



## NOTICE OF MEETING

<b>Meeting:</b>	<b>Overview and Scrutiny Committee</b>
<b>Date and Time:</b>	<b>Tuesday 15 June 2021 7.00 pm</b>
<b>Place:</b>	<b>Council Chamber</b>
<b>Enquiries to:</b>	<b>Committee Services committeeservices@hart.gov.uk</b>
<b>Members:</b>	<b>Axam, Collins, Crookes, Davies, Dorn, Drage, Farmer, Harward, Smith, Wildsmith and Worlock (Chairman)</b>

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

**This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council Website.**

- **At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- **The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting has provided their consent to any such recording.**

**Please download all papers through the Modern.Gov app before the meeting.**

### **1 ELECTION OF VICE CHAIRMAN**

To elect a Vice-Chairman.

### **2 MINUTES OF PREVIOUS MEETING (Pages 6 - 9)**

The minutes of the meeting of 20 April 2021 are attached to be confirmed and signed as a correct record.

### **3 APOLOGIES FOR ABSENCE**

To receive any apologies for absence from Members\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

### **4 DECLARATIONS OF INTEREST**

To declare disclosable, pecuniary and any other interests\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

### **5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)**

Anyone wishing to make a statement to the Committee should contact Committee Services 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%202021.pdf](https://www.hart.gov.uk/sites/default/files/4_The_Council/Council_meetings/Public%20Participation%20leaflet%202021.pdf)

### **6 CHAIRMAN'S ANNOUNCEMENTS**

### **7 FIT & PROPER PERSON TEST PREPARATIONS (F&PPT) (Pages 10 - 24)**

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be assessed as a Fit and Proper Person. Local authorities are accordingly required to introduce a test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.

The purpose of this report is to outline to Members the requirements of the new responsibility and to seek feedback on the policies drawn up to support this new statutory requirement prior to consideration and adoption by Cabinet.

#### **RECOMMENDATION**

It is recommended that the Overview and Scrutiny Committee recommend to Cabinet, subject to any suggested amendments, the approval of:

- the Fit and Proper Person Determination policy.
- the Fit and Proper Person Fees Policy fee

### **8 CONSIDERATION OF DRAFT COMMERCIAL PROPERTY INVESTMENT STRATEGY (Pages 25 - 37)**

This report asks Cabinet to consider a draft revised Commercial Property Investment Strategy.

## **RECOMMENDATION**

That Cabinet agrees the draft Commercial Property Investment Strategy, subject to any amendments.

### **9 CONSIDERATION OF DRAFT CORPORATE DEBT RECOVERY POLICY (Pages 38 - 78)**

To consider the draft Corporate Debt Recovery Policy at Appendix 1 which incorporates the Citizens Advice revised collection of Council Tax arrears good practice protocol.

## **RECOMMENDATION**

That Overview and Scrutiny Committee reviews and scrutinises the draft Corporate Debt Recovery Policy recommending any amendments to be considered in advance of the policy being presented to Cabinet in July 2021.

### **10 PROVISIONAL 2020/21 REVENUE AND CAPITAL OUTTURN POSITION (Pages 79 - 92)**

This report presents the provisional revenue outturn for the year ended 31 March 2021 and compares it with the latest approved budget providing explanations of the significant variances. The report also contains the capital outturn for the year ended 31 March 2021.

## **RECOMMENDATION**

1. The provisional outturn position of an overspend of £784K after Covid-19 compensation is noted (shown at Table 4.4). This is before accounting adjustments and transfers.
2. The capital outturn position at 31st March 2021 is noted.
3. That unspent capital budget is carried forward into the Capital programme for 2021-22.
4. That Overview and Scrutiny committee recommends to Cabinet, the contributions to earmarked reserves as detailed in Table 6.1 be approved.

### **11 NEXT STEPS IN COVID-19 RECOVERY (Pages 93 - 112)**

This is the fourth report to Members providing an update on the work undertaken by the Council in response to the Coronavirus (Covid-19) pandemic. Previous reports have been considered by Cabinet in July 2020, October 2020 and January 2021.

Whilst work progresses at pace on vaccinating the population, it is important to note that the situation remains live, with restrictions still in place.

## **RECOMMENDATIONS**

That Overview and Scrutiny:

- Notes the updates on the Recovery Plan as outlined in Appendix 1.
- Notes the final decisions taken by the Joint Chief Executive under emergency provisions within the Constitution.

### **12 OUTSIDE BODIES (Pages 113 - 128)**

To inform Overview and Scrutiny of the Members work during 2020/2021 as representatives on outside bodies.

A summary of reports from the Council's representatives on external bodies for 2020/2021 is attached for consideration at Appendix 2.

## **RECOMMENDATION**

The Committee is

- Asked to note the report and **Appendix 2**
- Consider the level of representation on key strategic partnerships,
- The effectiveness of engagement with current partnerships and external representation in meeting the Council's priorities,
- To make recommendation to Cabinet where appropriate

### **13 RECOVERY FOR RE-ENGAGEMENT OF MEMBERS**

To discuss how to encourage and re-engage Members.

### **14 SERVICE PLANS AND PERFORMANCE MONITORING**

To consider the most effective way of member engagement in the monitoring of service plans and service performance.

### **15 CABINET WORK PROGRAMME (Pages 129 - 134)**

The Cabinet Work Programme is attached for information.

### **16 OVERVIEW & SCRUTINY WORK PROGRAMME (Pages 135 - 137)**

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

**Date of Publication: Monday, 7 June 2021**

## OVERVIEW AND SCRUTINY MEETING

**Date and Time:** Tuesday, 20 April 2021 at 7pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

## COUNCILLORS

Axam, Davies (from 7.06pm), Dorn, Drage (from 7.08pm), Farmer, Lamb, Makepeace-Browne, Smith, Worlock (Chairman)

**In attendance:** Ambler, Cockarill, Kinnell, Quarterman

### Officers:

Daryl Phillips	Joint Chief Executive
Emma Foy	Head of Corporate Services and Section 151 Officer
Mark Jaggard	Head of Place
Joanne Rayne	Finance Manager
Helen Vincent	Committee Services Officer

## 128 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 16 March 2021 were confirmed and signed as a correct record.

## 129 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Wright and Councillor Wildsmith.

## 130 DECLARATIONS OF INTEREST

None.

## 131 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

## 132 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had three announcements. Firstly, to apologise for her breach of protocol at the meeting of the Committee held in March, by allowing a non-member of the Committee to speak ahead of members regarding a specific agenda item. Secondly, relating to the same item, which was the Fleet Road Pedestrianisation scheme, two additional points were raised by Cllr Dorn but were not discussed, as they were not part of the report being scrutinised, but are acknowledged as valid points. The Chairman noted that during the discussion some members spoke across each other and over the Chairman, she asked that Members be respectful to each other and to the Chairman when speaking at

committee. Thirdly, on the report that went to the October Cabinet meeting for Members to discuss the transitioning from the Emergency Response Phase of Covid-19 to that of Recovery which included an action plan and set targets. Much had changed since October and the action plan and targets need updating. The Committee supported the idea of setting up a Working Group of three Members to look at updating the plan and targets. The Monitoring Officer added that he will be contacting a further three members to set up a Working Group to review KPIs with a view to making them on more meaningful and more outcome focused.

### **133 PRESENTATION BY BERKELEY ST EDWARD**

Liza Smith, the Employment and Skills Manager and Alan Hopley, the Senior Project Manager from Berkeley St Edward, attended and presented the work on the progress at Hartland Village. Members were informed that work on-site progressed steadily during the Covid Pandemic with Phase 1 almost complete, work on phase 2 started and Phase 3 on track to commence soon with the 70 acres of country park now open.

The presentation covered areas of employment which are supporting Hart and Rushmoor to aid areas of unemployment including youth unemployment, adding value to the Hart over 50's Club, a Women's only construction event, virtual work experience placements and delivering events including visits to sites for students to experience real life construction. Berkley St. Edward are engaging with residents from all areas of Hart supporting all initiatives to capture all ethnic groups and genders. Members asked about consideration of a local Scout Hut into the community.

### **134 SERVICE PERFORMANCE – HEADS OF SERVICE ATTENDANCE**

The Head of Place attended to discuss service performance and informed the Committee of the support given to the Business Grants scheme, on Elections and the Lateral Flow Testing Centre. The Committee were updated on Environmental Health matters including COVID patrols and inspections, issues around fly tipping enforcements, breach of noise notices, and the new deed for the shared Licensing Service. Also considered was development management and building control, planning policy and economic development, business support and facilities. The Place Service are continually working on its Service Plan and concentrating on areas that need further assistance. Work has continued on the Neighbourhood Plan referendums, Community Infrastructure Levy and Local Enforcement Plan.

The Head of Place agreed to circulate a summary of the performance statistics on the Development Management Service.

The Service has also launched an investment website called **Hart for Business:** <https://www.hartforbusiness.co.uk>

Members thanked the Enforcement Team for action taken at Winchfield Court and asked for clarification on the preparation of a Traveller DPD.

### **135 MINUTES FROM THE MULTI-AGENCY FLOODING GROUP**

Minutes of the meeting held on 22 March 2021 were noted.

### **136 WASTE MANAGEMENT CONTRACT**

The Chairman briefed Committee on Cabinet's consideration of changes to the Waste Management Contract. Appendix G was confidential.

Members asked for clarification of the controls/safeguards in the new waste arrangements to ensure that Hart get equal priority such as for example, clearing bring sites when they are overflowing (recent example). The Committee also asked that once things settled down (perhaps in September) a short update report is brought to Committee to reflect on how the new arrangements are working. Members were particularly keen to learn if the staff concerns as outlined in the confidential appendices were resolved.

#### **DECISION**

- A. The Head of Environmental & Technical Services to circulate a note to Committee to clarify the controls/safeguards in the new waste arrangements to ensure that Hart get equal priority.
- B. In 6 months' time a short update report is brought to Committee to reflect on how the new Waste Management Contract arrangements are working.

### **137 HART HOUSING PROPERTY MANAGEMENT COMPANY LTD: INITIAL DRAFT BUSINESS PLAN**

The Council had agreed to set up a wholly owned company limited by shares to hold and maintain residential assets procured by the Council for commercial return purposes. The Committee were invited to consider the draft business case and forward its view to Cabinet. In terms of the future role in scrutinising the Company's activities Members were specifically asked if they had any comments of the draft terms of reference for the proposed Company Scrutiny Panel.

#### **DECISION**

- A. Members would like an opportunity to have an input into the draft of the proposed Articles of Association and also the proposed Shareholder Agreement.
- B. It was also recommended that the risk assessment be adjusted to make it more clear about the scale of risk and mitigation.

### **138 MODERN.GOV**

The Committee were updated on the ongoing implementation and bringing into use the new committee management system (Modern.gov).

This report contained no recommendation and was an update for information only.

**139 CHAIRMAN'S ANNUAL REVIEW OF THE WORK OF THE COMMITTEE**

Members considered the Chairman's review of the work of Overview and Scrutiny Committee over the past year 2020/21. The report followed the previous year format which will be presented at full Council.

The Chairman thanked the Committee for all its contributions over the past year and for their constructive criticism throughout. Members expressed how thorough and well presented the annual review was.

**140 CABINET WORK PROGRAMME**

The Cabinet Work Programme was considered and noted.

**141 OVERVIEW AND SCRUTINY WORK PROGRAMME**

The Overview and Scrutiny Work Programme was considered and amended.

- To bring to Committee in 6 months' time a short report that reflects on the how the new Waste Management Contract is operating.

The meeting closed at 8.57pm



## OVERVIEW & SCRUTINY

<b>DATE OF MEETING:</b>	<b>15 June 2021</b>
<b>TITLE OF REPORT:</b>	<b>Determination Policy and Fee Policy for the “Fit and Proper Person Test” for managers of mobile home sites</b>
<b>Report of:</b>	<b>Head of Community</b>
<b>Cabinet Portfolio:</b>	<b>Community</b>
<b>Key Decision</b>	<b>No</b>
<b>Confidentiality</b>	<b>Non Exempt</b>

### 1 PURPOSE OF REPORT

- 1.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be assessed as a Fit and Proper Person. Local authorities are accordingly required to introduce a test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.
- 1.2 The purpose of this report is to outline to Members the requirements of the new responsibility and to seek feedback on the policies drawn up to support this new statutory requirement prior to consideration and adoption by Cabinet

### 2 OFFICER RECOMMENDATION

It is recommended that the Overview and Scrutiny Committee recommend to Cabinet, subject to any suggested amendments, the approval of:

- the Fit and Proper Person Determination policy.
- the Fit and Proper Person Fees Policy fee

### 3 BACKGROUND

- 3.1 The Regulations require site owners, (or the person appointed to manage a caravan site) to apply to the local authority from 1 July 2021 up to and including 30 September 2021 to be a ‘fit and proper person to manage the site’.
- 3.2 A local authority must then consider and be satisfied that the site owner (or appointed manager) “*is a fit and proper person to manage the site*”.
- 3.3 Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, the local authority can instead appoint a person to manage the site.

- 3.4 The new statutory requirement applies to “relevant protected sites”, i.e. one which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round. The new requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site.

## **4 MAIN ISSUES**

- 4.1 The Fit and Proper Person legislation is a new mechanism for local authorities to determine whether the person with day-to-day responsibility for managing each residential site within their district is fit to do so.
- 4.2 The legislation does not apply to single family sites; only to those that are operated on a commercial basis. It is expected that 7 sites in the Hart area will be impacted, and officers will be working with site owners to ensure applications are forthcoming. They have already been sent a letter informing them of the upcoming requirements.
- 4.3 Applications will be made from July 2021. The council will need to assess the applicants' circumstances using the agreed policy. A register of approved Fit and Proper Person applicants will be maintained by the council.
- 4.4 This is a new function of the council. A small amount of new burdens funding has been made available by the government, but the cost of the new function will be borne through the fee policy.

## **5 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 5.1 The introduction of this policy and the associated fee structure is a legal requirement and so there are no alternative approaches to this.

## **6 CORPORATE GOVERNANCE CONSIDERATIONS**

### **Relevance to the Corporate Plan and/or The Hart Vision 2040**

This is a new legal requirement and so fits with the council's regulatory role. The work was not included in the service plan but staffing resources to deliver the licensing can be drawn from the existing Private Sector Housing Team. The fee policy takes into account the financial costs of these resources and recharges the cost to the applicant.

### **Service Plan**

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	No
Have staffing resources already been identified and set aside for this proposal?	Yes

## **Legal and Constitutional Issues**

Adopting the Determination Policy will enable Hart to make decisions and uphold these decisions if challenged. Through the Local Authority Caravan Site Licensing Officers Forum, barrister advice has been obtained in the preparation of both policies.

## **Financial and Resource Implications**

There are revenue costs associated with the costs of this new regulatory function; these are recharged back to the applicant via the fee policy. There are no other financial implications. If the fees policy is not adopted, the council will not be able to recover the costs associated with this new statutory function.

The function will be carried out with existing staffing resources within the Private Sector Housing Team, in Community Services.

## **Risk Management**

The council needs to adopt both policies in order to fulfil its statutory responsibility and to recover the costs associated with the function.

## **Access to information and the public interest test**

There is nothing confidential in this report.

## **7 EQUALITIES**

- 7.1 The recommendation has no impact on any particular groups. It is simply to agree a new regulatory function for those who manage mobile/park home sites.

## **8 CLIMATE CHANGE IMPLICATIONS**

- 8.1 There are no climate change implications associated with this report.

## **9 ACTION**

- 9.1 Members of Overview and Scrutiny Committee are asked to recommend to Cabinet that both policies be adopted.

**Contact Details:**    **Kirsty Jenkins, Head of Community Services**  
[Kirsty.jenkins@hart.gov.uk](mailto:Kirsty.jenkins@hart.gov.uk)

## Appendices

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 1 of the Local Government Act 1972 by ticking the relevant exemption paragraph number</i>						
		1	2	3	4	5	6	7
A	Fit and Proper Person Determination Policy							
B	Fit and Proper Person Fee Policy							



## **The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020**

### **Determination Policy**

<i>Date created</i>	01 06 21	<i>Department</i>	Community Services
<i>Review date</i>	01 06 26	<i>Version</i>	1.0

*This document is available in alternative formats other languages, Braille and large print, by request.*

- 1. Introduction**
- 2. The Test**
- 3. Applications**
- 4. Criminal Record Checks**
- 5. Decisions and Rights of Appeal**
- 6. Offences & Defences**
- 7. Fit and Proper Person Register**

## **I. Introduction**

- I.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person (“the Regulations”). Hart District Council is accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.

The Regulations allow local authorities to receive applications from existing site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021.

The council must be satisfied that the site owner “is a fit and proper person to manage the site” or, if the owner does not manage the site, “that a person appointed” to do so by the site owner “is a fit and proper person”.

Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager who must pass the fit and proper person assessment, the council can instead appoint a person to manage the site, but only with the consent of the site owner.

Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site which requires a licence, and which is not solely for holiday purposes or is otherwise not capable of being used all year round, or that is a site for a single family. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park home owners.

## **2. The Test**

- 2.1 When conducting a fit and proper person assessment the council will consider if the applicant is able to conduct effective management of the site. This includes, but is not limited to, securing compliance with the site licence and the long-term maintenance of the site. The council must also have regard to:

### **(a) Competence to manage the site**

This includes reviewing the competency of the applicant. He or she must have sufficient experience in site management, or have received sufficient training, and be fully aware of the relevant law as well as health and safety requirements.

### **(b) The management structure and funding arrangements for the site**

The council will consider whether relevant management structures are in place and whether they are adequate to ensure effective management of the site. Hart DC will ensure that the applicant has a robust management plan, that addresses the following issues: the pitch fee payment, proximity of the manager to the site, manager’s contact details for residents (including out of office and emergency contact details), the complaints procedure, maintenance, staffing, and refuse removal.

It is advisable that the site is managed by an applicant based in the UK. The applicant's interest in the land will also have an important impact, as will their financial standing, management structures and competence, all of which will contribute to the overall assessment of their suitability to manage the site effectively.

**(c) The proposed management structure and funding arrangements in place for managing the site**

The council will consider whether the applicant has sufficient funds (or has access to sufficient funds) to manage the site and comply with licence obligations. Evidence of these funds will be requested.

2.2 The council will also check a range of personal information relating to the applicant. This will include a criminal record check and will include evidence that the applicant:

(a) has not committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);

(b) has not contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law;

(c) has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;

(d) has not harassed any person in, or in connection with, the carrying on of any business;

(e) is not or has not been within the past 10 years, personally insolvent;

(f) is not or has not been within the past 10 years, disqualified from acting as a company director;

(g) has the right to work in the United Kingdom and,

(h) is a member of any redress scheme enabling complaints to be dealt with in connection with the management of the site (when this is in place).

### **3.0 Applications**

The application for inclusion in the fit and proper persons register must be made in writing to the Private Sector Housing Team. Applications should be made on the relevant form; these can be found at [www.hart.gov.uk](http://www.hart.gov.uk)

## **4. Criminal Record Checks**

Criminal Records Certificates must be issued under section 113A (1) of the Police Act 1997 and will be required where: (a) the Relevant person is an individual and (b) for each individual in relation to whom the applicant is required to provide information (for example a site manager)



The certificate must have been issued no more than six months before the date of the application. It is incumbent upon the site owner to ensure that any certificates provided meet this requirement.

## **5. Decisions, notifications and rights of appeal**

5.1 The council will make a decision on the application and will either:

- (a) grant the application unconditionally,
- (b) grant the application subject to conditions; or
- (c) reject the application.

The council will follow the latest published MHCLG Guidance when making the above decisions.

5.2 The applicant can decide to appeal the decision by making an application to the First-tier Tribunal (Property Chamber) (“the tribunal”) within specific timeframes set by the tribunal. The applicant is permitted to appeal against any decisions served by the Council. These could include:

- (a) including the relevant person on the register for an effective period of less than 5 years;
- (b) including the relevant person on the register subject to conditions; and
- (c) rejecting the application

## **6. Offences & Defences**

6.1 There are 3 offences which can occur within the Regulations. They are as follows:

- (a) Operating a site in contravention of the fit and proper person regulations
- (b) Withholding information or including false or misleading information in the registration application
- (c) Failing to comply with a specified condition

6.2 The Council is responsible for enforcing the regulations. A site owner found guilty of any of the above offences will be liable on summary conviction to a level 5 (unlimited) fine.

