold. However, the intention of the scheme is to increase the availability of family-sized wheelchair accessible affordable housing options in perpetuity and it is not envisaged that it will be sold.

4. CONSIDERATIONS

- 4.1 It is proposed that 1 x 3 bed bungalow could be purchased in the Hart area with between £250,000 – 300,000 funding from the Council's housing capital funds, depending on the purchase price of the most suitable property. This is based on VIVID acquiring a 3 bedroom bungalow with a market value of £360,000 - £ 425,000 and with a proposed spend of £30,000 works and let at a social rent.
- 4.2 The individuals current living circumstances mean that in the long-term not only is the existing arrangement impractical but it is also a very expensive solution. If Health Services were to withdraw their funding at any time there currently isn't another suitable housing solution available. The conclusion of the professionals involved with this case was that the most appropriate long-term solution would be a 3 bed wheelchair accessible bungalow.
- 4.3 The needs of this individual are currently still unresolved. A number of solutions have been considered. A more detailed analysis of these can be found in Appendix I. An overview of these solutions are listed below;
- (i) Waiting for an existing RP-owned 3 bed bungalow to become available for re-let and consider if it could be adapted. These properties rarely become available and there is no guarantee of how long this may take.
 - (ii) Negotiate the provision of a new-build 3 bed wheelchair accessible bungalow on a new development. Estimated minimum of 2 years and relies on a suitable site coming forward and the co-operation and good will of the developer to amend plans or include such a property.

- (iii) Purchase a 3 bed bungalow off the open market using the advice and services of a housing association (RP) and Occupational Therapist (OT) to establish that the property would be suitable for this client prior to purchase.
- (iv) Waiting for an existing RP-owned 3 bed bungalow to become available for re-let that already has some adaptations in place. These properties rarely become available and there is no guarantee of how long this may take or that the existing adaptations would be appropriate.
- (v) Ask an RP to identify a property from their own stock that could be adapted e.g. a 2 bed bungalow or a house. There is no guarantee of how long it may take for such a property to be identified and then the time for the adaptation works will be additional to this.

4.4 Overall, it is considered that purchasing a 3 bed bungalow off the open market would be the preferred solution for a number of reasons. These are; that this will be the quickest solution, Hart has money which is intended to be used for the provision of affordable housing in the District which could be used to fund this purchase, and the customer's current situation may change at any time if Health Services can no longer fund the carer living in a hotel and then the individual would approach Hart Council with an urgent housing need. This property would become part of the affordable housing stock that Hart Council can nominate people from the housing register to. VIVID will provide the home at a social rent which is a much more affordable option in the long term and helps people with limited incomes to afford the home.

4.5 Officers have considered the possibility for Hart Council to retain ownership of this property and therefore retain it as an asset. This is complex and there are a number of pros and cons including that the property could be subject to some form of Right to Buy. In addition, it is unlikely that an RP would be willing to project manage and carry out the works if they did not own the property themselves. Many RP's will not take projects of less than 6 affordable homes because it would not be cost effective for them to do so.

4.6 VIVID are willing to assist with bringing this project forward primarily because it is the Council's LSVT (which purchased the Council's old housing stock in 1994) and because Hart has a well-established working relationship with the organisation, and a long-standing nominations arrangement. The housing association is local, has experience of adapting homes, has its own established team of surveyors and tradesmen and has a local management office from which to manage the project, adaptations and tenancy. It is also a Preferred Developing Partner of the District Council following the recent review of partners in 2018.

5. POLICY IMPLICATIONS

5.1 There are no policy implications as a result of this report.

6. FINANCIAL IMPLICATIONS

- 6.1 The proposal is to use funding in the ring-fenced housing capital fund which currently has some £5m.

7. CONCLUSION

- 7.1 It is requested that Cabinet agrees to the proposal to provide funding to VIVID Housing Association to enable them to purchase a 3 bedroom bungalow to adapt for a wheelchair user with complex and specific needs whose long-term needs cannot be met in existing housing stock elsewhere in the district. Also, that the Portfolio Holder for Housing and the Head of Finance and Head of Communities have delegated powers to agree the purchase of the property when one has been identified to ensure we can respond quickly to enable Vivid to make the purchase.