6.3 One defence is available to a site owner who has inherited a site and would be found to have a reasonable excuse for failing to make an application within the relevant periods as set out below. The MHCLG guidance outlines other circumstances where the applicant may have a defence.

## **7. The Fit and Proper Persons Register**

- 7.1 The council will set up and maintain a register of persons who they are satisfied are fit and proper persons to manage a site in their area. This register will be open to inspection by the public at the Civic Offices during normal office hours. This register is also published online ([www.hart.gov.uk](http://www.hart.gov.uk)).
- 7.2 The register will include the following:
- (a) the name and business contact details of the person;
  - (b) the name and address of the relevant protected site to which the application relates;
  - (c) the status of the person (site owner or manager of the site);
  - (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
  - (e) whether any condition is attached to the person's inclusion in the register; and
  - (f) where any condition is attached to the person's inclusion in the register—
    - (i) the number of any such conditions;
    - (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and
    - (iii) the date any condition is varied or satisfied (if applicable).
- 7.3 Where a person has met the fit and proper person test, the register will give details of that person and of the site, including decisions made on how long a person's inclusion is for, up to a maximum of 5 years.
- 7.4 In order to comply with the fit and proper person requirement a site owner must at least two months before the period (e.g. 5 years) comes to an end submit a new application for the person (or alternative) to be included in the register.



## **The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020**

### **Fee Policy**

<i>Date created</i>		<i>Department</i>	Housing Services
<i>Review date</i>		<i>Version</i>	1.0

*This document is available in alternative formats other languages, Braille and large print.*

- 1. Introduction**
- 2. Initial Application Fee**
- 3. Payment of Fees**
- 4. Such other matters as the local authority considers to be relevant**

## **I. Introduction**

- 1.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person (“the Regulations”). Hart District Council is accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.

The Regulations permit the council to determine the fee for an application or registration for someone to be added to the register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations.

The purpose of publishing this fee policy is to show that the fees imposed by the local authority are fair and transparent so that anyone required to pay a fee can understand the charges.

## **2. Initial Application Fee**

- 2.1 Hart District Council believes that fit and proper person assessment and/or checks to be included on the fit and proper register will take a total of 150 minutes per application. This time of 150 minutes includes updating and publishing the register. The application fee has been set at **£243.22**.

- 2.2 Ultimately, the checks will be carried out by the same officers who carry out the licensing functions; Environmental Health & Housing Officers and the Private Sector Housing Manager. Therefore, their hourly rates as per table ‘A’ should be applied.

- 2.3 The fee takes into account the following activities:

(a) Initial enquiries;

(b) letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;

(c) sending out forms;

(d) updating files/ computer systems and websites;

(e) processing the application fee;

(f) land registry searches;

(g) time for reviewing necessary documents and certificates;

(h) preparing preliminary and final decision notices;

(i) review by manager or lawyers; review any representations made by applicants or responses from third parties;

(j) updating the public register;

(k) carrying out any risk assessment process considered necessary and

(l) reviews of decisions or in defending appeals.

Table 'A' below provides a clear breakdown of how this fee has been determined.

**Table 'A'**

		Time in minutes	Staff	Rate	Total
1	Pre-application advice	15	Officer	53.58	13.40
2	Application received; check it is fully completed and signed with correct fee. Process fee and create file.	30	Officer	53.58	26.79
3	Review application and make enquiries re F&PP documents and declarations	60	Officer	53.58	53.58
4	Application file reviewed by Senior	30	Manager	56.35	28.18
5	Decision made on application	15	Officer	53.58	13.40
6	Establish any conditions applicable	15	Officer	53.58	13.40
7	Review appeal paperwork	30	Officer	53.58	26.79
8	EH&HO discuss appeal with SEH&HO	15	Both	109.93	27.48
9	Produce appeal response and relevant notice	15	Officer	53.58	13.40
10	Issue final decision notice following appeal	15	Officer	53.58	13.40
11	Add relevant person details to register	15	Officer	53.58	13.40
				<b>Total</b>	<b>£243.22</b>

### **3. Payment of fees**

3.1 The council will not consider an application for entry on the register unless that application is accompanied by the correct fee. If the correct fee is not paid, the application will not be valid, and the site owner could be in breach of the Regulations.

3.2 If the council decides not to approve an application the applicant is not entitled to a refund of the fee paid.

### **4. Such other matters as the local authority considers to be relevant**

#### 4.1 Where no fee is applied

In certain circumstances, the council may determine that no fee is required to be paid. A site is exempted from a fee only if it is occupied by members of the same family and is not being run as a commercial residential site.

#### 4.2 An appointed manager fee

Where the council has to appoint a site manager, a separate fee will be required. This will be calculated on a case by case basis, based on the true costs of securing an alternative, qualified site manager.

#### 4.3 Revising Fees

The council reviews its fees and charges annually. If there is a change to the fee, a new fee policy will be published.

## OVERVIEW AND SCRUTINY COMMITTEE

**DATE OF MEETING:** 15<sup>th</sup> June 2021

**TITLE OF REPORT:** **CONSIDERATION OF DRAFT COMMERCIAL PROPERTY INVESTMENT STRATEGY**

**Report of:** **Head of Corporate Services and S.151 Officer**

**Cabinet Member:** **Councillor Richard Quarterman, Portfolio Holder for Commercialisation**

### **I PURPOSE OF REPORT**

- 1.1. This report asks Overview and Scrutiny Committee to consider a draft revised Commercial Property Investment Strategy and make recommendations to Cabinet to help inform their decision making.

### **2 RECOMMENDATION**

- 2.1 That Overview and Scrutiny Committee notes the draft Commercial Property Investment Strategy, making recommendations to Cabinet to adopt the strategy, subject to any suggested amendments.

### **3 BACKGROUND**

- 3.1 The initial Hart Commercial Strategy was published in August 2018. This established that commercialisation can have a range of definitions.

However, in the local government realm, it is normally identified as an action or range of actions, which leads to

- an increase in income,
- a reduction in costs (e.g. overheads)
- improve efficiency of service which decreases current or future costs.

- 3.2 As the financial and economic environment changes however, it is important to reflect this and update any commercial strategy to ensure it remains fresh and responsive. And at a time of continuing uncertainty on future financing of Local Government a focused, clear strategy is required to improve the resilience of the Council's finances, to ensure front line services are protected for our communities.

- 3.3 Recent changes which must be borne in mind when considering the Commercial Strategy includes
- Central Government's response to the 2020 CIPFA Consultation on the Public Works Loan Boards lending to Local Authorities
  - Changes in the economic climate and demand for commercial property.
  - The ability to achieve Corporate Goals by considering the wider benefits of investment.



## **4 CONSIDERATIONS**

- 4.1 A updated draft strategy reflecting the changes and differing challenges is outlined at Appendix I. It is key to note that reflecting the more focussed nature of the document, is a Commercial Property Investment Strategy.
- 4.2 The aim of the draft strategy is to provide a both policy and for future commercial property investments whilst still seeking to achieve against the definition of commercialisation as set out in paragraph 3.1 above.
- 4.3 Further, the draft Commercial Property Investment strategy provides a more detailed framework for the Council's approach to investment including the objectives, scope and priorities and the balance of risk and reward.
- 4.4 To aid transparency and comparison, the main changes from the previous Commercial Strategy are as follows:
- Emphasis on investment within the district, whilst still enabling investment in the wider Local Enterprise Partnership area's
  - Includes a broader and more explicitly range of objectives, including community value.
  - Provides greater clarity on the evaluation of investment opportunities, based on a range of performance indicators
  - Reflects the change in Public Work Loan Board borrowing rules that prevent a Local Authority borrowing for yield and how investments will continue.

## **5 FINANCIAL IMPLICATIONS**

- 5.1 There are no direct financial implications arising from this report.
- 5.2 Any investment opportunities arising from the draft strategy, if adopted, would be subject to a separate business case and decision making processes

## **6 ACTION**

- 6.1 Subject to any suggestions from the Overview and Scrutiny Committee, Cabinet will consider the draft strategy ahead of any formal adoption.

### **Contact Details:**

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## **APPENDICES**

Appendix A – Draft Commercial Strategy

## Hart District Council – Commercial Property Investment Strategy

### Introduction

1. This Property Investment Strategy (“the Strategy”) aims to reinforce the current robust, viable and refreshed framework for the acquisition of property investments. It is to be followed as the Council strives to create a balanced Property Investment Portfolio, from which to derive a long term, sustainable revenue stream.
2. **The Strategy is however, intended as a guide and any values or % are provided as indicators to the underlying principal of the policy and are not specific requirements. One of the most important underlying principles of the policy is that the policy and the portfolio must be allowed to flex in the required way to react to market conditions.**
3. The target investment is to build a balanced portfolio with a capital value of up to £50M which will be financed through prudential borrowing in accordance with the MTFS. This strategy has been designed in accordance with this target.
4. This strategy supports the need for flexibility in acquisition of investment properties outside the district boundary as there are insufficient commercial property opportunities available within the Hart district that:
  - Will enable the investment of £50m within the parameters identified within the strategy
  - Will enable the mix of investment property types stipulated (to mitigate risk)
  - Will enable the Council to achieve the liquidity required from the investment portfolio
  - Will provide the substantial covenant strengths required for long term secure property investment

### Background

5. The Council agreed a Commercialisation Strategy in August 2018. Since then it has worked on procuring a modest property portfolio made up of operational assets, investment assets (both residential and commercial) and community assets. A review of operational assets has already been undertaken to ensure the efficient use of Council property and an action plan is included in the recently updated Asset Management Plan.
6. The Council is looking to progress an approach to commercialisation, set out by this updated property investment strategy, that aims to promote investments that will generate net additional income and improve efficiency of services to decrease current or future costs. It is recognised however, that given the current commercial climate, the number of commercial opportunities with short term gain may be limited and returns on investments are unlikely to significantly increase in the short term.

### Strategic Alignment

7. The Hart Corporate Plan 2017-22 is supported by the Commercialisation Strategy in supporting delivery of the following corporate priorities:
  - *A Thriving Local Economy* by supporting the local economy and ensuring an appropriate supply of employment land and premises
  - *Clean, Green and Safe Environment* by improving the energy efficiency of council owned assets.
  - *Healthy Communities and People* through investments that ensure access to housing
  - *An Efficient and Effective Council* by exploring options to increase financial self-sustainability and building in financial resilience from commercialisation
8. The Council's 'Vision 2040' for the district will be supported by the Strategy through helping deliver each of the three vision statements in the following ways:
 

Become THE place to live – creating a connected space that:

  - Improves affordability of homes, so families can stay close together and so key workers can afford to live in Hart and help our communities flourish

Become THE place to work – helping our local economy to thrive through:

  - Helping our micro/small businesses grow and our residents to work flexibly, with casual office space providing high speed internet
  - Reducing the impact of climate change by building in sustainability and using new technologies to mitigate the impact of climate change

Become THE place to enjoy – enhancing our environment and health through:

  - Enhancing our leisure provision
9. The Strategy will also seek to support the local declaration of a climate change emergency, and the associated objectives of the Council's Hart Climate Change Action Plan which are:
  - To make Hart District carbon neutral by 2040 whilst bringing forward the target to 2035 for areas under the direct control of Hart District Council

## Objectives

10. The objectives of the Strategy are to:
  - Secure long-term additional commercial income through strategic property investment/asset-based investments that support the Council's Corporate Plan;
  - Achieve a balanced investment portfolio of acquisition, retention and management of good quality asset-based investments that together deliver an effective, stable and significant income return to the Council;
  - Make more efficient use of assets in order to reduce the costs of Council owned and occupied assets;
  - Make investments that contribute to the improvement, development or regeneration of the district to the benefit of its residents:

- Make investments that support climate change targets and promote those which reduce carbon emissions, support renewable energy, water and energy efficiency or any other objectives as set out in the Climate Change Action Plan.
- Achieve a consistent approach to considering investment opportunities, enable prioritisation of investment opportunities that meet council priorities and provide an ethical framework to support decision making
- Maximise income return whilst minimising risk through the governance and monitoring processes as outlined in this strategy
- Support delivery of the Council's strategic goals as articulated in the Corporate Plan and 'Vision 2040' for the district, the Council's Corporate Property Strategy and Asset Management Plan, Economic Development Strategy and Climate Change Action Plan.

### Scope

11. This Strategy promotes a programme of investment, using a range of opportunities to build a portfolio of investments that generate income and reduce costs, to meet council priorities and objectives.
12. It is planned that up to £50 million will be invested over 5 years.
13. The Council intends to make investments in three key areas:
  - **Income generation:** Increase income through strategic property investment / asset-based investments
  - **"Invest to Save" via:**
    - **Cost Reduction:** Reduce the costs of Council owned assets
    - **Efficiency:** Improve the efficiency of services to decrease current or future costs
  - **Regeneration:** Contribute to the improvement or regeneration of the district to the benefit of its residents underpinned by Value for Money and the above two areas.
14. The strategy also promotes opportunities for co-investment with partner organisations of good financial and reputational standing. The options of local joint venture opportunities that meet the objectives of the Strategy should therefore be supported.

### Priorities

15. The Council will promote investments in **priority sectors** and **geographic areas**, by **property type** and in order to create **economic and social value** to residents and business in the district.
16. The Council will also look at "Invest to Save" opportunities whereby a clear case can be made for savings achieved from a more efficient provision of services or use of current assets.
17. Proposed investments will be assessed to ensure that they meet the objectives of the strategy and support delivery of the Council's strategic objectives.

### Priority Sectors

18. Investment will focus on **priority sectors** where investment is needed, targeting projects that support business growth and regeneration and there is alignment with broader objectives, specifically:
- Digital Technology, particularly telecommunications, data processing and specialist electronics
  - Professional Services
  - Hospitality
  - SME's and Micro Businesses
  - Farm diversification
  - Rural tourism, culture and heritage

#### Priority Geographic Areas

19. Over time, opportunities will arise to acquire commercial property investments within Hart District. Such acquisitions could bring opportunity to safeguard the economic vitality of locations within the district as well as present regeneration opportunities and/or income generation. Properties adjacent to existing Council holdings could be of particular interest where potential gains can be identified, either immediately or at a future date, by combining ownership interests. However, acquisitions beyond the district boundary on a case-by-case basis must be considered. This could broaden the opportunity to acquire good quality investments covering the range of types and locations.
20. The priority **geographic areas** are:
- Hart District - Hart would be the preferred location for investment opportunities including acquisitions so that reinvestment is directly retained within the local economy and any additional capital expenditure is made in the local area
  - Local Region - Commercial asset-based investment should be within the local region as defined within the local LEP area(s). The M3 Enterprise LEP area, Solent LEP or Thames Valley Berkshire LEP area should be considered for fresh acquisitions as there is evidence (such as travel to work information for example) that demonstrates that investment in these areas has a positive impact on Hart's economy.

#### Priority Property Types

21. Investment will target **priority property types** for acquisitions, retention, and improvement:
- Office, predominantly small flexible and start up business premises
  - Industrial/warehouse, light industrial premises to support rural enterprises and SMEs
  - Flexible, grow on space to support micro firms
22. The following property types may also be desirable if investment aligns with strategic priorities, objectives and/or other investment priorities:
- Leisure and mixed use
  - Residential
  - Retail

#### Other Priorities

23. The Council will therefore also prioritise making investments that create the following economic, environmental and social value:

- Create opportunities for local businesses
- Create jobs and training for residents
- Attract inward investment to the borough

### Sources of Funding

24. All investments must be fully funded, and this should be assessed as part of the governance process for investment decision making.
- Investment will be funded from a variety of source Improves the affordability and availability of housing
  - Improve energy consumption and reduce carbon emissions and carbon footprint
  - Support delivery of the objectives of the Climate Change Action Plan

### Types of Investment

25. The types of investment that the commercial strategy is promoting are:
- **Acquisitions** of assets of priority types, in priority sectors or geographic areas where the acquisition will generate additional commercial income to the Council
  - **Asset Improvement** to maximise the income generation/return on investment from new and existing Council owned assets
  - **“Invest to Save”** where a clear case can be made for savings achieved from a more efficient provision of services or use of current assets
  - **Partnerships and/or joint venture opportunities** to leverage additional private sector resources (skills or finance).
  - The Strategy also promotes other approaches that contribute towards achieving savings/reducing costs and improving buying through smarter contracts with more robust performance management frameworks tied to outcomes.
  - The disposal of assets will also be promoted where holding and retention of that asset is not generating or increasing income return and its disposal will reduce costs, improve efficiency and/ or meets the aims of achieving a balanced investment portfolio
26. Where possible, internal borrowing will be utilised in the first instance, as this is currently more cost effective than external borrowing.

### Investment Criteria

27. All investments will be assessed against its strategic alignment and whether it meets financial, and economic and social value criteria. Investments are not expected to meet all (or any of) the economic and social criteria so long as the strategic objectives are met AND the financial metrics are met.
28. A decision to invest will depend on the balance of performance against the following criteria. All investments will be assessed against the following:
- Level of income generation
  - Maximising return on investment – minimum 5% (before borrowing costs)
  - Optimising utilisation of land and buildings
  - Reducing costs of council owned assets

- Making a positive impact on the portfolio – providing diversification/balance
- Growing and stabilising business rates income

#### Economic, Environmental and social criteria

29. Investments should also be considered using the following criteria to ensure that the maximum economic, environmental, and social benefit is achieved. Investments should also aim to:
- Make a positive impact on Hart's economy, which should be assessed via the value of Gross Value Added (GVA) uplift to the district and improving the district's productivity
  - invest in the redevelopment or improvement of the Council's own landholdings for these purposes.
  - Improve the affordability and availability of housing
  - Support the achievement of climate change targets and seek to reduce carbon emissions, support renewable energy, water and energy efficiency or any other objectives as set out in the Climate Change Action Plan.
30. No targets have been set against these criteria as the extent to which they are achieved will depend on the actual investments.

#### **Governance & Decision Making**

31. The commercial market is very quick and decisive, and the Council has recognised that decisions made to procure and invest in commercial opportunities will not necessarily suit standard local authority decision making processes. Where commercial decisions have to be made, the Council has in place strong governance arrangements that allow quick, transparent, and accountable decision-making processes.
32. All decisions in respect of property acquisitions and disposals are determined to the Joint Chief Executive, in consultation with the Leader, the Chairman of Overview and Scrutiny Committee, and the Section 151 Officer, irrespective of value (albeit this is already limited by the Council's Constitutional limit on borrowing to £30m in total). Once a decision has been reached this will be reported to Cabinet at the earliest opportunity.

#### **Performance and Monitoring**

33. The Strategy has been prepared for a 5 year period 2021 – 2026. During this period, the Council will undertake regular monitoring of the Strategy and the portfolio of investments, including the investment property portfolio, to ensure visibility of budget spend.
34. Progress in delivering against the objectives of this Strategy will be monitored and reported to Overview and Scrutiny Committee and Cabinet quarterly.
35. The Council will take action to ensure the portfolio of investments continues to perform against the objectives of the Strategy. This will include exiting an investment (should it be non-performing or to limit losses) or the disposal of assets where holding and retention of that asset is not generating or increasing income return and its disposal will reduce costs, improve efficiency and/ or meets the aims of achieving a balanced investment portfolio.

#### **Risks**

36. The Council acknowledges there are risks involved in pursuing a commercialisation approach and in investing in commercial investment opportunities. This Commercial Strategy provides a framework for the appraisal of investment opportunities and the governance and decision making proposed will allow risks to be identified, assessed, and minimised as far as possible.
37. By creating and assessing investments as a portfolio, this will allow the Council to manage risk and give it the ability to invest in some higher risk activities that have higher potential returns, where these risks are offset against some lower risk opportunities across the portfolio.
38. The key risks and mitigation measures are set out in the table below:

<b>Risk</b>	<b>Mitigation</b>
Investment opportunities do not meet the investment criteria	A portfolio approach will offer the ability to invest in a range and variety of investment opportunities. Both financial and non-financial criteria are to be used in the assessment of investment opportunities.
Legislative framework - Recent guidance from CIPFA on deterring borrowing for investment purposes to seek to generate a yield	The Strategy includes both financial and non-financial criteria for the assessment of investment opportunities and a business case will seek to show alignment with both to demonstrate that any borrowing will not be solely for investment purposes
The Political environment – recent guidance has suggested that Local Authorities should be more considered when making investment decisions, with the preference from Central Government seemingly to be against a commercial investment approach	A business case is to be prepared for each individual investment decision and this will flag or consider any commercial or political constraints on the proposed investment opportunity
The continued restrictions in place on access to Public Works Load Board (PWL).	To be monitored and considered by the Council. Internal borrowing to be utilised in the first instance.
COVID 19 & the Economy – the impact on the local economy and likely recession may reduce the viability of investment proposals	The strategy will operate on a commercial basis and will not therefore be investing into financial unviable schemes. However, the strategy will promote investment to support economic growth and aid economic recovery post COVID 19.