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BACKGROUND PAPERS:

- Appendix 1 - Purchasing a 3 bed bungalow in Hart for Specific Customers – solutions scoping paper

Possible solutions:

	Option	Comments
1.	The individual waits for a rented 3 bed bungalow to become vacant and the RP and Council work with them to make adaptations if it is suitable	There are a small number of 3 bed rented bungalows in the stock in Hart. (14 x 3 bed bungalows) owned by VIVID. 1 of which is on a rural exception site and 1 is for people aged 55+ only). However, there is no way of knowing how long it make take for such a property to become available. Hart's records show that only 5 x 3 bed bungalows have been advertised in the past – between February 2008 and January 2015. The Council could work with VIVID to try to encourage people to downsize to free up one of these properties but there are no guarantees that this would be successful. Previous recent downsizing projects have not lead to any households choosing to downsize to date despite personal visits and support.
2.	The individual waits for an existing affordable 3 bedroom house or 2 bed bungalow to become vacant as a relet and the RP and Council work with them to make adaptations and extend the home if it is suitable	The same practical issue are likely to arise as found with the new wheelchair accessible homes and these alternative properties may not be easily adapted because they are not built for wheelchair use specifically. Also, the individual will require a larger than standard through-floor lift and these are extremely difficult to accommodate in a standard house. This option would require substantial Council funding to enable it to progress and it is not known when such a property may become available.
3.	The Council negotiates with the developers providing the 2 bed bungalows at North East Hook to provide a 3 rd small bedroom in the roof for the carer for one of the customers	Possible, but permission has already been granted for these sites and they are starting to be completed and allocated now so it is getting too late to pursue ow. We would be relying on the good will of the RP's and the developers which often cannot be guaranteed as there is no specific benefit to them – only added work and complications associated with the planning permission. If they refuse to help we cannot make them do it. It is still expensive to alter these properties retrospectively.

		<p>This would require a minor amendment to the planning application to amend the bungalows by the addition of 1/2 velux windows. Would also require funding to make changes to the planning permission, internal layout and design. The housing Occupational Therapist would need to check if the internal layout could accommodate stairs to the bedroom in the roof without causing difficulties for access with a wheelchair. The extra room in the roof could be paid for via a DFG. Still presents the same issues as previous sites whereby we are reliant on the developer and RP to be willing and deliver these. Problematic and unsuccessful in the past.</p>
<p>4.</p>	<p>We do nothing. The identified individual has accommodation at present. However, we do not believe that this is a suitable long-term solution for them</p>	<p>Due to changes in the individual's health, the existing property no- longer meets this persons long-term housing needs in the opinion of housing, Health Services, the OT and the customer themselves. There may be implications for the individual's health if they don't move and also for health services who presently pay for 1 carer to live in a hotel. It is very unlikely they can sustain this in the long-term and if this funding is withdrawn the customer is at risk without the 2 onsite carers they require. On 17th October 2018 this person's Care Manager called to ask how Hart can help with this person's long-term care needs. She has concerns that because 1 carer is living in a hotel if the client requires 2 carers in the night this is not possible. If Health Services have to withdraw their funding Hart would have a duty to find suitable accommodation of which we currently don't have anything specifically to meet this individual's needs.</p>
<p>5.</p>	<p>The Council uses some of its housing capital receipts to purchase a 3 bed bungalow off the open market and uses DFG money to adapt it specifically for the individual whose needs cannot be met elsewhere.</p>	<p>An expensive option on the face of it but quicker and one that would give the OT and housing a greater input into the adaptations to ensure that they are the best value and best measures for the individuals' needs from the outset.</p> <p>The Council could have better input into adaptations work with this option as it's not reliant on going through a developer and /or RP. This could be more economical overall and</p>

		<p>reduce the time taken to adapt and rent out the home.</p> <p>Vivid housing association have a lot of experience of adapting their housing stock and also of working with Council's to take on similar projects. They have agreed to work with Hart to use their expertise to identify a suitable property, working with Hart and the OT and customer and whilst the Council will provide the main funding Vivid will provide additional funding and set the rents for the property at a social rent which is approximately 60% of OMV.</p> <p>Vivid would manage the programme of works and use their maintenance team to carry out the work, bringing in specialists where required. Vivid would manage the properties, repairs and rent collection.</p>
6.	Identify any Council owned land that may be suitable for a 3 bed wheelchair accessible bungalow	<p>Work is being carried out at present to establish whether the Council has any small pieces of land suitable for such a development. If there was, this could be politically sensitive and difficult to acquire a planning consent. The Council would need a planning agent, architect, construction team and additional staff to oversee and co-ordinate the project. Likely to take a number of years for properties to be developed.</p>
7.	Negotiate a 3 bed wheelchair accessible bungalow on a new development site	<p>There are no obvious new sites that are well enough progressed to provide these homes in the next 12-18 months that haven't already had the affordable housing agreed on them. There could be potential on some of the larger sites at appeal but the outcome of these is unknown at this time and based on previous experience, again we would be relying on the developer's good will and many are not interested in providing non-standard house types on their sites. Also, it is very difficult to negotiate the provision of these properties on a site and then manage how well they are built and adapted liaising with the RP and developer during the construction process. Housing is currently working with planning policy on supplementary planning guidance to support this in the future</p>

	once the Local Plan has been agreed to help reduce the complications and problems we have experienced on sites to date.
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After careful consideration of all 7 options listed above housing's preferred option is Option 5. Although this may appear to be expensive in terms of the initial outlay this option provides a responsive service to the individual who may have to wait very long periods of time in temporary and unsuitable housing otherwise. It is likely to be a quicker solution than waiting for a suitable re-let in existing stock or negotiating 3 bed bungalows on a new site or building our own new homes.