Resources and Skills – A lack of available or suitable resources could result in delays sourcing of investment opportunities	An SRO to be identified with suitable skills who is responsible for sourcing and identifying investment opportunities
Benefit Realisation	Regular monitoring of performance and benefit realisation through the life of the investment and clear exit strategy in place.
Reputation - concerning liability surrounding investments, public perception of investments made and adhering to responsible and sustainable practice.	A communication & engagement strategy may be required to manage the public perception of the Strategy.

## Appendix A – Example SIFT document

The purpose of this document is to provide an overview of the investment opportunity so it can be considered initially by the Section 151 Officer before the bulk of work is undertaken on a Business Case which is then presented to the Joint Chief Executive and Leader as per Section 10.

This template is to be completed to outline the potential opportunity at a high level

### Key information overview

<b>Name of Investment Opportunity</b>	<i>Name of investment scheme/opportunity</i>
<b>Total Value of Investment Requirement</b>	£
<b>Source of the Investment</b>	<i>Add name/source</i>
<b>Date of Submission</b>	<i>Enter date</i>
<b>Investment Opportunity Overview</b>	<i>Add text describing the scheme or investment opportunity</i>
<b>Does the proposal align with the Investment Strategy?</b>	<i>Outline how the investments meets the Investment Strategy objectives, criteria, priority sectors, property types and priority geographic areas</i>
<b>Could the proposal bring economic and social benefit to the district?</b>	<i>Outline the potential economic benefits of the investment in reference to the priorities in the Investment Strategy</i>
<b>Are there environmental and/or sustainability benefits from the proposal?</b>	<i>Outline the potential environmental benefits of the investment in reference to the objectives of the Climate Change Action Plan</i>
<b>Is there potential for a Return on Investment?</b>	<i>Outline the potential level and type of return to the extent known</i>
<b>What are the potential funding source(s)?</b>	<i>Describe main source(s) of funding</i>
<b>What is the duration of the investment?</b>	<i>Enter timescales</i>
<b>What is the exit strategy?</b>	<i>Describe outcome at end of investment period RAG rating to be given to assess ease of exit</i>
<b>What are the potential risks</b>	<ul style="list-style-type: none"> <li>• <i>Describe key risks</i></li> <li>• <i>xxx</i></li> </ul>

### Recommendation

<b>RECOMMENDATION</b>	<i>xxx</i>
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<b>Is the total Investment Value within delegated authority limits?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Describe any other considerations needed in making the investment decision</li> </ul> Xxx

### Alignment with Priorities

<b>Objectives</b>	<b>Alignment</b>
Secure long-term additional commercial income through strategic property investment / asset-based investments that support the Council's Corporate Plan;	
Achieve a balanced investment portfolio of acquisition, retention and management of good quality asset-based investments that together deliver an effective, stable and significant income return to the Council;	
Make more efficient use of assets in order to reduce the costs of Council owned and occupied assets;	
Make investments that contribute to the improvement, development or regeneration of the district to the benefit of its residents;	
Make investments that support climate change targets and promote those which reduce carbon emissions, support renewable energy, water and energy efficiency or any other objectives as set out in the Climate Change Action Plan;	
Achieve a consistent approach to considering investment opportunities, enable prioritisation of investment opportunities that meet council priorities and provide an ethical framework to support decision making;	
Maximise income return whilst minimising risk through the governance and monitoring processes as outlined in this strategy;	
Support delivery of the Council's strategic goals as articulated in the Corporate Plan and 'Vision 2040' for the district, the Council's Corporate Property Strategy and Asset Management Plan, Economic Development Strategy and Climate Change Action Plan	
<b>Priority Sectors</b>	<b>Alignment</b>
Digital Technology, particularly telecommunications, data processing and specialist electronics	✓
Professional Services	
Hospitality	
SME's and Micro Businesses	
Farm diversification	
Rural tourism, culture and heritage	✓
<b>Geographic Areas</b>	<b>Alignment</b>
Hart District	✓
Local LEP area(s) including the M3 Enterprise LEP area, Solent LEP or Thames Valley Berkshire LEP	
<b>Property Types</b>	<b>Alignment</b>
Office, predominantly small flexible and start up business premises	✓

Industrial/warehouse, light industrial premises to support rural enterprises and SMEs	
Flexible, grow on space to support micro firms	
The following property types may also be desirable if investment aligns with strategic priorities, objectives and/or other investment priorities:	
• Leisure and mixed use	
• Residential	
• Retail	
<u>Economic, Environmental and social value potential</u>	<b>Alignment</b>
Create opportunities for local businesses	✓
Create jobs and training for residents	
Attract inward investment to the borough	
Improves the affordability and availability of housing	✓
Support delivery of the objectives of the Climate Change Action Plan	

## OVERVIEW AND SCRUTINY COMMITTEE

**DATE OF MEETING:** 15 June 2021

**TITLE OF REPORT:** CONSIDERATION OF DRAFT CORPORATE DEBT RECOVERY POLICY

**Report of:** Head of Corporate Services and S.151 Officer

**Cabinet Member:** Councillor James Radley, Deputy Leader and Portfolio Holder for Finance

### 1 PURPOSE OF REPORT

- 1.1 To consider the draft Corporate Debt Recovery Policy at Appendix 1 which incorporates the Citizens Advice revised collection of Council Tax arrears good practice protocol.

### 2 RECOMMENDATION

- 2.1 That Overview and Scrutiny Committee reviews and scrutinises the draft Corporate Debt Recovery Policy recommending any amendments to be considered in advance of the policy being presented to Cabinet in July 2021.

### 3 BACKGROUND

- 3.1 Hart District Council has a duty on behalf of all its residents and businesses to collect what is owing to it, to pay for the vital services that we provide to our communities. As part of this we believe in treating our customers fairly and equitably. Therefore, the way in which we go about collecting and recovering money owed to the council reflects how we can support our residents, adopting a firm but fair approach.
- 3.2 The previous Hart District Council Debt Recovery Policy was written and approved in April 2013.
- 3.3 Appendix 1 contains a completely new replacement policy containing current best practice and the Citizens Advice good practice protocol for the collection of Council Tax. The new policy provides detailed recovery practice for each type of debt to ensure consistency, compliance with laws and regulations and support for those that can't pay not won't pay.

### 4 CONSIDERATIONS

- 4.1 The scope of the policy includes all debt raised by the Council to our customers be those residents, individuals, or business organisations.
- 4.2 The provides a framework to officers to collect money in the right way aligned with best practice and advises not only on collection but provides guidance on

the wording including in invoices so that our communication regarding debt is in plain English and easy to understand.

- 4.3 The policy states the importance of making it easy for customers to make payment and ensures that benefits advice is promoted to our residents. This is underpinned in Section 3.5 which details the Council's obligations and expectations.
- 4.4 Our principles around recovery are set out in Section 4 which emphasise our approach of facilitating payment.
- 4.5 Subject to the policy being approved Hart District Council officers and partner officers will be trained and supported in implementing the new policy.
- 4.6 The policy contains nine appendixes setting out the detailed procedures to be followed for each type of debt as well as the Citizens Advice Good Practice protocol which forms part of this policy. Details of support agencies are also provided to staff using this policy.

## **5 FINANCIAL IMPLICATIONS**

- 5.1 Whilst there are no direct financial implications of this policy, maximising income collection is key to us delivering value for money.

## **6 ACTION**

- 6.1 Subject to any recommendations made by Overview and Scrutiny Committee, Cabinet will consider the draft Debt Policy.

### **Contact Details:**

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## **APPENDICES**

Appendix A – Draft Corporate Debt policy



# **Corporate Debt Recovery Policy**

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APPENDIX 8	Collection of council tax arrears good practice protocol
APPENDIX 9	Details of support Agencies



**1.0 FOREWORD**

Hart District Council has a duty on behalf of all its residents and businesses to collect what is owing to it to pay for the services we provide. That said we believe in treating our customers fairly and equitably. The way in which we go about collecting and recovering money owed to the council is an important way in which we can support our residents and therefore we adopt a firm but fair approach.

This corporate debt recovery policy sets out both what our customers can expect from us and what we expect from them when collecting monies due.

We recognise that people can get into financial difficulties for many reasons, often due to unexpected circumstances, especially in the current climate. Our approach to helping is built around

- seeking to work in partnership to resolve problems as early as possible and
- seeking to provide help and advice that will both deal with emergencies and
- provide longer-term solutions to prevent difficulties reoccurring.

We hope that this policy sets out clearly our commitment to helping people deal with difficult problems in an effective way, if you do not feel we are delivering this please let us know.

## 2.0 OVERVIEW

### 2.1 Introduction

This policy details the Council's approach to collection and recovering all monies due to it. The policy sets out what our residents, businesses and visitors can expect from us together with our expectations of them.

### 2.2 Scope of the Policy

The policy relates to all monies due to the authority but specifically to the collection of:

- Council Tax
- Business Rates
- Housing Benefit Overpayments
- Housing Invoices
- Parking Enforcement
- Sundry Invoices

### 2.3 Commencement and Duration

The policy was reviewed, approved and adopted by the Council in **MONTH/YEAR**

The policy will have continuous effect but will be reviewed regularly, at least annually to ensure that it reflects our vision and values whilst continuing to meet the current legislative requirements together with changes in resident's needs and demands.

## 3.0 COLLECTING MONEY THE RIGHT WAY

### 3.1 Recognising Good Practices

The Council has a statutory duty to collect what is owed by all residents and businesses to pay for Mandatory service. We understand that how we go about collecting and recovering money can impact our residents' lives and therefore to collect money owed in a fair and efficient manner, we will:

- Ensure all requests for money e.g council tax bills, and sundry invoices are issued in a timely manner, in plain English with only mandatory 'jargon' detailed on the bills.
- Ensure the amount due is clearly stated together with other essential information such as how to pay, contact details and signposts to how to contact us with any queries
- The option of different formats to meet specific communication needs of the customer (for example, braille, large print, community languages) on request.

- Provide access for residents to services who are experiencing issues in making payment as required enabling early intervention and the ability to agree a suitable payment arrangement.
- Signpost customers for advice about broader debt matters from other local agencies such as Citizens Advice Bureau and Hart.
- Quickly prompting people by reminder notices that they may have forgotten to pay.
- Use the most appropriate means of enforcement action for both the type of debt and the debtor (customer).

### **3.2 Maintaining Good Practice**

Hart Council will seek to comply with current good practice guidance in respect of local authority revenue collection published by recognised bodies.

The council will have regard to good practice provided by professional institutes such as:

- The Chartered Institute of Public Finance and Accountancy
- The Institute of Revenues, Rating and Valuation

The Council will also seek to comply with the following guidance.

- Collection of council tax arrears good practice protocol (Published by Citizens Advice October 2013) see Appendix 7.
- National Standards for Enforcement Agents January 2012 (Published by the Ministry of Justice)

### **3.3 Making it Easy to Pay**

The Council recognises that the payment options available must be convenient for customers, to ensure making their payment is as easy as possible. A wide range of payment options are provided which vary according to the type of bill or for which service the customer is paying. In addition to this, the Council takes into account the cost of different payment options when promoting and encouraging customers. For most bills, Direct Debit is the most efficient way of paying, it is also very reliable, easy to set up and cancel and is backed by a guarantee. When Direct Debit is not available, other methods such as online payments using debit or credit cards are secure, reliable and efficient.

A list of the payment options offered can be found in the appendices.

### **3.4 Promoting Benefits and Entitlements**

The Council will proactively make customers aware of benefits, discounts, exemptions and reliefs that are available, to ensure no one pays more than they are legally required. If the Council can identify entitlement to reductions automatically, we will apply this to bills, accounts and charges. If this is not possible to do automatically, customers will be advised how to claim/apply and support to do this will be provided where necessary.

### **3.5 Dealing with Customers**

#### **3.5.1 What we will do**

- Try to deal with financial difficulties to solve the immediate problem, and where we can, take steps to help prevent future problems
- Be polite, professional and courteous at all times
- Make contact at the earliest opportunity to make customers aware of the outstanding monies
- Ensure steps are in place so that any payment arrangements set up are affordable
- Where appropriate sign-post customers to organisations to provide specialist advice whether Financial, physical or emotional.

#### **3.5.2 What we expect from our customers**

The policy has set out clearly what the Council will do in order to collect money owed, however the Council also has expectations that residents and businesses will:

- Pay the amount due to ensure receipt by the Council on or before the due date
- Inform the Council of any changes in their circumstances which may affect the amount to be paid or their ability to pay
- Inform the Council of any changes in their circumstances which may affect the amount of Housing Benefit and Council Tax Support they receive to ensure they are not overpaid
- Make contact with the Council, at the earliest opportunity, if they are unable to pay what is due
- When in contact with the Council remain patient and polite at all times
- Ensure all information provided in connection with the billing, collection or recovery of money owed to the Council is correct.

## **4.0 RECOVERING OVERDUE MONEY**

### **4.1 Our Approach**

The Council recognises that occasionally customers have trouble paying what is due; in these circumstances, we encourage customers to contact the Council at the earliest opportunity to discuss payment arrangements. When contact is made the Council makes every effort to understand the individual's circumstances in order to make the best assessment of their ability to pay and to determine a realistic payment arrangement.

### **4.2 Action Taken Against Non-Payment**

Whenever possible, all outstanding money owed to Hart District Council is consolidated and one payment arrangement is set up, this helps to pull together all money due and manage it in a holistic way.

Although the Council's priority is to engage with its residents and businesses to arrange payment for outstanding money, on occasions the Council will have to take enforcement action.

If payment is not received by the due date, the Council will contact the customer as soon as possible in order to remind them of the required payment. This provides an opportunity for the customer to bring the payments up to date before the amount increases or prior to enforcement action commencing.

Please see further information on the recovery processes for the following revenues in the appendices:

- Council Tax
- Business Rates
- Repayment of Housing Benefit
- Parking Tickets
- All other bills (Sundry Debts)

If the Council finds it necessary to take court action and that action is successful, the Council will then be empowered to obtain payment through a range of statutory remedies. These include powers which impact on a person's possessions, credit rating or liberty.

Examples are:

- The right to seize goods by using enforcement agents
- The right to deduct money due from earnings or benefit
- The power to start bankruptcy or liquidation proceedings
- The power to seek eviction or imprisonment
- The ability to place charges against property owned by the debtor

The Council aims to ensure that these powers are only used when all other reasonable methods of obtaining payment have failed.

Where legislation or other provisions exist that allow the Council to take action to recover debts without the need for court action, the Council will make use of those provisions where appropriate. For example, the Social Security (Overpayments and Recovery) Regulations 2013 allow the Council to recover housing benefit overpayments from earnings using a notice to an employer to deduct sums and pay them to the council.

### **4.3 Additional Costs**

When the council incurs additional costs for pursuing non- payment of monies due to them, where regulations allow these costs will be added to the amount owed by a customer and recovered together with all other monies due.

In the situation that the council has authorised a third party to recovery the monies further costs will be incurred in line with statutory regulations (for example the taking control of goods regulations (fees) 2014)

The Council will endeavour to only seek and recover reasonable costs associated with the action necessary to recover money and ensure any third parties acting on their behalf work within the law with regard to the application of any add costs.

### **4.4 Monies Deemed Irrecoverable or Uneconomic to Pursue**

At Hart District Council it is accepted that 100% of monies owed to it will never be collected and that there are situations where there are either legal, financial or personal situation imposed on a customer which restricts their ability to pay a debt.

In certain circumstances such as insolvency or where a person passes away without leaving an estate, the money will be classified as irrecoverable and duly written off. The Council has a firm, but fair write off policy which provides for debts that are classified as irrecoverable and those deemed uneconomic to pursue.

For both Council Tax and Business Rates, regulations exist which give councils the discretion to reduce a ratepayer's liability on the grounds of exceptional hardship.

# APPENDICES

APPENDIX 1	Payment Options
APPENDIX 2	Council Tax Recovery Process
APPENDIX 3	Business Rates Recovery Process
APPENDIX 4	Housing Benefit Overpayment Recovery Process
APPENDIX 5	Parking Recovery Process & Enforcement agent Code of Practice
APPENDIX 6	Housing Invoices Recovery Process
APPENDIX 7	All other bills (Sundry Debts) Recovery Process
APPENDIX 8	Collection of council tax arrears good practice protocol
APPENDIX 9	Details of support Agencies

## APPENDIX 1

### Payment Options

	<b>Council Tax</b>	<b>Business Rates</b>	<b>Housing Benefit Overpayment</b>	<b>Parking Enforcement</b>	<b>Sundry Debtor (invoices)</b>
<b>Direct Debit</b> Choice of 1 <sup>st</sup> or 15 <sup>th</sup> for Council Tax.  Business Rates DDs are set up for 1 <sup>st</sup> of each month.	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Online</b> Payments can be made by debit and credit card through the Council's website <a href="http://www.hart.gov.uk">www.hart.gov.uk</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automated Telephone Line</b> Payments can be made by debit and credit card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post Office and Payzone Outlets</b> Payments can be made at post offices and Payzone outlets, at various locations across the borough (see below). There is no charge for this service, customers must present the barcoded document.	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Transfer/BACS/Standing Order</b> Payments can be made direct into the Council's bank account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Pay Point** - A complete list of paypoint outlets for Hart District Council can be found at <https://consumer.paypoint.com>



**APPENDIX 2  
COUNCIL TAX RECOVERY PROCESS**

The collection of Council Tax is governed by The Local Government Finance Act 1992 and other subsequent legislation.

The Council collects money on behalf of Hampshire County Council, Adult Social Care for Hampshire County Council, Hampshire Fire and Rescue receive, Police and Crime Commissioner for Hampshire receive and the Town and Parish Councils of Hart District.

Every dwelling within the area of Hart District Council is subject to Council Tax based on the Valuation band of the dwelling. A demand notice (bill) is issued annually to the liable person requesting payment in ten monthly instalments. A customer can request to pay their instalments over 12 months, further information can be found on the council's website.

**Recovery for Council Tax**

Following the issue of a council tax demand notice (bill) or adjustment notice, and in the event of non-payment of the monies due the following process will be pursued.

**Reminder and Final Notices**

If a customer has the right to pay by instalments but does not pay an instalment by the due date, then we will issue a reminder notice.

We will ask the customer to pay the missed instalment within seven days of the date on the notice. If the missed instalment is received within seven days no further action will be taken

If payment is not received, then the right to pay by instalments is lost and the remaining council tax for the year becomes due. If the remaining balance is not paid then a complaint will be laid with the Magistrates Court requesting the issue of a summons to appear at a liability order hearing at the Magistrates' Court.

If the instalment is received within seven days, but another instalment is not paid, then we will send a second reminder notice. If the missed instalment is received within seven days, we will not take any further action. If payment is not received, then the right to pay by instalments is lost and the remaining council tax for the year becomes due. If the remaining balance is not paid then a complaint will be laid with the Magistrates Court requesting the issue of a summons to appear at a liability order hearing at the Magistrates' Court.

If the account is brought up to date but falls behind for a third time, we will send a final notice for the full outstanding amount for the tax year, as the right to instalments is lost. If this is not paid in full within seven days, then a complaint will be laid with the Magistrates Court requesting the issue of a summons to appear at a liability order hearing at the Magistrates' Court.

## **Summons**

Where customers fail to respond to any reminder notice or final notice or defaults on an arrangement to pay following either, the Council will apply to the Magistrates' court for a liability order to be issued. A summons to appear at a liability order hearing at the Magistrates' Court will be sent to each person named on the bill and summons costs will be added to the account. These costs are reviewed annually.

The summons will always be issued with at least 14 days before the court hearing date. The summons will state the amount due and the time and place of the court hearing. The summons will normally be served by second class post. If a customer pays the amount of the summons including the summons costs prior to the court hearing, then the application will not proceed, and we will not obtain a liability order.

If the Council or the court decides that a summons has been issued incorrectly then it will be withdrawn, and no costs will be charged.

## **Liability Order Hearing**

A customer has a right to attend a hearing and a right to give evidence as to why a liability order should not be granted.

If they do not attend, the hearing will still proceed in their absence. If the Magistrates are satisfied that the council tax is payable and remains unpaid, then they are required to issue a liability order.

If a customer wishes to defend an application for a liability order, they must offer a valid defence against it.

Valid defences include:

- the Council has not demanded council tax in accordance with the regulations
- the amount has been paid in full with costs
- the person named on the summons is not the liable person
- the Council has already commenced bankruptcy or winding up proceedings which include the unpaid council tax concerned.

It is not a valid defence if the customer:

- is unable to pay
- has recently applied for council tax reduction
- has applied to the Valuation Office Agency against their council tax band
- has appealed their liability to the Valuation Tribunal.

If a taxpayer does not pay the summons amount including costs in full prior to the hearing, the hearing will proceed, and we will ask the Magistrates to grant a liability order plus additional cost. Any time after a summons is issued the Council will still consider making an arrangement to pay the amount due on the summons including costs. If an arrangement is made at this stage, a liability order will still be obtained to secure the debt. However, if payments are received as per the arrangement no further action will be taken.

Once a **Liability Order** has been granted by the Magistrates the Council will:

- Monitor payment arrangements where customers have already contacted the Council or have made the first payment on the payment arrangement,
- Order deductions from Benefits where appropriate,
- Order an attachment of earnings order where appropriate,
- Order deductions from the allowances of a member of a local authority

In all other cases a **Request for Financial Information Notice** is sent to the customer asking for this to be completed and to be returned to the council advising that if there is no response within 14 days the debt will be passed to an enforcement agent. A list of the fees the enforcement agent may charge is enclosed with the notice.

Should there be no response to the **Financial Information Notice** after 14 days the case is referred to the enforcement agent for further enforcement action. The enforcement agent will charge additional fees in accordance with the relevant statutory provisions. The enforcement agent must abide by the Council Code of Practice whilst seeking to enforce payment

A payment arrangement may be considered at any stage in the enforcement process and the Council aims to consider an individual's circumstances and ability to pay. However, the Council may refuse to accept payment arrangements where they are unrealistic, or it is considered there is little likelihood the arrangement will be kept.

Where a payment arrangement is defaulted upon the case will be dealt with immediately under the normal collection procedure. The case will be checked thoroughly to establish which method of recovery is appropriate prior to enforcement action being taken. However, if the customer contacts the Council to explain why the arrangement has been broken then consideration may be given to making a further arrangement.

If all other enforcement options fail, then the Council will consider using more severe remedies to collect the debt.

The remedies include:

- Instigate bankruptcy proceedings
- Applying to the County Court for a charging order to be registered against the property
- Applying to the Magistrate's Court for the debtor (customer) to be committed to prison - a customer can be committed to prison for up to 3 months

### **APPENDIX 3 BUSINESS RATES RECOVERY PROCESS**

The collection of Non-Domestic Rates is governed by The Local Government Finance Act 1988 and other subsequent legislation.

Every Non-Domestic property, which can include land, advertising rights, telecommunications masts etc., within the area of Hart District Council is subject to Non-Domestic Rates based on the rateable value of the property.

A bill is issued annually to the liable person, usually the person entitled to possession, requiring payment in ten monthly instalments.

The Local Authority retains a proportion of the amount collected and the remainder is paid to Central Government, Hampshire County Council and Hampshire Fire Authority.

Where payments due have not been made the Council will take the following action:

#### **Reminder and Final Notices**

If a customer has the right to pay by instalments but does not pay an instalment by the due date, then we will issue a reminder notice.

We will ask the customer to pay the missed instalment within seven days of the date on the notice. If the missed instalment is received within seven days no further action will be taken

If payment is not received, then after a further seven days the right to pay by instalments is lost and the remaining Non-Domestic Rates for the year becomes due. If the remaining balance is not paid then a complaint will be laid with the Magistrates Court requesting the issue of a summons to appear at a liability order hearing at the Magistrates' Court.

If the account is brought up to date but falls behind for a second time, we will send a final notice for the full outstanding amount for the tax year, as the right to instalments is lost. If this is not paid in full within seven days, then a complaint will be laid with the Magistrates Court requesting the issue of a summons to appear at a liability order hearing at the Magistrates' Court.

#### **Summons**

Where customers fail to respond to any reminder notice or final notice or defaults on an arrangement to pay following either, the Council will apply to the Magistrates' court for a liability order to be issued. A summons to appear at a liability order hearing at the Magistrates' Court will be sent to each person/company named on the bill and summons costs will be added to the account. These costs are reviewed annually.

The summons will always be issued with at least 14 days before the court hearing date. The summons will state the amount due and the time and place of the court hearing. The summons will normally be served by second class post. If a customer pays the amount of the summons including the summons costs prior to the court hearing, then the application will not proceed, and we will not obtain a liability order.

If the Council or the court decides that a summons has been issued incorrectly then it will be withdrawn, and no costs will be charged.

### **Liability Order Hearing**

If a customer wishes to defend an application for a liability order, they must offer a valid defence against it.

Valid defences include:

- the Council has not demanded Non-Domestic Rates in accordance with the regulations
- the amount has been paid in full with costs
- the person/company named on the summons is not the liable person
- the Council has already commenced bankruptcy/ or winding up proceedings which include the unpaid Non-Domestic Rates is concerned.

It is not a valid defence if the customer:

- is unable to pay
- has recently applied for Non-Domestic Rates Relief
- has applied to the Valuation Office Agency against their Rateable Value
- has appealed their liability to the Valuation Tribunal.

If a taxpayer does not pay the summons amount including costs in full prior to the hearing, the hearing will proceed, and we will ask the Magistrates to grant a liability order plus additional costs. Any time after a summons is issued the Council will still consider making an arrangement to pay the amount due on the summons including costs. If an arrangement is made at this stage, a liability order will still be obtained to secure the debt. However, if payments are received as per the arrangement no further action will be taken.

Once a **Liability Order** has been granted by the Magistrates the Council will:

- Monitor payment arrangements where customers have already contacted the Council or have made the first payment on the payment arrangement,

In all other cases a **Request for Financial Information Notice** is sent to the customer asking for this to be completed and to be returned to the council advising that if there is no response within 14 days the debt will be passed to an enforcement agent. A list of the fees the enforcement agent may charge is enclosed with the notice.

Should there be no response to the **Financial Information Notice** after 14 days the case is referred to the enforcement agent for further enforcement action. The enforcement agent will charge additional fees in accordance with the relevant statutory provisions. The enforcement agent must abide by the Council Code of Practice whilst seeking to enforce payment

A payment arrangement may be considered at any stage in the enforcement process and the Council aims to consider an individual's circumstances and ability to pay. However, the Council may refuse to accept payment arrangements where they are unrealistic, or it is considered there is little likelihood the arrangement will be kept.

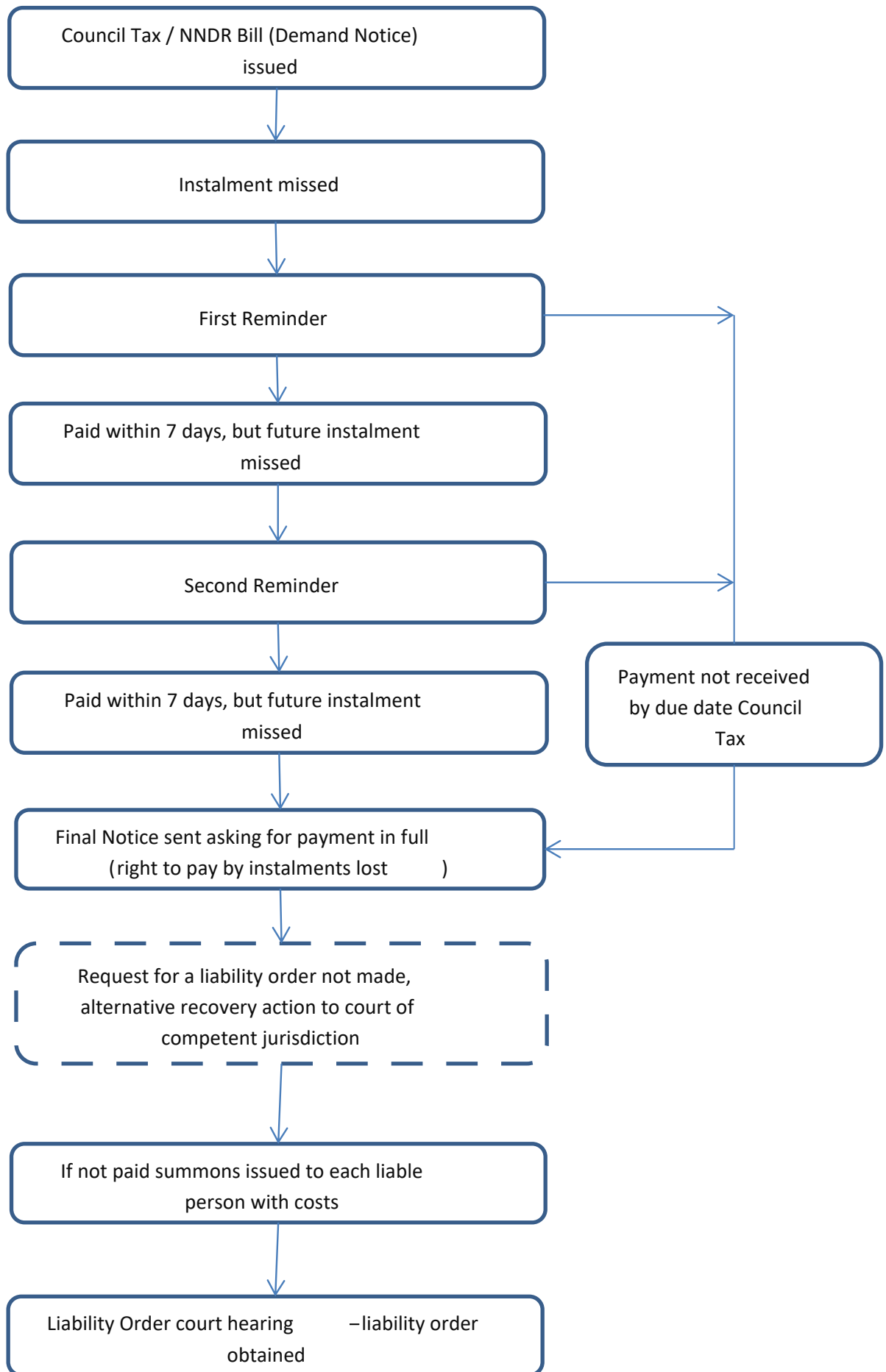
Where a payment arrangement is defaulted upon the case will be dealt with immediately under the normal collection procedure. The case will be checked thoroughly to establish which method of recovery is appropriate prior to enforcement action being taken. However, if the customer contacts the Council to explain why the arrangement has been broken then consideration may be given to making a further arrangement.

If all other enforcement options fail, then the Council will consider using more severe remedies to collect the debt.

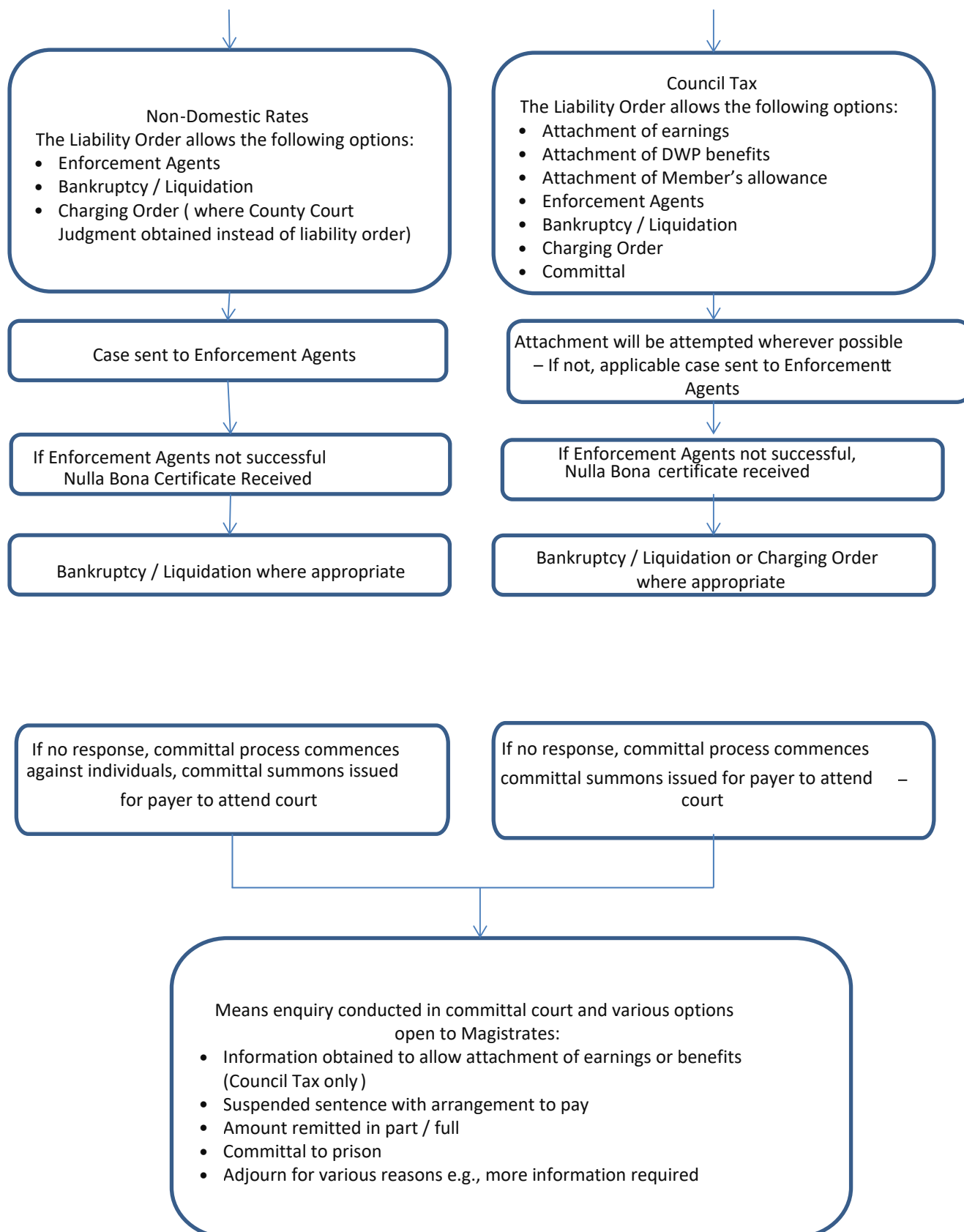
The remedies include:

- Instigate bankruptcy/winding up proceedings
- Applying to the County Court for a charging order to be registered against the property (where a County Court judgement was granted rather than a liability order)
- Applying to the Magistrate's Court for the debtor (customer) to be committed to prison - a customer can be committed to prison for up to 3 months.

**Council Tax and NDR Recovery Flow Chart is shown below:**







## **Repayment of Overpaid Housing Benefit Recovery Process**

When deciding whether an overpayment of Housing Benefits is recoverable the Council Section 75 of The Social Security Administration Act 1992 provides the Council with the power to prescribe the circumstances when an overpayment is recoverable. This Act underpins The Housing Benefit Regulations 2006 (HBR 2006) and outlines the Council's right to recover, discretion to recover, whom to seek recovery from and methods of recovery.

### **Decision Making**

The Council must make a number of decisions in the course of calculating overpayments of Housing Benefit and undertaking recovery action. In making these decisions the Council will have due regard to the circumstances of each case and will not apply "blanket" policies which may constitute a fettering of its discretion.

The Council specifically undertakes to ensure that no person is required to repay unrecoverable overpayments. An unrecoverable overpayment (as defined in HBR 2006) is one that:

1. Has been caused by official error
2. The claimant or recipient of the benefit did not contribute to it
3. The claimant or recipient of the benefit could not reasonably have been expected to know that an overpayment was occurring at the time that payment was made or at the time of notification

In respect of recoverable overpayments, due consideration will be given to the question of whether or not the Council should exercise its discretion not to recover the debt.

No landlord/agent will be required to repay an overpayment where the conditions of Regulation 101(1) of the HBR 2006 are satisfied.

The Council will then decide whom to seek recovery from in accordance with HBR 101 (2).

### **Principles of Overpayment Recovery**

The Council will seek to recover overpaid Housing Benefit in the most efficient and cost-effective manner, having regard to its statutory obligation to protect public funds.

The Council will, however, have regard to the circumstances of the individual from whom recovery is sought.

The person from whom recovery is sought shall have the right to request a revised repayment arrangement based on their financial circumstances.

The minimum rate of recovery is set in accordance with the lower-level rate of recovery, as determined by the Department for Work and Pensions.

The Council will review all concessionary payment arrangements periodically. If the overpayment is subject to an appeal, either with the Council or the DWP, the Council will consider whether recovery should be suspended or not, pending the outcome of the appeal.

## **Methods of Recovery for Overpayment of Housing Benefits**

### **Instalment recovery**

Instalment recovery may be used by the Council where the debtor has continuing entitlement to Housing Benefit. A portion of the weekly entitlement is withheld and offset from the outstanding debt until it has been fully recovered. The provisions of Regulation 102 limit the maximum amount that may be recovered each week and the Council will not exceed these maximum amounts without express written agreement from the debtor. In any case, the council will not reduce a person's minimum weekly payable benefit below 50 pence. At the outset of instalment recovery, the Council will decide on the level of deduction to be made on the basis of the information available. The claimant will be notified of the commencement of instalment recovery. If the claimant is experiencing financial hardship, he/she may request a revised repayment arrangement based on their financial circumstances notwithstanding the minimum rate of recovery. The Council may request such reasonable information as is necessary to decide on an amended level of recovery.

### **Offset of entitlement (netting off)**

The Council may offset some or all of any amount of benefit owed to the claimant to recover an overpayment in part or full (HBR102 (1)).

This may occur, for example, where an amount of benefit is owed due to the effect of a "backdated" advantageous change of circumstances.

Wherever applicable, underlying entitlement to benefit during the overpayment period will be taken into account and, if the necessary information for calculation of underlying entitlement is not available, claimants will be given at least one opportunity to provide that information.

### **Recovery from other DWP benefits**

If recovery from ongoing entitlement to Housing Benefit is not available, the Council may seek to recover overpaid benefit from another Social Security benefit (as detailed in HBR 105(1)) in payment to the claimant.

### **Recovery from Housing Benefit paid by another council**

This method of recovery may be appropriate where the debtor has left the creditor Council's area and it can be established that they are in receipt of Housing Benefit in another council's area. The debt may then be recovered by way of the new Council, which will make deductions from ongoing entitlement on behalf of the creditor Council.

### **Recovery via Sundry Debtor invoice**

Where no other method of recovery can be used, the Council will issue an invoice to the debtor for payment. Payment is due on demand unless the debtor is experiencing financial hardship and cannot make full payment. In this instance, the debtor should contact Exchequer Services to discuss the possibility of an arrangement plan.

Unless a mutually acceptable arrangement can be agreed, the debtor will be asked to complete an Income and Expenditure form and a payment arrangement will be made based

upon the information provided. Following the issue of the first invoice if neither payment nor any contact is made from the debtor, a reminder invoice will be issued 21 days later. If neither payment nor any contact is made from the debtor, a final invoice will be issued 7 days later. Where payment or contact is still not received, the Council will take further recovery action.

**Recovery from "blameless tenants"**

Where an overpayment is recoverable from a third party, such as a landlord or agent, and Housing Benefit continues to be paid to that third party, the Council may recover the overpayment by deducting some or all of any due payments to the third party. Recovery may be made in this manner even if the third party is no longer receiving payment of benefit direct for the person in respect of whom the overpayment was made, in which case recovery is said to be being made from the entitlement of the third party's "blameless tenants".

**Enforcement Agents**

Where no payment has been received 7 days after the final invoice has been issued, the Council may instruct Collection Agents to visit the debtor with a view to securing payment or a payment arrangement.