This property would be a valuable asset in the area and when the property becomes vacant in the future and available for re-let the Council would make best use of the stock and it's adaptations by allocating to another household with similar requirements wherever possible.

Appendix 2

- **Appendix 2 - Funding Model outline from Vivid**

Purchase	£425,000
Works	£30,000
VAT	£6,000
On costs	£12,128
Total	£473,128
Grant	£300,000
VIVID Loan	£132,547
VIVID Subsidy	£40,581
Total	£473,128

These are indicative figures only based on social rent. Specific funding would need to be agreed once a property was identified.

CABINET

DATE OF MEETING: 5 APRIL 2018

TITLE OF REPORT: DRAFT SERVICE PLANS 2018/2019

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 2019/2020 as set out in Appendix I.

2 OFFICER RECOMMENDATION

2.1 That the draft Service Plans for 2019/2020 be agreed

2.2 That Key Performance Indicators (KPIs) and risks are established through Service Boards.

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 2019/2020 Service Plans have been developed based on the adopted Corporate Plan 2017 – 2022.

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 OVERVIEW AND SCRUTINY

4.1 Draft Service Plans were considered by the Overview and Scrutiny Committee in March. The Committee has requested that the enforcement of Blue Badges be included within the Environmental & Technical Service Plan (referred to in Councillor Oliver's announcement at February Council) and that any intention to carry out preliminary work on future revision of Odiham Management Plan be included in the Service Plan.

4.2 The Environmental & Technical Service Plan has been updated to include reference to Blue Badge enforcement but it has not been updated to refer to the respective SSSI Management Plans because no special arrangements are proposed during this financial year - it is still business as usual (covered by the Council's longstanding obligations under S38G of the Local Government Act).

5 POLICY IMPLICATIONS

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

6 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The draft Service Plans are linked to the agreed budget for 2018/19. 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.

7 MANAGEMENT OF RISK

- 7.1 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.

8 CONCLUSIONS

- 8.1 Cabinet is requested to consider the draft Service Plans in conjunction with the agreed Budget for 2018/19.
- 8.2 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.

CONTACT: Daryl Phillips, Ext 4492, daryl.phillips@hart.gov.uk

APPENDICES:

Appendix 1 – Draft Service Plans for 2018/19

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 HARA 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

Action

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		

REGULATORY SERVICES DRAFT SERVICE PLAN

2019 – 2020

A Thriving Local Economy

We will:

Support our town and village centres

By:

Supporting local businesses through initiatives such as Small Business Saturday

Action

Food Hygiene workshops on food hygiene topics to local businesses to ensure that catering premises are aware of recent changes to food safety guidance.

To promote the Award for Excellence for food businesses

To produce two newsletters relating to food safety and health & safety per year to update local businesses on good practice

To undertake a project to improve standards of infection control and health and safety in Special Treatment (beauty) premises

A Clean, Green and Safe Environment

We will:

Promote a clean environment

By:

Implementing initiatives to reduce dog fouling and litter

Action

Implement a District-wide Public Spaces Protection Order (PSPO) to enforce against dog fouling offences

Reduce wherever possible the use of Single Use Plastics in the Council Offices

Install LED Lighting on the 1st Floor, this will reduce the Council's energy consumption

Reducing incidences of littering through targeted enforcement work

Action

Implementation of Fly Tipping Strategy to combat fly tipping on open spaces within the District including: use of CCTV cameras; and the service of Fixed Penalty Notices for the first time.

Promoting high quality design and a good standard of amenity

By:

Seeking high quality design and a good standard of amenity in all new developments

Action

To commence work on the preparation of a Supplementary Planning Document (SPD) to provide a framework and reference point to achieve high quality development within Hart. The initial target being to produce and publish a draft SPD document for consultation.