**Registration of debts at County Court**

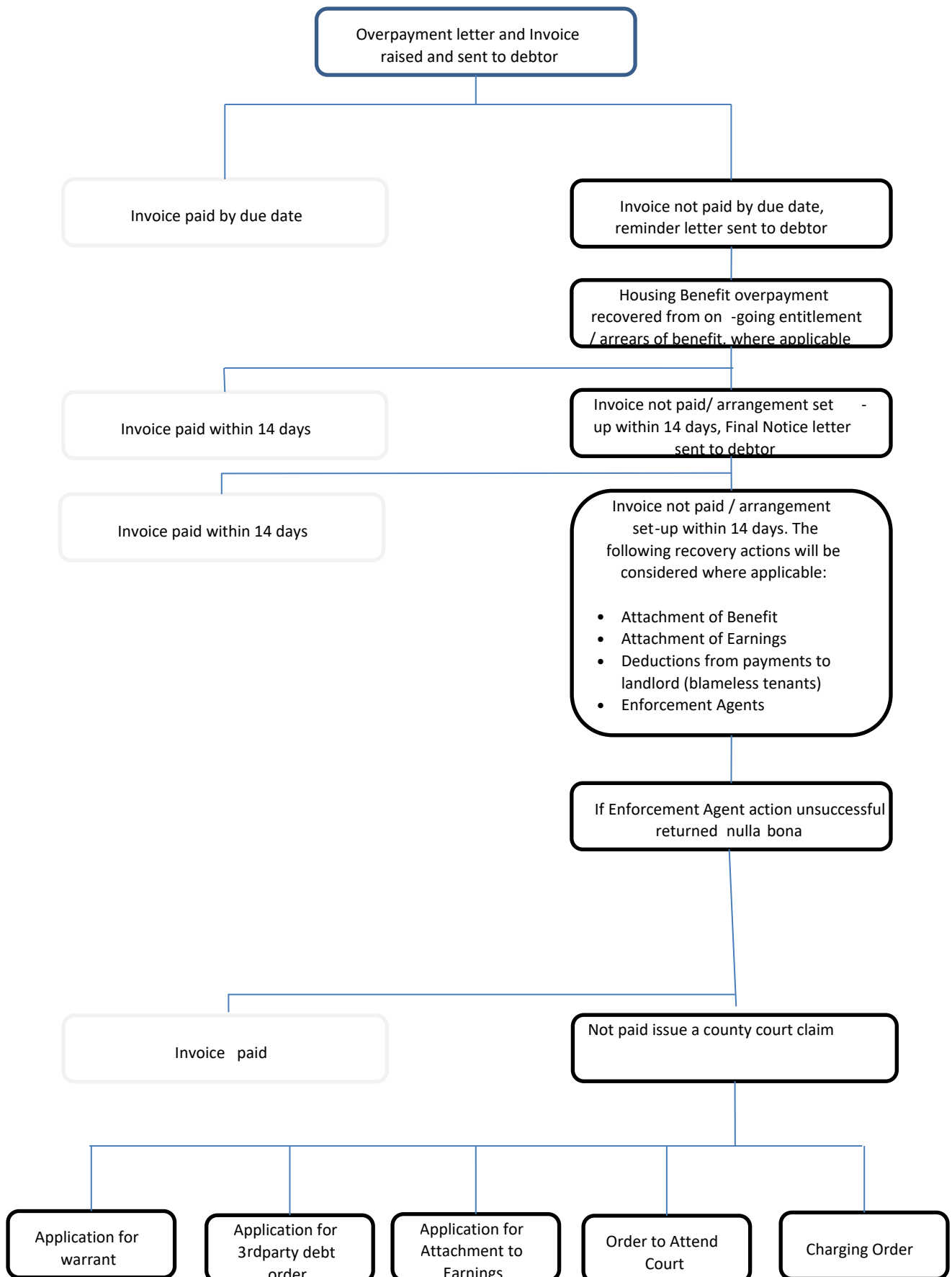
Where recovery by any of the methods outlined above is unavailable or impracticable, the Council may seek to enforce recovery by registering the debt at a County Court. This has the effect of enabling the Council to use recovery methods that are otherwise unavailable without obtaining a County Court judgement (CCJ). The Council will not seek to register a debt at County Court before the debtor has had the opportunity to dispute the overpayment decision (i.e., one calendar month), nor will it seek registration where a request for revision or appeal is outstanding. The Council will incur costs when registering a debt and these will be added to the total debt owed. The effect of registering the debt at County Court will enable the Council to enforce the Order via one or any of the methods detailed below: This list is not exhaustive, and the Council will seek to enforce the Order via whichever method of enforcement is the most practicable and cost effective.

**Adjustment of Council Tax Support**

Council Tax Support is paid to a claimant by way of a credit to the claimant's Council Tax account. Where an adjustment is required which reduces the amount of Council Tax Support the Council will give the same consideration to whether the reduction is recoverable as outlined above regarding Housing Benefit.

Where a reduction to Council Tax Support is deemed to be recoverable the amount will be debited from the Council Tax account. The resulting outstanding Council Tax will be recovered in the same manner as other sums of Council Tax.

# Repayment of Housing Benefit Recovery Process Flowchart



## **Parking Ticket Recovery Process**

The collection of outstanding parking tickets is governed by the Traffic Management Act 2004.

A parking ticket is issued in accordance with a current Off Street Parking Order (OSPO) or Traffic Regulation Order (TRO) for the specified location, when a vehicle is contravening the relevant OSPO/TRO.

The income received from parking tickets issued on street goes into the Civil Parking Enforcement (CPE) Account owned by the highway's authority (Hampshire County Council). The income received from parking tickets issued in car parks is retained by Hart and reinvested back into improving our parking services.

### **Recovery of unpaid Parking Tickets**

When payment for a parking ticket is not received within 28 days of the PCN being issued by a Civil Enforcement Officer, or 21 days of being posted due to the Civil Enforcement Officer being prevented from serving it at the time of the contravention, the process set out in legislation starts.

### **Statutory Notices**

A minimum of two statutory items of correspondence are sent prior to the debt being registered at the county court as outstanding.

The final correspondence is issued by the council on behalf of the County Court giving a further 21 days to make the payment to the council. Should payment not be forthcoming the case is referred to the council's certified Enforcement Agency for the recovery of the debt, which will further increase the amount of money owed.

### **Enforcement Agents**

Once the case has been referred to the Enforcement Agency it is difficult for the council to intervene, so early intervention is always encouraged.

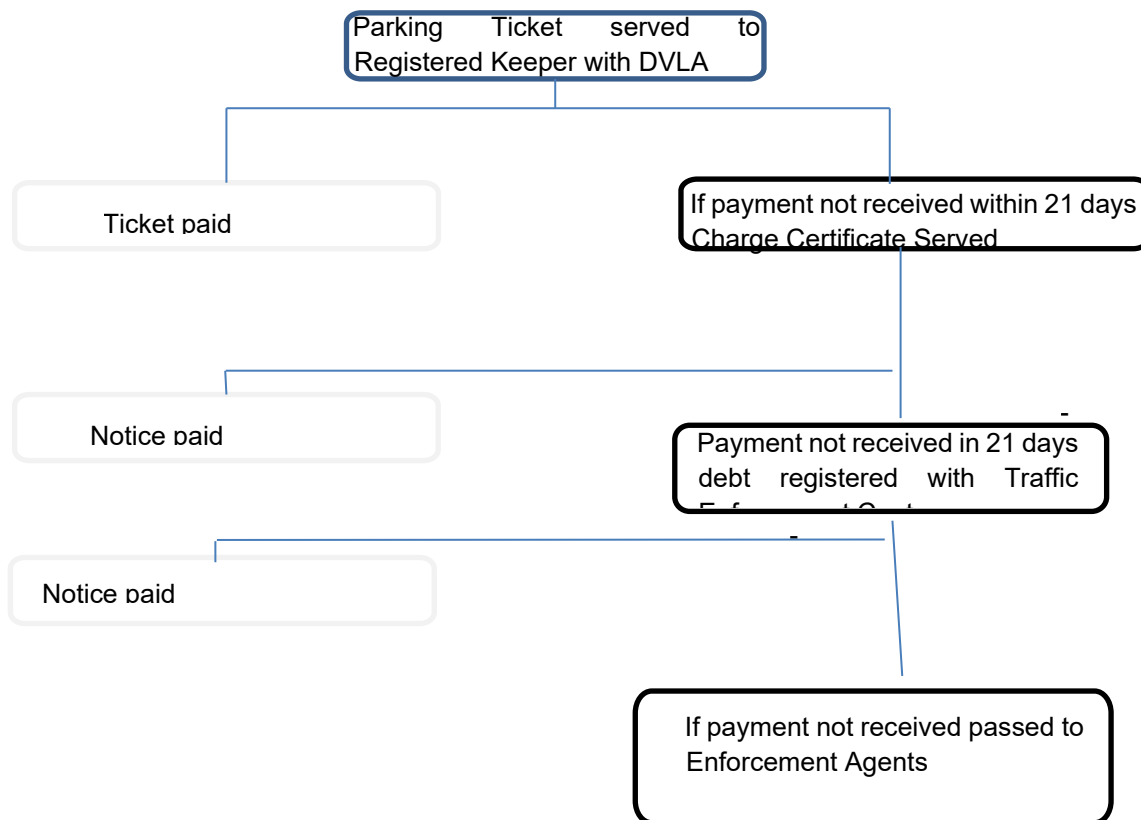
If at any point during the process a customer is struggling to make payment, we urge them to make contact with us as soon as possible. The parking ticket will be placed on hold to avoid further escalation of costs, and a payment arrangement will be considered taking into account individual circumstances.

### **Multiple Parking Tickets Outstanding**

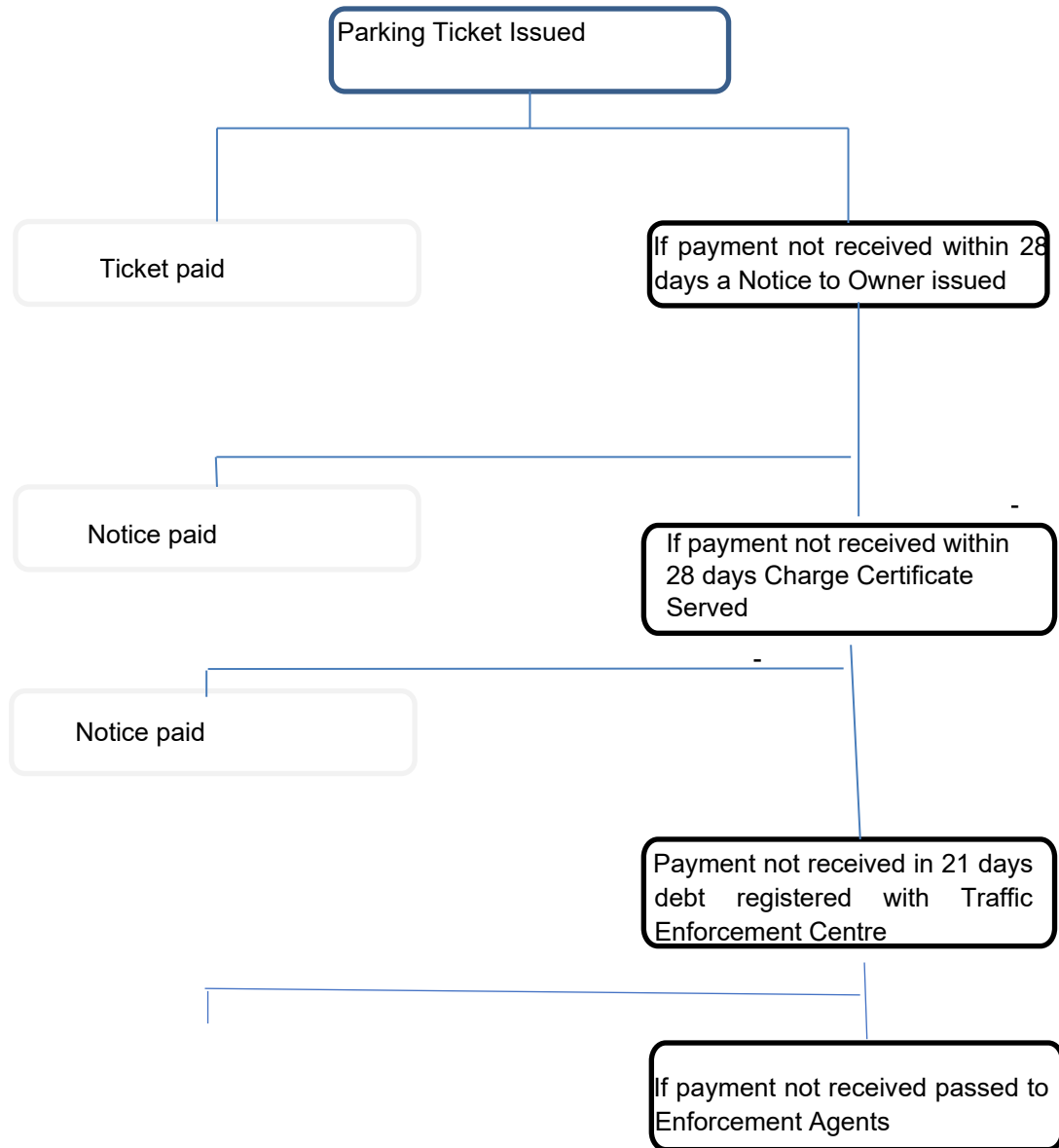
Should a customer be in a position where multiple parking tickets are outstanding, it is important they make contact with us to discuss making payment. If multiple parking tickets remain outstanding, and the registered keeper is made aware of them via the serving of a Notice to Owner, the Council is authorised to remove the vehicle from the highway should a subsequent parking ticket be issued. It is not in the Council's interest to do this, setting a payment arrangement is preferable however if a customer fails to engage with the Council this process may be applied.

## Parking Ticket Recovery Process Flowchart

**Regulation 10 Parking Ticket** (issued by a civil enforcement officer who is prevented from serving whilst at your vehicle)



**Regulation 9 Parking Ticket Flowchart** (issued to your vehicle – on street or in a car park)





## Sundry Debts Recovery Process

Sundry Debts are debts raised for all other statutory and discretionary services and products provided by the council examples include Building Control, Licensing, Parking permits and certain housing debts.

An invoice should be issued as soon as possible after the event giving rise to the charge occurs. All sundry debt invoices will be issued for payment due immediately except where there is a contractual agreement to make payment at agreed intervals (e.g. 28 day terms). All the available payment methods will be stated clearly on the invoice.

At any stage following receipt of the invoice the customer can contact the Council to discuss payment by instalment arrangement if payment in full is not possible for the customer.

### Reminders

If payment is not received within 7 days from the due date of an invoice, and no request is received to consider a payment arrangement, a **first reminder** letter will be sent together with a copy of the original invoice issued requesting immediate payment.

Should payment still not be received a final notice will be issued 7 days after the 1<sup>st</sup> reminder

After a further 7 days attempts to contact the customer by alternative methods to prompt payment of the amount outstanding.

If payment is still outstanding after a further 7 days the case will be reviewed and where appropriate will be forwarded to our shared legal service for commencement of recovery action

### Legal Action

A **Letter Before Action** is issued giving notice that the debt should be paid within seven days or the debt will become the subject of a County Court action. The Council may then obtain a County Court Judgement against the debtor. Costs and statutory interest may also be added to the debt at this stage.

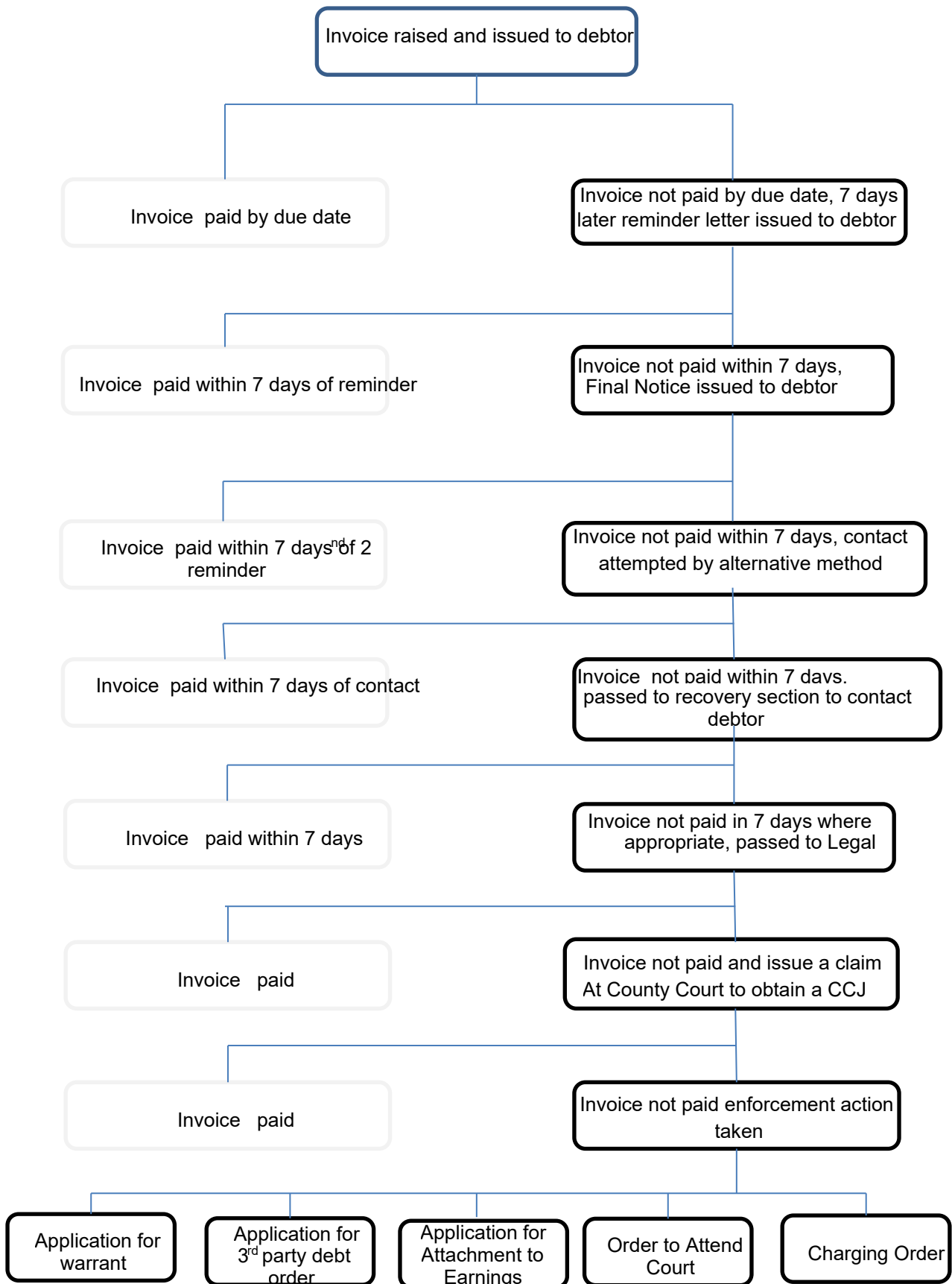
Once a judgement is obtained the Council may enforce the judgement by applying for:

- An Attachment of Earnings Order
- A Warrant of Execution against the Debtors Goods (i.e., refer the debt to the County

Court's Enforcement agent)

- Any of the other enforcement processes available through the County Court that the Council may deem appropriate dependant on the circumstances of the Debtor.

## Sundry Debts Recovery Process Flowchart

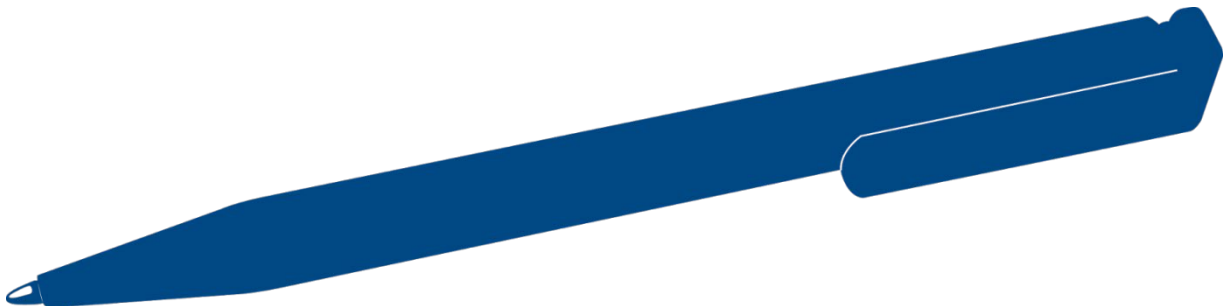


**Collection of council tax arrears good practice protocol**

Council Tax

**Protocol**

**Revised Collection of Council Tax Arrears Good Practice Protocol**



**Agreed by:**

Citizens Advice, June 2017

Local Government Association, June 2017



## Council Tax Protocol

We agree to adopt this protocol in ..... as our public commitment to its principles of fairness, partnership working and transparency in local authority debt collection:

Signature

Signature

.....

.....

Local authority representative

Local Citizens Advice / advice  
agency representative

Signature

Signature

.....

.....

Enforcement agency representative  
(*where relevant*)<sup>1</sup>

External contractor representative  
(*where relevant*)<sup>1</sup>

Date:

## Council Tax Protocol

Revised collection of council tax arrears good practice protocol

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<sup>1</sup> Enforcement agents and external contactors may sign this protocol if they and the authority agree that it is appropriate.

Council taxpayers receive a better level of service when local authorities<sup>2</sup>, enforcement agencies and debt advice agencies work closely together. Early intervention and proactive contact with people struggling with bill payments can help prevent them incurring further charges and help alleviate stress. It can also potentially help reduce both collection costs and calls on local public services, particularly mental health services.

This good practice protocol makes a number of suggestions on how local partnerships can be strengthened and residents better supported.

Developed through partnership work between the national bodies representing advice agencies, local government and enforcement agencies throughout England and Wales, it builds upon the previous protocol, which government recommended local authorities adopt in their 2013 guidance. The protocol reflects best practice at local level and is intended to facilitate regular liaison on practices and policy concerning council tax debt collection. In setting down clear procedures and keeping them regularly under review, all parties can ensure that cases of arrears are dealt with appropriately whilst complaints are handled efficiently.

By signing the protocol and adopting the practices set out below, local authorities, enforcement agencies and advice agencies can help taxpayers pay their council tax bills while accessing debt advice when needed.

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## **Partnership**

### **To foster more effective partnership working:**

- Local authorities, enforcement agencies and advice agencies should meet regularly to discuss practical and policy issues with a recommendation to meet quarterly at officer level and annually with elected members.
- All parties should have dedicated contacts accessible on direct lines and electronically so that issues can be taken up quickly.
- All parties should promote mutual understanding by providing training workshops, undertaking exchange visits and sharing good practice.
- As local authorities are responsible for the overall collections process, they should ensure all their staff, external contractors and enforcement agencies receive the appropriate training, particularly on vulnerability and hardship.

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<sup>2</sup> Where we use the term 'local authorities', this should also be read to cover a local authority's external contractors, where the local authority has contracted out the administration of some or all of its council tax collection process.

- Advice agencies, enforcement agencies and local authorities should work together to develop a fair collection and enforcement policy, highlighting examples of vulnerable people or those who find themselves in vulnerable situations, and specifying clear procedures in dealing with them. Contractual arrangements with enforcement agents should specify procedures for the local authority to take back cases involving vulnerable people.
- Local authorities should consider informal complaints as debtors may be afraid to complain formally where enforcement agent activity is ongoing. Informal complaints received from advice agencies can indicate problems worthy of further investigation both locally by the local authority and by referral to national bodies.

### **Information**

**To improve the information supplied to council taxpayers about the billing process, how to get support and debt advice and to promote engagement:**

1. All parties should work together to produce letters that clearly and consistently explain how council tax bills have been calculated (including any Council Tax Support award). Council tax bills should make clear council tax is a priority debt and explain the consequences of not making payment by the date specified. As far as possible within the constraints of systems, where a taxpayer has council tax arrears, the letters should explain how the debt has been accumulated and over which time period, the layout and language of bills and letters should be easy to understand, with any letters including a contact phone number and email address. All information should also be made available online in a clear format.
2. Local authorities should consider reviewing payment arrangements and offer more flexible options, including, subject to practicality, different payment dates within the month, spreading payments over 12 months and, potentially, different payment amounts to assist those on fluctuating incomes. This can allow people to budget more effectively.
3. Local authorities and enforcement agents should publicise local and national debt advice contact details on literature and notices. Advice agencies can help by promoting the need for debtors to contact their local authority promptly in order to agree payment plans. Parties can work together to ensure the tone of letters is not intimidating but encouraging of engagement.
4. Local authorities should ensure that enforcement agencies have appropriate information about the council tax debts they are recovering, so they can put this in letters they send to debtors and answer any questions.
5. Local authorities should consider providing literature about concerns council tax debtors may have about enforcement agents and enforcement. Information could cover charges enforcement agencies are allowed to make by law, how to complain about enforcement agent behaviour or check enforcement agent certification and further help available from the local authority or advice agencies.

6. All parties should work together to review and promote better engagement by council taxpayers. This should include information on how bills can be reduced through reliefs, exemptions and council tax support schemes, advising taxpayers that they should contact the local authority if they experience financial hardship and the consequences of allowing priority debts to accumulate. Information and budgeting tools should be made available on local authority and advice agency websites, via social media and at offices of relevant agencies. This is an opportunity for joint campaign work.

## Recovery

**If a council tax bill is not paid, then the local authority's recovery process comes into play. While local authorities strive to make early contact with a debtor, the first point of engagement by a debtor often only occurs when an enforcement agent visits the premises. Greater effort should be made at or before the Tribunal Courts and Enforcement Act's compliance stage, including debt and money advice referrals and to assess whether vulnerability or hardship applies, so as to avoid escalating a debt. Therefore:**

1. Local authorities and enforcement agencies should work in partnership with advice agencies on the content, language and layout of all documents, produced by the local authority and agents acting on its behalf which are part of the enforcement process. This should aim to ensure that the rights and responsibilities of all parties, particularly those of the debtor, are clearly set out.
2. Enforcement agents should provide the debtor with a contact number and email address should they wish to speak to the local authority.
3. Local authorities should keep all charges associated with recovery under regular review to ensure they are reasonable and as clear and transparent as possible and reflect actual costs incurred. Enforcement agents should only make charges in accordance with council tax collection and enforcement regulations, particularly the Tribunal Courts and Enforcement Act.
4. Local authorities should periodically review their corporate policy on debt and recovery, particularly what level of debt (inclusive of liability order fees) should have accrued before enforcement agent action, as enforcement will add additional costs to a debt.
5. As part of their corporate policy on debt and recovery, local authorities should have a process for dealing with cases that are identified as vulnerable, bearing in mind that different local authorities may have different definitions of a vulnerable person or household. Any local definition of vulnerability should be developed in consultation with advice agencies and enforcement agencies and, wherever possible, the local authority should aim to publish clear guidelines on what constitutes vulnerability locally. Where a local authority's vulnerability criteria apply, in these cases, debts should be considered carefully before being passed to enforcement agencies. Where enforcement agents or other parties identify a vulnerable household, recovery action will be referred to the local authority.



6. Local authorities should regularly review and publish their policies which cover hardship, including how these relate to council tax arrears.
7. Where a household is in receipt of Council Tax Support, the local authority should consider matters carefully and determine whether to pass such cases to enforcement agents, based on the individual circumstances of the case.
8. The debtor may have outstanding claims for Universal Credit, Council Tax Support or other benefit(s) which are contributing to their arrears. Local authorities can suspend recovery once it is established that a legitimate and relevant claim is pending.
9. Local authorities and their enforcement agents should consider offering 28 days hold or “breathing space” on enforcement action if debtors are seeking debt advice from an accredited advice provider.
10. Procedures should exist for debt advisers to negotiate payments on behalf of the taxpayer at any point in the process, including when the debt has been passed to the enforcement agent. In some cases, the debtor may only contact an advice agency following a visit from the enforcement agent.
11. Local authorities and enforcement agents should consider accepting and using the Standard Financial Statement (SFS) or Common Financial Statement in assessing ability to pay as long as this is consistent with securing value for money for all council taxpayers.
12. Each case should be examined on its merits and repayment arrangements need to be affordable and sustainable, while ensuring that the debt is paid off within a reasonable period. Where appropriate, local authorities should provide the flexibility to spread repayments over more than a year, including beyond the end of a financial year.
13. Local authorities should prioritise direct deduction from benefits or attachment of earnings in preference to using enforcement agents. This avoids extra debts being incurred by people who may already have substantial liabilities.
14. Clarity should be provided to the debtor and enforcement agency as to which debts are being paid off, in what amounts and when, especially where a debtor has multiple liability orders. Where appropriate, debts should be consolidated before being sent to enforcement agents.
15. Local authorities should publish a clear procedure for people to report complaints about all stages of recovery action. Local authorities will regularly monitor and, subject to requirements of commercial confidentiality and the Data Protection Act, publish the performance (including complaints) of those recovering debts on their behalf and ensure that contractual and legal arrangements are met.

**Free, confidential advice. Whoever you are.**

We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment.

We're here for everyone.



[citizensadvice.org.uk](http://citizensadvice.org.uk)  
Published June 2017

Citizens Advice is an operating name of The National Association of Citizens Advice Bureaux. Registered charity number 279057.

Support Agencies

**Citizens Advice Bureau** [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk).  
There are 3 offices local to Hart:

Fleet - Civic Offices, Harlington Way, Fleet, GU51 4AE  
Farnborough - Elles Hall, Meuden Avenue, Farnborough, GU14 7LE Yateley  
- Royal Oak Close, Yateley, GU46 7UD 03444 111306

**National Debt line** [www.nationaldebtline.org](http://www.nationaldebtline.org)

The National Debt line can give free information to people living in England and Wales. It also provides an information pack on dealing with debt. The line is available on Monday to Friday 9.00am to 9.00pm and on Saturday 9.30am to 1.00pm. 0808 808 4000

**Civic Legal Advice**

Civic Legal Advice has a telephone helpline which offers advice to people in debt who are on a low income or on benefits. Help is also available on a number of other topics including housing, family, welfare benefits (Upper Tribunal appeals and above), discrimination and education.

The helpline is open from 9.00am to 8.00pm Monday to Friday and 9.00am to 12.30pm Saturday. Outside of these hours, you can leave a message and they will call you back the next working day. 0345 345 4 345

**Step Change Debt Charity** [www.stepchange.org](http://www.stepchange.org)

Step Change Debt Charity is a registered charity offering free, confidential advice and support to anyone who is worried about debt.

There is a freephone helpline where you can speak to a Debt Counsellor. The website offers information on how to deal with your debt. It also offers an online Debt Remedy Tool, which asks you a series of questions about your household, income and expenditure and then provides you with a Debt Remedy tailored to your personal circumstances. 0800 138 1111

**Payplan** [www.payplan.com](http://www.payplan.com)

Payplan is an independent company offering free debt advice and solutions to clients, such as debt management plans (DMPs). 0808 250 4545

**Business Debtline In England and Wales,** [www.businessdebtline.org](http://www.businessdebtline.org).

Business Debtline is a dedicated advice services for small businesses. 0800 197 6026

**Money Advice and Law Centres** [www.lawcentres.org.uk](http://www.lawcentres.org.uk)

The website can help you find your nearest law centre.

**Ministry of Justice** [www.gov.uk/find-a-legal-adviser](http://www.gov.uk/find-a-legal-adviser).

The website can help you find a legal adviser.

The Debt and Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020 come into force on the 4<sup>th</sup> of May 2021; with its object to help people in problem debt, manage their finances & seek professional debt advice. You can access help via Citizens Advice as detailed above.

## OVERVIEW AND SCRUTINY COMMITTEE

**DATE OF MEETING:** 15 JUNE 2021

**TITLE OF REPORT:** PROVISIONAL 2020/21 REVENUE AND CAPITAL  
OUTTURN POSITION

**Report of:** Head of Corporate Services and Section 151 Officer

**Cabinet member:** Councillor James Radley, Deputy Leader and Finance

### **I PURPOSE OF REPORT**

- 1.1 This report presents the provisional revenue outturn for the year ended 31 March 2021 and compares it with the latest approved budget providing explanations of the significant variances.
- 1.2 The report also contains the capital outturn for the year ended 31 March 2021.

### **2 OFFICER RECOMMENDATIONS**

- 2.1 The provisional outturn position of an overspend of £784K after Covid-19 compensation is noted (shown at Table 4.6). This is before accounting adjustments and transfers.
- 2.2 The capital outturn position at 31<sup>st</sup> March 2021 is noted.
- 2.3 That unspent capital budget is carried forward into the Capital programme for 2021-22.
- 2.4 That Overview and Scrutiny committee recommends to Cabinet, the contributions to earmarked reserves as detailed in Table 6.1 be approved.

### **3 TIMETABLE**

- 3.1 The provisional Statement of Accounts is due to be published on the website on the 31st July 2021. EY LLP will commence their audit at the beginning of August 2021.
- 3.2 The outturn statement will be confirmed as a result of the external audit will final outturn confirmed to Cabinet by the 30<sup>th</sup> September after any audit adjustments.
- 3.3 The Audit Committee is due to receive the audited Statement of Accounts together with the Annual Governance Report for signing and approval at its meeting on 26<sup>th</sup> October 2021.

## 4 PROVISIONAL REVENUE POSITION

- 4.1 When the Council set its revised budget in September 2020/21, it was hoped that the result would be a balanced budget, whilst recognising a number of ongoing risks and budget pressures. Forecasts have been closely monitored and when last reported to Members, in March 2021, the anticipated overspend was £621K.
- 4.2 It is anticipated that after accounting adjustments the total impact on the budgets have been reduced by £91K and now stands at £530K, after Covid-19 compensation has been received and accrued.
- 4.3 To provide greater detail, the Revenue Outturn 2020/21 as a net cost of services before and after Covid compensation is shown in the tables below; providing Members with details of both expenditure and compensation.
- 4.4 Two areas reported significant overspends before compensation. These were Corporate Services and Technical and Environmental Services; the detail of which is provided at paragraph 4.6 and in the appendix.

**Table 4.5 (Outturn v Revised Budget 20/21 – excl. Covid Compensation)**

<b>Controllable Costs by Service Area</b>	<b>Revised Budget - 2020/21</b>	<b>Revenue Outturn - 2020/21</b>	<b>Variance Outturn v Revised Budget 2020/21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Corporate Services</b>	<b>£4,806</b>	<b>£6,358</b>	<b>£1,552</b>
<b>Community Services</b>	<b>£1,015</b>	<b>£904</b>	<b>(£111)</b>
<b>Technical and Environmental Services</b>	<b>£3,083</b>	<b>£4,102</b>	<b>£1,019</b>
<b>Place Services</b>	<b>£2,180</b>	<b>£2,207</b>	<b>£27</b>
<b>Net Cost of Services</b>	<b>£11,084</b>	<b>£13,571</b>	<b>£2,487</b>

4.6 The below table reports outturn inclusive of Covid-19 compensation.

**Table 4.6 (Outturn v Revised Budget 20/21 – incl. Covid Compensation)**

<b>Controllable Costs by Service Area</b>	<b>Revised Budget - 2020/21</b>	<b>Revised Outturn - 2020/21</b>	<b>Variance Outturn v Revised Budget 2020/21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Corporate Services</b>	<b>£4,806</b>	<b>£5,398</b>	<b>£592</b>
<b>Community Services</b>	<b>£1,015</b>	<b>£904</b>	<b>(£111)</b>
<b>Technical and Environmental Services</b>	<b>£3,083</b>	<b>£3,652</b>	<b>£569</b>
<b>Place Services</b>	<b>£2,180</b>	<b>£1,914</b>	<b>(£266)</b>
<b>Net Cost of Services</b>	<b>£11,084</b>	<b>£11,868</b>	<b>£784</b>

4.7 Members have been updated throughout the year, through quarterly monitoring of the budgetary position. Officers anticipate that the overspend will be reduced further by approximately £254K following accounting adjustments. A summary of the provisional outturn and main variances within each Service is as follows:-

#### **Corporate Services**

- Leisure Services: additional payments of £544k made to Everyone Active, as agreed by Council during 2021-2022 these were in addition to lost income to ensure our leisure centres were able to re-open and were financially sustainable post lock-down.
- The additional costs of £250k in respect of the Finance and Accountancy services being brought back into the Council from the 5C's contract were not included in the budget for 2020-21 as a budget error. The value relates to the Mendip Accountancy Agreement which was agreed as a solution to replace Capita in 2019-20 but costs were only fully provided in 2020-21.
- There was an underspend of £358K in respect of Covid Grants not spent in 2020-21, this balance will be transferred to Earmarked Reserves, subject to approval. This is due to a significant proportion of the grants being paid to the Council in 2020-21 but for utilisation during 2021-22.
- There was an underspend of (£157k) with regards to Pension Past Service Costs as an accrual had already been made through the Balance Sheet.
- The Council paid £102k in respect of additional Housing and Council Tax Benefits paid during 2020/21, this is due to higher levels of claimants and the requirements of our Local Council Tax scheme.
- Additional costs were incurred of £84K in Commercialisation largely due to sub-contracted works and consultants fees not included in the revised budget particularly

associated with the Swan at North Warnborough, and costs pertaining to Edenbrook Flats, plus advice provided on potential future investments. These costs will be recovered either through capitalisation or recovery of costs incurred on behalf of the housing company.

- There was a £65k overspend caused by the lack of ability to recover costs anticipated in the budget, through the court process during 2020-21.

### **Community Services**

- There was a (£91k) underspend in Community Safety; the key drivers of this variance were a £32k overspend on Salaries and (£114k) underspend on Fees and Hired Services as the service was brought in house.
- There was (£42k) underspend in Social Inclusion including an (£52k) underspend in respect of Homelessness Costs, these underspends will be transferred to reserves.
- There £39k overspend in the area Domestic Abuse is not so much an overspend as spend prior to drawdown, from specific earmarked reserves as the earmarked reserve was only drawn down at the year end, this will be reflected in the large range of accounting adjustments that are processed as part of the creation of financial statements.
- There was a (£9k) underspend in Health and Wellbeing attributable to no external training provider costs due to the Covid 19 pandemic restrictions.

### **Technical and Environmental Services**

- There is currently uninvoiced costs of £1.121m on the Waste contract. This is being investigated by an external consultant.
- When the revised budget was created due to the exceptionally low levels of car parking income in the first quarter and some uncertainty over Covid compensation income budgets were reduced. However, compensation was recovered at the full level, which provided additional recovery of income of (£155k) underspend for Off-Street Car Parking and (£44K) for on street parking.
- There was (£86k) underspend for Drainage of which (£74k) was attributable to postponement of sub-contracted work due to Covid 19.

### **Place Services**

- (There is £46k) underspend in Environmental Health Protection due to Salary Savings.
- There is (£81k) underspend for Hackney Carriages attributable to (£12k) reduced costs from Shared Services and (£52k) due to be received from BDBC in respect of renewal costs.
- There is (£31k) underspend in Business Support comprises of a saving of (£45k) in respect of Software Purchases and Licensing and an overspend of £13k in Staff Salaries.
- £22k overspend in respect of the Print Room, when the revised budget was set it was expected there to be minimal printing during lockdown. However, printing has remained at similar levels to the previous year despite lockdown occurring.

- There was a (£46k) underspend in Land Charges attributable to additional Land Charge Search Fee Income (£26k) and (£18k) Government Compensation Fee Income.

## 5. CAPITAL POSITION

- 5.1 Total capital spending in 2020-21 was £1,344k, an under spend of £21,044k against the approved budget of £22,378k. The following table summarises the position by service area. Detailed information is shown in Appendix 2. It should be noted that this budget was set prior to Covid-19 which significantly affected perceived risk in commercial property investment and significantly slowed down the delivery of the program for Technical and Environmental Services. The 2021-22 budget has been tested and reviewed to ensure that it is deliverable within 2021-22.