An Efficient and Effective Council

We will:

Explore options to increase financial self-sustainability

By:

Increasing efficiency by extending the use of Information Technology

Action

Replacement for IDOX system with the ARCUS Project – to have the Arcus project working in test environment by January 2020

Refresh the Shared Licensing Service relationship with Basingstoke & Deane BC

Where possible, encouraging customers to use lower cost online services as the service of choice

Action

Replacement for IDOX system with the ARCUS Project – to have the Arcus project working in test environment by January 2020

Refresh the Shared Licensing Service relationship with Basingstoke & Deane BC to encourage self –service

Continuing to ensure we have an engaged and motivated workforce

Action

To install new carpets on the 3rd Floor and Ground floor meeting rooms.

To realise our ambitions to deliver more for less

Action

Replacement for IDOX system with the ARCUS Project – to have the Arcus project working in test environment by January 2020

Refresh the Shared Licensing Service relationship with Basingstoke & Deane BC to enable cost-saving, standardisation of procedures, colocation of the service, enhance website to encourage self-service, promote flexible working by staff.

Action

Development Control Performance Improvements through 'Lean review' (i)
Implementation of service improvements through delivery of new planning database (ii)
Review of pre-application service (iii) Review of report writing and committee reports
(iv) Validation requirements (v) Heritage guidance

Improve the Council website to improve the planning content – Validation and Heritage
Sections

ENVIRONMENT AND TECHNICAL SERVICES DRAFT SERVICE PLAN 19-20

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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)
Service Plans	Annual	Post consideration by Overview & Scrutiny Committee, agree Service Plans 2019/20	April 19			DN	All
Purchase of Accommodation to adapt for wheelchair housing	Mar 19	To request funding to acquire specialist accommodation	April 19			SB	H
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
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	June 19		AO	TS
Outside Bodies	Annual	To confirm representatives on Outside Bodies.	June 19			DN	JCX

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)
Hart Food Bank		To consider the rent/service charge payments due for Harrington House		June 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	July 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 - None

CABINET

Date and Time: Thursday, 4 April 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Ambler, Bailey, Cockarill, Kinnell, Neighbour (Chairman), Oliver, Radley

In attendance:

Councillors Crookes, Dickens (from item 117), Forster, Parker

Officers:

Daryl Phillips	Joint Chief Executive
Patricia Hughes	Joint Chief Executive
Kirsty Jenkins	Head of Community Services
Nicola Harpham	Strategy and Development Manager

114 MINUTES OF PREVIOUS MEETINGS

The Minutes of the meeting of 7 and 14 March 2019 were confirmed and signed as a correct record.

115 APOLOGIES FOR ABSENCE

None.

115 DECLARATIONS OF INTEREST

None received.

116 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Pertaining to Item 117 - A member of the public asked whether Hart District Council could work in partnership with another local authority in the purchase, adaptation and management of the bungalow.

117 PURCHASING ACCOMMODATION TO ADAPT FOR WHEELCHAIR HOUSING

Members considered the provision of funding to Vivid Housing Association to enable them to purchase a 3 bedroom bungalow to adapt for a wheelchair user with complex and specific needs, whose needs cannot be met in existing social housing stock elsewhere in the district.

Members sought clarification on the support of the health service in funding this proposal, no funding had been identified.

Officers were asked to provide a written response with regards to the potential uplift in value of the home, were the property to be sold at some point in the future and how this is shared between Hart District Council and Vivid Housing Association.

Officers were encouraged to investigate further the options such as setting up a limited company into which the asset could be placed, prior to bringing forward any similar proposals.

DECISION

That the allocation of £250,000 - £350,000 be agreed (subject to purchase price of the property) from the ring-fenced housing capital fund to Vivid Housing Association for the purchase of a 3 bed bungalow to be adapted and let at a social rent to an identified individual whose needs are not adequately met in their current housing.

118 SERVICE PLANS

Members considered the draft Service Plans for 2019/2020.

Members noted that

- the format of the Service Plans would not help people to fully understand the work of the Council
- it was sometimes difficult to understand how these actions are measured and Service Boards may need further detail to aid this approach.

Members also noted that the papers did not include the proposed Service Plan for Planning Policy.

DECISION

1. That the content of the draft Service Plans for 2019/2020 be agreed for operational purposes.
2. That a revised format for Service Plans be prepared for consultation with Overview and Scrutiny Committee and approved by Cabinet.
3. That Key Performance Indicators (KPIs) and risks are established through Service Boards.

119 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and updated:

- Bring Site Review now July 2019
- LGA Peer Review Plan now Jan 2020 - changed to reflect that the LGA will return to review our peer progress in autumn 2019

- Public Space Protection Orders now July 2019 - The Joint Chief Executive noted that there was significant additional investigation necessary in preparation of any consideration of the PSPOs.
- Parking Charge Review add October 2019 - further to Overview and Scrutiny consideration in September
- Review of Service Plans - add July 2019

The meeting closed at 8.00 pm