Service Area	Approved Budget	Actual Expenditure	Variance
	£000	£000	£000
Corporate Services	17,193	247	-16,946
Place Services	24	0	-24
Community Services	579	649	70
Technical and Environmental Services	4,582	438	4,144
<b>Total capital programme</b>	<b>22,378</b>	<b>1,334</b>	<b>21,044</b>

- 5.2 Capital expenditure in 2020/21 has been funded as follows:

Financed By:	£'000s
Useable Capital Receipts	213
Developers' Contributions	317
Disabled Facilities Grant	645
Environment Agency	4
Earmarked Reserves	155
<b>Total</b>	<b>1,334</b>

## 6 REVENUE BUDGET CONTRIBUTIONS TO EARMARKED RESERVES

- 6.1 Officers have requested that a number of unspent budgets in 2020-21 are carried forward to the current year to allow them to complete planned expenditure programmes. The amounts requested to be carried forward are detailed below:

Type of Expenditure	Amount £'000	Reason
<b>Transfers to Reserves</b>		
Edenbrook SANGS	705	SI06 receipts received in 2020/21.
Affordable Housing	700	SI06 receipts received in 2020/21.
Biodiversity SANGS	169	SI06 receipts received in 2020/21.
Bramshot SANGS	3,466	SI06 receipts received in 2020/21



Small SANGS Sites	1,582	S106 receipts received in 2020/21
Open Spaces	15	S106 Receipt received during 2020/21
Roundabout Sponsorship	28	Sponsorship Income received in 2020/21 not utilised.
NNDR Smoothing Reserve	5,146	Required to fund next year's collection fund from grants received in 2021-22
Covid Hardship Funding	319	Unspent Ringfenced Covid Grants from 2020/21
Covid 19 Reserves	414	Unspent Non-ringfenced Covid Grants from 2020/21
<b><u>Total transfers to reserves</u></b>	<b><u>12,544</u></b>	
<b>Transfer from Reserves</b>		
Housing Initiatives	26	Funding 2020/2021 work at Providence House
Fleet Pond Overflow Repair	35	Provision released as no longer required
Corporate Reserve	283	Funding 2020/2021 work on the New Settlement at Shapley Heath
Homelessness Grant	46	Funding 2020/2021 work on Social Inclusion and Partnership – Homelessness
Homelessness Trailblazer Grant	101	Funding 2020/2021 work on Social Inclusion and Partnership – Homelessness
Flexible Homelessness Grant	20	Funding 2020/2021 work on Social Inclusion and Partnership – Homelessness
Domestic Abuse	65	Funding Domestic Abuse Initiatives during 2020/2021
Dilly Lane Notice Boards	1	Dilly Lane Noticeboard works during 2020/2021
S106 Open Spaces	53	1/20th draw down for open spaces works in 2020/2021.

Type of Expenditure	Amount £'000	Reason
S106 Edenbrook SANGS	272	Funding work undertaken at Edenbrook in 2020/2021 – Bike track plus other works
SANG Affordable Housing	367	Correction in allocation of split of S106 receipts received in 2020/2021
SANG Biodiversity	89	Correction in allocation of split of S106 receipts received in 2020/2021
Bramshot Farm	1,978	£218k funding of Revenue, £100k funding of Capital, £850k credit note to S106 developer, £810k correction in

		allocation of split of S106 receipts received during 2020/2021
Small SANG Sites	115	Funding work undertaken at Small SANG Sites in 2020/2021
Council Chamber Audio, AV and Streaming	35	Funding work undertaken during 2020/2021
Fleet Pond Rural Payments Agency	7	Capital Financing of Fleet Pond works in error. Offset by reversal in transfers to reserves
Digital Transformation Reserve	230	£195k capital financing of IT upgrade in error. Offset by reversal in transfers to reserves. £35k financing of Rev Solutions Limited for consultant support to in-housing of exchequer services
<b><u>Total transfers from reserves</u></b>	<b><u>3,723</u></b>	
<b>Budget Carry Forwards</b>		
Bramshot Farm Revenue	2	Culvert Extension/Repair delayed due to Covid 19.
Tree Safety	4	Tree Safety Works at Fleet Pond
Odiham Common	8	Countryside Stewardship Funds received from Rural Payments Agency but not yet spent.
Environment Promotion Strategy	4	Water Safety Training, Trailor Training, Basic Tree Safety Inspection and Advanced Tree Safety Inspection for staff delayed due to Covid 19 restrictions.
Odiham Common	1	Dragon's Teeth installation at Vehicle Access Point delayed due to Covid 19
Hart Drainage	8	To cover MSc costs for new Flood Risk Management Officer.
Neighbourhood Planning	40	Neighbourhood Plans postponed due to Covid 19.
<b>Type of Expenditure</b>	<b>Amount £'000</b>	<b>Reason</b>
Fleet Pond Revenue	10	Security workshop for Countryside workshop delayed due to delay in supply of materials.
Environment Promotion Strategy	1	Greenkeeper Report
Hazeley Heath Grazing Project (Capital – HAY023)	24	Hazeley Heath Fencing works delayed due to increase in material costs.
<b><u>Total Carry Forwards</u></b>	<b><u>102</u></b>	

## **7 CONCLUSION**

- 7.1 The Covid Pandemic has provided an unprecedented operating environment presenting a diverse range of challenges for budgeting, forecasting and delivering services.
- 7.2 A revised way of budget monitoring and forecasting will be brought in following the transfer of the waste contract client management role to Basingstoke and Dean Council to ensure that budgeting and forecasting are accurate and fully tested.

**Contact Details:** Emma Foy, [emma.foy@hart.gov.uk](mailto:emma.foy@hart.gov.uk)

## **APPENDICES**

**Appendix 1 - Capital Variances for 2020/21.**

**Appendix 2 – Details of Carry Forward Requests.**

## Appendix I - Capital Variances for 2020/21

<b>Directorate = Place Services</b>				
<b><u>Cost Centre</u></b>	<b><u>Cost Centre Description</u></b>	<b><u>Narrative</u></b>	<b><u>Over - Performance - £'000</u></b>	<b><u>Under Performance - £'000</u></b>
HAY042	Dog Warden Vans	No in year expenditure to date against a total Budget of £24k.		£24
<b>TOTAL</b>			<b>£0</b>	<b>£24</b>
<b>Net Performance for Place Services</b>			<b>£0</b>	<b>£24</b>

<b>Directorate = Community Services</b>				
<b><u>Cost Centre</u></b>	<b><u>Cost Centre Description</u></b>	<b><u>Narrative</u></b>	<b><u>Over- Performance - £'000</u></b>	<b><u>Under Performance - £'000</u></b>
HAY001	Disabled Facilities Grant	£645k spend to date against a £500k Budget for 2020/21. Deficit to be funded from Reserves (Currently £913k)	£145	
HAY010	Private Sector Renewal	Only £4k of expenditure during 2020/21 against a Budget of £45k, this can largely be attributed to social distancing and Covid Restrictions.		£41
HAY016	CCTV	No expenditure incurred during 2020/21		£34
<b>TOTAL</b>			<b>£145</b>	<b>£75</b>
<b>Net Performance for Community Services</b>			<b>£70</b>	<b>£0</b>

**Directorate = Environmental and Technical Services**

<u>Cost Centre</u>	<u>Cost Centre Description</u>	<u>Narrative</u>	<u>Over-Performance - £'000</u>	<u>Under Performance - £'000</u>
HAY003	Odiham Common	Track expenditure costs, nothing in 2020/21 Budget to be funded from S106 Receipts	£6	
HAY006	Fleet Pond Visitor Enhancements	No expenditure during 2021/22 against a Total Budget of £106k		£106
HAY008	Bramshot Farm	Total spend on scheme during the year was £101k including £56 of Staff Salary Costs attributable against a Total Budget of £1m		£899
HAY012	Mill Corner, North Warnborough	Clearance of Wood Debris from the Dam against a Total Budget of £0	£2	
HAY013	Church Road Improvements	Other professional services for investigation into failure of the Car Park Surface in Church Road against a Total Budget of £0	£2	
HAY015	Kingsway Flood Alleviation Scheme	Stage 2 costs of £2k incurred against a Total Budget of £59k		£57
HAY017	S106 Leisure Parish	Payment to Fleet Town Council for the new playground from the S106 Leisure Parish against a £0 Budget - to be funded from S106 Reserves.	£287	

HAY018	Fleet Pond Nature Reserve	No expenditure incurred during 2020/21 against a Total Budget of £12k		£12
HAY023	Hazeley Heath Grazing Projects	Fence Cost accrued of £24k against a Total Budget available of £80k		£56
HAY024	Hazeley Heath Notice Boards	Net expenditure of £1k against a £0 Budget	£1	
HAY026	Hartley Wintney Common Access Improvements	No expenditure during 2020/21 against a Budget Available of £80k		£80
HAY028	Edenbrook CP - Play Tree	No expenditure during 2020/21 against a Budget Available of £30k		£30
HAY029	Edenbrook CP - History Walk	No expenditure during 2020/21 against a Budget Available of £20k		£20
HAY032	Edenbrook CP - Skate Park	Expenditure on preparation of the bike track of £50k against a total available Budget of £220k.		£170
HAY033	Edenbrook CP - Teen Health	No spend during 2020/21 against an available Budget of £65k		£65
HAY034	Edenbrook CP - Visitors Improvements	Expenditure on 6 benches at the site totalling £3k against a total budget available of £73k		£70
HAY035	Fleet Pond Fencing	Credit Balance relates to an Accrual Reversal from 2019/20. This was expected to Net Off; however there has been a dispute over the design over the fence and currently no invoice is expected.		£33

HAY039	Refuse Vehicles	Expenditure to date against £0 Budget for 2020/21 - Accounting correction to be made at Year End as this was an error from 2019/20		£81
HAY046	Fleet Pond Green Grid Engineering	Spend on professional services and Third Party Payments - Havant Borough Council preparation of Planning Application and Tender Documents totalling £56k against a total available budget available of £2.1m		£2,043
HAY047	Fleet Pond - Green Grid Ecology	No spend during 2020/21 against a total available budget of £720k		£720
			<b>£298</b>	<b>£4,442</b>
			<b>£0</b>	<b>£4,144</b>

## Appendix 2 – Capital Grants Carry Forward 2020-21

Service Area	Scheme	Original Budget 2020/21	Carried Forward 2019/20	Current Available Budget 2020/21	Actual Expenditure	Total Carry Forward
		£'000	£'000	£'000	£'000	£'000
<b>Corporate</b>	Upgrade to IT infrastructure	361	497	858	195	(663)
	Investment Property	0	0	0	43	43
	Investment - Frogmore Leisure Centre	0	35	35	9	(26)
	Acquisition Programme	16,300	0	16,300	0	(16,300)
	<b>Total for Corporate Services</b>	<b>16,661</b>	<b>532</b>	<b>17,193</b>	<b>247</b>	<b>(16,946)</b>
<b>Place Services</b>	Dog Warden Van	11	13	24	0	(24)
	<b>Total for Place Services</b>	<b>11</b>	<b>13</b>	<b>24</b>	<b>0</b>	<b>(24)</b>
<b>Community Services</b>	Disabled Facilities Grants	500	0	500	645	145
	Private Sector Renewal - Minor Works Grants (Home trust Loans)	30	15	45	4	(41)
	CCTV- Rushmoor	0	34	34	0	(34)
	<b>Total for Community Services</b>	<b>530</b>	<b>49</b>	<b>579</b>	<b>649</b>	<b>70</b>
<b>Environmental and Technical Services</b>	Odiham Common (SI06)	0	0	0	6	6
	Fleet Pond Visitor Enhancements	0	106	106	0	(106)
	Bramshot Farm	0	1,000	1,000	101	(899)
	SI06 Leisure Parish Funded Projects	0	0	0	287	287
	Fleet pond Nature Reserve	0	12	12	0	(12)



Visitor Strategy (S106)					
Hazeley Heath Grazing Project	0	80	80	24	(56)
Hazeley Heath Notice Boards	0	0	0	1	1
HW Central Common Access Improvements	0	80	80	0	(80)
HW QEII Fields Improvements	0	0	0	1	1
Edenbrook CP Play Tree	0	30	30	0	(30)
Edenbrook CP History Walk	0	20	20	0	(20)
Edenbrook CP - Skate/Bike Park	0	220	220	50	(170)
Edenbrook CP - Teen Health	0	65	65	0	(65)
Edenbrook CP - Visitor Improvements	0	73	73	3	(70)
Fleet Pond Fencing	0	17	17	(16)	(33)
Fleet Pond Green Grid Engineering	2,100	0	2,100	56	(2,044)
Fleet Pond Green Grid Ecology	720	0	720	0	(720)
Mill Corner, North Warnborough	0	0	0	2	2
Church Road Improvements	0	0	0	2	2
Kingsway Flood Alleviation Scheme	0	59	59	2	(57)
Refuse Vehicles	0	0	0	(81)	(81)
<b>Total for Environmental and Technical Services</b>	<b>2,820</b>	<b>1,762</b>	<b>4,582</b>	<b>438</b>	<b>(4,144)</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>20,022</b>	<b>2,356</b>	<b>22,378</b>	<b>1,334</b>	<b>(21,044)</b>

## OVERVIEW AND SCRUTINY

**DATE OF MEETING:** 15 June 2021

**TITLE OF REPORT:** NEXT STEPS IN COVID-19 RECOVERY

**Report of:** Joint Chief Executive

**Cabinet Member:** Leader of the Council

### **I PURPOSE OF REPORT**

- 1.1 This is the fourth report to Members providing an update on the work undertaken by the Council in response to the Coronavirus (Covid-19) pandemic. Previous reports have been considered by Cabinet in July 2020, October 2020 and January 2021.
- 1.2 Whilst work progresses at pace on vaccinating the population, it is important to note that the situation remains live, with restrictions still in place.

### **2 RECOMMENDATIONS**

- 2.1 That Overview and Scrutiny:
  - Notes the updates on the Recovery Plan as outlined in Appendix 1
  - Notes the final decisions taken by the Joint Chief Executive under emergency provisions within the Constitution

### **3 BACKGROUND**

- 3.1 On Friday 20<sup>th</sup> March 2020, the Hampshire and Isle of Wight Local Resilience Forum formally declared Coronavirus a major incident. Hart District Council evoked its Emergency Plan and in accordance to the Constitution, enabled decision making under emergency provisions.
- 3.2 The Council had to fundamentally change during this period
  - In the way it provided its services, needing to work remotely under the lockdown provisions and
  - Which services it delivered, with new services being delivered from provision of food, medicines and care for those shielding, to business grants to local businesses.
- 3.3 Recognising the importance of considering recovery processes alongside response to a civil emergency, Cabinet approved the Council's Recovery Plans in October 2020. At the beginning of November (5<sup>th</sup>), England began its second lockdown. This was followed by a series of tiered lockdowns during December but ultimately the Government decision was to undertake a third lockdown in January, with a phased release from the lockdown, from March onwards.

- 3.4 Despite the resource implications, the Council has continued to
- Continue to provide business as usual services to our residents
  - Deliver on our ongoing requirement to the response phase, most recently delivering the Lateral Flow Testing station and then supporting the localised testing for residents in GU51 and GU52 for a variant of concern
  - Progressed many of the key actions arising from the Covid-19 Recovery Plan.

#### **4 END OF THE MAJOR INCIDENT**

- 4.1 As outlined in the earlier reports, all decisions taken during a major incident is recorded formally in an Emergency Planning Log. These are then reported to Cabinet to formally endorse as soon as reasonably practical after the decisions have been taken.
- 4.2 To aid visibility of this process, details of emergency decisions taken have been reported verbally to Cabinet at the meetings of February and March 2021. This also reflected the consultation undertaken with Cabinet or Group Leaders prior to these decisions being taken.
- 4.3 On the 1<sup>st</sup> April 2021, the Monitoring Officer formally noted that the Council had stepped down from Major Incident and that further work would continue on Recovery, but that emergency provisions within the Constitution were no longer being used by the Council.
- 4.4 Having reported all decisions up to September in the report to Cabinet in October 2020, the final decisions taken under emergency provisions are shown below

Date	Decision
24 <sup>th</sup> September	New legal requirement to provide social isolation grants to those on low incomes, agreed we would look to deliver this internally until we were able to safely hand over to our external contractor
6 <sup>th</sup> October	Political Group Leaders approved the discretionary payment policy of the Social Isolation Payment scheme
5 <sup>th</sup> November	Second lockdown started – Council's front reception closed to residents Further to a letter from HCC Public Health, advised Countryside team that volunteering events cancelled throughout lockdown
12 <sup>th</sup> November	Following an update to snow emergency plan in light of Covid-19 Cabinet confirmed via Teams their approval for the purchase of a new plough/spinner (capital cost £7.5K) to increase snow shifting capacity for our own purposes and to help resolve any issues arising at vaccination sites.
16 <sup>th</sup> November	Additional Restrictions Grant provided by the Government of £1.3million was a 'one off' funding pot and would be needed to cover both the current and future lockdowns and any provision for economic recovery. Agreed with Leader and Deputy Leader that

	the spending would broadly be on the basis of £0.5m before Christmas for the current lockdown, £0.5M after Christmas for any future lockdown and the remainder for recovery objectives.
30 <sup>th</sup> November	<p>Discussed and agreed with Political Group Leaders that the HDC Funding for Covid Enforcement would, in accordance with the grant criteria be used for</p> <ol style="list-style-type: none"> <li>1. Enhanced Environmental Health resources/capacity (subject to availability) and</li> <li>2. Enhanced Communications associated with Covid-19</li> </ol> <p>The Joint CEx reserved the position to put in place Covid marshals at the Edenbrook Bike track further to Police feedback regarding the high level of use and the requirements of social distancing.</p>
30 <sup>th</sup> November	<p>Discussed and agreed with Political Group Leaders that the HDC funding for the Clinically Extremely Vulnerable would be used as follows</p> <ul style="list-style-type: none"> <li>• £9,531 to Hart Voluntary Action to support current lockdown including Christmas cover for the Hart Response Hub</li> <li>• £30,000 to support a variety of activities focussed on the clinically extremely vulnerable (CEV) including <ul style="list-style-type: none"> <li>○ Delivery of a Home Help Support service to help those in the CEV group with cleaning and domestic help</li> <li>○ Grant funding to Covid Groups and Parishes who have been supporting their CEV's</li> <li>○ Support for those digitally excluded</li> </ul> </li> </ul>
4 <sup>th</sup> December	Agreed between S151, Monitoring Officer, Portfolio Holder for Finance and Corporate Services and Head of Paid Service that due to the unknown timing of the arrival of funding for Covid business grants, there is a need to increase the Counterparty limit with Barclays Bank up to 31 <sup>st</sup> January 2021
15 <sup>th</sup> December	Agreement for Environmental Health to appoint a Covid Enforcement Support Officer for three months (further to agreement by GLAM on 30 <sup>th</sup> November)
17 <sup>th</sup> December	Advised GLAM that further to ongoing concerns from the Police, that a Covid Marshal would be used at Edenbrook Bike Track
24 <sup>th</sup> December	<p>Hart is now in Tier 4 following announcement at 3pm, Political Group Leaders advised that</p> <ul style="list-style-type: none"> <li>• Hart and Frogmore Leisure Centres must close as must Edenbrook Bike Track</li> <li>• We have received a request from NHS for overnight help with those discharged from hospital in an emergency</li> </ul>
5 <sup>th</sup> January 2021	<p>Prime Minister announces further lockdown</p> <p>Political Group Leaders advised that</p> <ul style="list-style-type: none"> <li>• Front line reception closed and website updated</li> <li>• Internal Audit resources reallocated to Business Grants (awaiting guidance on latest tranche) Wokingham will provide internal audit resources during this time</li> </ul>

24 <sup>th</sup> January 2021	In consultation with the Portfolio Holder, agreed an amendment to the discretionary Additional Restrictions Grant funding for those premises which are tenanted (so not the business rates account holder) where the landlord themselves cannot apply for an exemption (because they are not the business operator)
25 <sup>th</sup> January 2021	Further to a competitive quotation process, a specialist professional has been appointed to help support the Council in making informed decisions associated with our Leisure Centre control. The costs is £4,000 over a four month period
26 <sup>th</sup> January 2021	Hampshire County Council has requested locations for Lateral Flow Testing Centres. An email has been sent to Parish and Town Councils but recognising the urgency, Hart District Council has offered the use of the Council Offices as location for the Lateral Flow Testing Scheme.
4 <sup>th</sup> February 2021	Further to discussion with the Political Group Leaders, Hart District Council signed a lease to Richmond Practice Surgery (on behalf of Fleet Primary Care Network) for the delivery of a vaccination centre at the Harlington, including the provision of up to 20 car parking spaces within Gurkha Square Car Park.
11 <sup>th</sup> February 2021	HDC to confirm that no events excepting those within a licence agreement with Fleet Town Council for the Saturday Market are to be permitted on Gurkha Square to ensure its continued availability for the vaccination centre (in the face of requests from third parties for the use of the car park for events in anticipation of the end of lockdown)
1 <sup>st</sup> March 2021	Discussed and agreed with Political Group Leaders that in the face of ongoing concerns around the sustainability of businesses across the Hart area, the original split of Additional Restrictions Grant would move more funding from recovery into the current phase to support struggling businesses
1 <sup>st</sup> April 2021	Portfolio Holder agreed the discretionary restart grant policy in anticipation of the exit out of lockdown.
1 <sup>st</sup> April 2021	Council moves out of Major Incident, Emergency Planning Log closed

4.5 As part of the response phase and further to the information set out above, the Council has

- Between February and April 2021 carried out 1,531 Lateral Flow Tests on our residents and provided a further 1,153 home testing kits
- Allocated over £15,700 through our Hardship Funds to those in greatest need
- Helped over 700 clinically extremely vulnerable and vulnerable residents with food supplies, medication or friendly catch ups to prevent social isolation
- Spoken to 3,200 business to provide advice, guidance and support to help with covid compliance
- Up to the end of May, paid over £24.5m work of funding and processed 3,758 grants

- 4.6 Whilst we plan for and hope to see the lifting of restrictions on the 21<sup>st</sup> June, work continues in certain areas such as
- the most recent community testing for a variant of concern for residents in the areas of GU51 and GU52 (Fleet, Church Crookham and Crookham Village) has been a salient reminder that the situation remains dynamic.
  - The discretionary restart scheme has now closed and we are carrying out final payments over the next two weeks. The main scheme remains open, at the 1st June 2021 there are six claims outstanding where we are waiting for information.
  - The Hart Response Hub remains in place, providing help and support to those that need to self-isolate

## **5 PROGRESS ON RECOVERY**

- 5.1 The Recovery Plan, agreed by Cabinet in October was based around five key workstreams;
- Community Recovery
  - Economic Recovery
  - Financial Recovery (internal)
  - Reallocation of Road Space
  - Revitalise Hart (internal)
- 5.2 Each workstream had a number of actions. Appendix 1 provides an update on the progress of each of the actions in relation to timeframes indicated in October.
- 5.3 Appendix 1 identifies that the majority of actions remain on track, with a number now completed including:
- Preparing and launching the Hart for Business Website Preparation database for businesses and to promote business activity
  - Launching the Virtual job club in February 2021 which achieved its first success for participants, securing employment. The Hart for Business newsletter and social media has been promoting apprenticeships and kickstarts
  - Launching the 18-30 Campaign and The Walk this way trail to encourage and support residents to be physically active with a particular focus on those most at risk of inactivity
  - Completing the Business centre refresh enabling the council to set up and manage the Lateral flow testing Centre operation which carried out 1,531 Lateral Flow Tests over the course of its operation
  - Supporting and opening the Community Pantry on Wednesday 10<sup>th</sup> March. Hart are continuing to look at new opportunities to help the community pantry grow and promote the pantry to the district
  - Funding provided by Hart and distributed by HVA has provided grant funding to support to voluntary and community organisations to support

community recovery. Community Connections grants totalled £8,125 with projects funded including:

1. Daisy Chain Café - memory café running events to encourage members to come back to face-to-face group
2. Yateley United Football Club - expansion of walking football and creation of inclusive football group
3. MHA Communities - increased 1-2-1 support including home visits and walking buddies to help people build confidence to come back to groups
4. RHL - engaging those who are isolated with 1-2-1 support to help them connect with community activities

5.4 Other key achievements over the last months include:

- Continuing to collate key business and employment statistics which has facilitated the creation and publication of Economic Dashboard updated monthly with key statistics to aid decision making
- Awarding 21 grants, totalling over £5,458, to help community and voluntary groups safely restart face-to-face activity, and a further 15 grants to support the community emergency response
- Work continuing to coordinate COVID comms messages from Cabinet Office, PHE, NHS, HCC, HDC service areas, website and vaccination comms CCG & NHS. We are Currently supporting Hampshire County Council with its targeted community testing for GU51 and GU52 postcodes through our communication channels
- Workshops held to promote town/village centre activity to ensure footfall continues and grows and existing enterprises thrive and new ones are created
- Funding awarded to Fleet Phoenix to support delivery of weekly support sessions for junior school age children who are exposed to domestic abuse at home
- Work underway to support HVA to develop a social and therapeutic horticulture project at the new Edenbrook Community Garden to engage residents most at risk of social isolation and exclusion

5.5 The Council is also progressing with the Revitalise Hart workstream, achieving a number of key milestones including:

- Office reconfiguration to ensure the council is able to offer staff a covid compliant workspace. This includes temperature monitors upon signing into the building, a hot desk booking system
- The roll out of the Employee Assist programme
- Implementing the working from home concept successfully and continuing to develop the Agile working policy

## 6 GOVERNANCE, RESOURCE AND FINANCE CONSIDERATIONS

6.1 It is clear that Covid-19 has had a major impact on the services it delivers and the projects and ambitions of both the Corporate Plan and Hart 2040 Vision during the past year.

- 6.2 It remains a major part of the Councils activity as reflected upon in the Service Plans for 2020/2021 adopted by Cabinet in July 2020 and the most recent services plans for 2021/2022 adopted by Cabinet in April. The continuation of this work, alongside business as usual requirements and some of the Councils ambitious projects, does continue to place a strain on the Council's resources which will need to be measured and monitored as the year progresses.
- 6.3 This strain has been reflected in a number of ways including
- increased workloads,
  - impact on health and wellbeing of staff
  - variable productivity with some areas vastly improved and others decreased
  - the inability in some areas to take annual leave.
- 6.4 Financial implications of the Covid pandemic has been reported regularly and in some detail to Members and this will continue with outturn reporting.

## **7 ACTION**

- 7.1 Subject to any recommendations from Overview and Scrutiny Committee to Cabinet on the content of this report, Cabinet will be asked to note and endorse the decisions taken under emergency provisions and note the update on Covid-19 recovery

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## **APPENDICES**

Appendix 1 – Recovery Plan



## Appendix 1 – Recovery Plan – Workstream Action Plans

Community Recovery				
Activity	Expected Outcome	Update	Next Steps	RAG
Local insight and evidence of need: Bring together hard data and local intelligence to maintain an up-to-date picture of the need and impacts (including socioeconomic and wellbeing) within communities, to inform our community recovery priorities	The Council and our partners will have a good understanding of the following: <ul style="list-style-type: none"> <li>Communities or specific groups within communities most negatively impacted by the COVID-19 situation or most 'at-risk' of negative impact</li> <li>Trends over time in wellbeing including socio-economic wellbeing</li> </ul> Where/how to focus our resources to help those most in need and address disproportionate impacts on specific groups	Item now forms part of service line activity	Further updates will be provided via service plan monitoring reports	Completed
Communication and signposting: Establish a communications framework/plan and coordinate with partners to cascade messages to residents about how they can stay well (over and above specific COVID-19 guidance), and signpost residents to available support including psychological, financial, employment, housing and wider wellbeing	Residents are supported to take steps to keep themselves well and know what services can support them if needed	18-30 campaign and Walk This Way trail launched	Support national campaigns including:  Carers Week Men's health week Loneliness awareness week	Target completion date: November 2021

<p>Voluntary and community sector capacity: Enhance and promote support for the voluntary and community sector, such as to enable community activity to restart safely and to sustain or build upon community activity established in response to COVID-19 where appropriate</p>	<p>Resilience and capacity of voluntary and community sector Community activity restarts safely resulting in improved wellbeing and a reduction in loneliness and isolation in communities</p>	<p>£10,000 Community Connections grant scheme launched to support projects which aim to reduce social isolation, improve wellbeing and help rebuild confidence, for residents considered Clinically Extremely Vulnerable or Clinically Vulnerable under Government guidance. Funding allocated to 4 projects (£8,125) to date and 1 further application being processed.</p> <p>HVA is proactively reaching out to voluntary and community groups to understand their current situation and any support needs. A grant of £10,000 has been provided to HVA to enable them to support emerging needs of groups,</p>	<p>Continue to administer remaining Community Connections funding and top up the fund with an additional £10,000.</p> <p>HVA to continue engagement and support to groups including administering small grants and other support to enable community activity to restart</p>	<p>Target completion date: June 2021</p>
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		particularly those working with vulnerable groups. HVA also continue to administer remaining £3,000 of grant pot to help community activity to re-start safely (launched in August 2020)		
Addressing local inequalities: Use the insight gathered in action 1 to develop and deliver a small number of targeted initiatives to address the impacts on specific geographies or groups most affected by the COVID-19 situation	Support is available to those most in need of it and there is a reduction in inequalities within the district. The council has enhanced relationships with specific communities/population groups	Your Way Forward social media campaign delivered January - March 2021, aimed at connecting 18-30 year olds with support for a range of issues from mental health to money and housing. Delivered via Instagram, Facebook and Twitter. Paid for posts on Facebook and Instagram resulted in an average 1,500 people reached and 128 engagements per post (likes, reactions, comments, shares, link clicks). Your Way Forward web page had been	Develop next phase of Your Way Forward campaign - possible focus on money and debt  Hold workshop with partners in Fleet and Yateley Primary Care Network areas and identify actions we can take together.  Hold workshop with partners to explore how we might work together to enable more people living with	Target completion date: September 2021  This work is ongoing and likely to extend beyond September 2021

		<p>visited over 2,000 as at 11 March.</p> <p>Workshop planned with partners in Fleet and Yateley Primary Care Network areas to explore working together to address inequalities in mental health and wellbeing.</p> <p>Initiatives launched to support residents experiencing financial difficulties and unemployment including Community Pantry and Hart into Employment.</p>	<p>long term conditions or disabilities to be physically active and access local activities</p> <p>Continue to promote and support development of Community Pantry and Hart into Employment</p>	
<p>Making it easier to access support and services:</p> <p>Make it easier for residents to access the support they need, when they need it, by enabling more residents to use digital technology and exploring opportunities for the council to collaborate with other community services to have a stronger physical presence in communities, such as through co-location in community hubs</p>	<p>Residents can more easily access services and support including through digital technology. Increasing digital inclusion also resulting in more residents being able to connect with friends, family and the wider community through digital channels</p>	<p>Community hubs exploration underway for medium term solutions (for development in 2021/22) and engage key partners</p>	<p>Item now forms part of service line activity and further updates will be provided via service plan monitoring reports</p>	<p>Target completion date: November 2021</p>

<b>Economic Recovery</b>				
Activity	Expected Outcome	Update	Next Steps	RAG
1. Procurement of a study on Economic Recovery from Covid-19	Report to set out what actions Hart can take to ensure the Districts economy recovers from the various impacts resulting from Covid-19	Now applying the recommendations in other workstreams	N/A	Completed
2. Collation of key business and employment statistics	To ensure that the Council has up to date relevant data to inform its decisions and actions in relation to economic recovery	Creation and publication of Economic Dashboard updated monthly with key statistics	Item now forms part of service line activity and further updates will be provided via service plan monitoring reports	Completed
3a. Prepare and launch new Hart for Business website	To promote Hart District as a location for business re-location and growth.	Website launched. The new Hart for Business website captures and promotes living in Hart and all its benefits and includes a list of employment sites included on the new Hart for Business website	None	Completed
3b. Promotion of Hart District as a place to work/live/visit	High quality promotional material in various formats (video; adverts; leaflets/guides; phone app etc) to promote attract companies/people to the District	Comparison on packages undertaken. Continue to contact different commercial agents and explore mechanisms for promoting website	Item now forms part of service line activity and further updates will be provided via service plan monitoring reports	Completed

4. Establish a programme of engagement with businesses in Hart	To have a better understanding on how businesses (large and small) have been impacted by COVID-19 and what their short/medium/long terms plans are (also considering Brexit) and how can Hart assist	Collating feedback from meetings held to date.	Item now forms part of service line activity and further updates will be provided via service plan monitoring reports	Completed
5. Establish a central database of businesses operating in Hart and a business premises directory	To have an up to date business database of who operates and where in the District. To include properties available to rent/purchase for companies wishing to grow/relocate	We continue to collate business data, this will provide up to date information to inform which businesses to target and to be able to monitor a dynamic situation. Communication with commercial agents will continue.	Item now forms part of service line activity and further updates will be provided via service plan monitoring reports	Completed
6. Widen scope of existing employment and skills advice to support the rise in unemployment and lack of employment opportunities	To ensure that Hart can offer as much support as possible to those looking for work and training	Virtual job club launched in February 2021 with a small initial cohort and has achieved its first success will 1 participant securing employment. The Hart for Business newsletter and social media has been promoting apprenticeships and	Item now forms part of service line activity and further updates will be provided via service plan monitoring reports	Completed

		<p>kickstarts – there are currently 84 open kickstart placements across Hart &amp; Rushmoor, with 4 of those within the Council. There are 14 live Apprenticeship vacancies within Hart with 3 due to be advertised in May within the Council. These give vital opportunities to young people, who are still our largest age group on UC</p>		
7. Preparation of Town Centre Strategies/Action Plans	To promote town/village centre activity to ensure footfall continues and grows and existing enterprises thrive and new ones are created	<p>Workshop held. Attendees included Fleet, Odiham, Blackwater, Yateley and Hook. Purpose was to encourage each parish to think about the future of their town/village and how working with an expert could help develop plans and take action. HDC will have no formal involvement in procuring or preparing the action plans although may be requested to attend working groups etc.</p>	Reminders to be sent out to Parish and Town Councils to assess what interest there may be post local elections.	<p>Target completion date: December 2021</p>

Reallocating Road Space in Response to COVID-19					
Activity:		Expected Outcome	Update	Next Steps	RAG
Fleet Town Centre - Pedestrianisation of Fleet Road		To expand/enhance 'safe space' within the centre to facilitate social distancing To increase outdoor space for shops, cafes and restaurants to enable social distancing Provide safe space within the centre to hold markets, events and other outdoor activities, which will increase the attractiveness of the centre To increase consumer confidence in the centre	No update since January 2021 report. Reported updated to O&S February 2021. Fleet Road was pedestrianised over the summer period to facilitate social distancing within the town. The road has now been reopened with on-street parking bays closed to continue to facilitate social distancing.	None	Completed
Enhancing pedestrian and cycle provision	Enhanced cycling provision between Fleet Railway Station and Fleet Town Centre	To enhance the existing cycling lane on Fleet Road between Fleet Railway Station and Fleet Town Centre in order to promote cycling along this key transport corridor and facilitate social distancing	No update since January 2021 report. Reported updated to O&S February 2021. The Council is working with HCC to take a more strategic approach to improve cycling routes across the district, including this route. This work has now been incorporated into the Council's Green Grid project.	Workstream has been incorporated into the Council's Green Grid project.	Completed
	Safe routes to school	To identify improvements to existing routes to school	No update since January 2021 report. Reported	Workstream has been incorporated	Completed



		to promote walking and cycling and facilitate social distancing	updated to O&S February 2021. The Council is working with HCC to improve existing and create new walking/cycling routes to school – This work has now been incorporated into the Council's Green Grid project.	into the Council's Green Grid project.	
	Key routes across the district	To identify improvements to existing routes to promote walking and cycling and facilitate social distancing	No update since January 2021 report. Reported updated to O&S February 2021. The Council is working with HCC to improve existing and create new walking/cycling routes within the district – This work has now been incorporated into the Council's Green Grid project.	Workstream has been incorporated into the Council's Green Grid project.	Completed

<b>Revitalise Hart</b>				
Activity	Expected Outcome	Update	Next Steps	RAG
HR & Wellbeing - Update and add new policy and procedure documents. Including looking into flexible and agile working.	To bring our policy's up-to-date and reflect the 'new normal'	Agile working policy drafted and review of other policies ongoing.	Policy review, discussion and consultation.	Target completion date: December 2021
HR & Wellbeing – Introduce an employee assistance programme. Training for managers on how to deal with change, supporting staff remotely. Remote working training ect	To make sure all staff, managers and HOS are offered the right training to help them transition in to the 'new normal', and have the right support to make this a success	PAM Assist Employee Assistance Program (EAP) chosen as provider. Launched in March 2021	None	Completed
HR & Wellbeing – To make sure we have a clear communication plan for staff and councillors. To make sure key conversations are being had in 121s on what to expect and support is offered and reasonable adjustments are made and DSE carried out.	To make sure staff and councillors are update with changes within the organisation.	Manager training carried out to support key conversations between managers and employees & Member DSE assessments carried out	Incorporated into service action plan as BAU activity. No further reporting required	Completed
Digital & IT - Telephony replacement	Develop a unified communication platform to provide a cloud-based solution for phone, video and chat capability on any device at any location	Infrastructure work completed May 2021	None. Further updates will be actioned in due course	Completed
Digital & IT - Website review	Review the current website for user experience, content and functionality. Evaluate hosting and support relationship with current provider and re-	SLT reviewed business case. PID and project plan now in draft for review	Discovery phase to commence with initial engagement across service lines scheduled	Target completion date: December 2021

	tender. Include migration from Drupal 7 to new platform			
Digital & IT - Accessibility regulations	Test the site to ensure that it meets new accessibility regulations. Embed a new monitoring culture with content editors. Review role of content editors and editorial process across site	Accessibility threshold reached	Ongoing review required. Further Updates will be made via service plan monitoring	Completed
Digital & IT - modern.gov implementation	Replace the existing manual process in Committee Services for issuing agendas, reports and minutes with a fully configured web-based report management system	Phase 1 completed and implemented across all members and staff. Phase 2 underway.	Phase 2 training to be scheduled and rolled out	Target completion date: August 2021
Digital & IT - Office 365 application education incl. SharePoint	Provide refresher SharePoint training programme for members to ensure application is being used correctly and efficiently	Training completed	None	Completed
Digital & IT - Self-service portal review	Review the different customer journeys through each portal from the website and investigate how the Council can consolidate and/or improve functionality for customers across different services	Data review completed monthly and now forms part of BAU service line item	None	Completed

Digital & IT - E-signatures	Implement e-signatures across the organisation, starting as a pilot in Housing for agreements and contracts	Contact agreed. Pilot completed in housing and rolled out	None	Completed
Opportunity for agencies to co-locate in the community building	To investigate the opportunity to deliver a modern flexible co-working hub, which can offer public like-minded organisations a base to work from. Need to consider future running costs and ensure the income exceeds these perceived running costs.	Work initiated and review underway	Outcome likely dependent on the work of the cross party Campus Regeneration working group.	Target completion date: December 2021
Promotion of working from home concept	To deliver successful implementation of a flexible working model to improve efficiencies as well as work-life balance across the Council. Additional potential benefits being a reduction of car traffic within close proximity to the Fleet Civic site and a reduction of fixed real estate costs.	Working from home concept successfully implemented. Agile working policy being developed.	Agile working policy to be agreed.	Target completion date: December 2021
Mobilise key Council services	A key target is improving customer engagement and a key part will be ensuring those residents that face Digital/IT challenges can	Not yet started		Target completion date: December 2021

	visit a local centre to seek help/ guidance/support.			
Repurpose the building vs moving	To investigate the opportunity to repurpose the Council offices or to relocate (within the framework of discussions through the Civic Regeneration Project). The building is too large and requires significant reconfiguration to meet current Council demands. Need to balance financial, planning, sustainability and environmental opportunities and constraints.	Early stage work	Ascertain flexible working model concept, translating into size specific requirement of office space. Workplace design can then commence to reconfigure offices	Target completion date: December 2021

## OVERVIEW AND SCRUTINY COMMITTEE

**DATE OF MEETING:** 15 June 2021

**TITLE OF REPORT:** **NOMINATIONS TO OUTSIDE BODIES 2021/2022**

**Report of:** **Joint Chief Executive**

**Cabinet Member:** **Councillor David Neighbour, Leader**

### 1. PURPOSE OF REPORT

- 1.1 To inform Overview and Scrutiny of the Members work during 2020/2021 as representatives on outside bodies
- 1.2 A summary of reports from the Council's representatives on external bodies for 2020/2021 is attached for consideration at **Appendix 2**.

### 2. OFFICER RECOMMENDATION

- 2.1 The Committee is
  - Asked to note the report and **Appendix 2**
  - Consider the level of representation on key strategic partnerships,
  - The effectiveness of engagement with current partnerships and external representation in meeting the Council's priorities,
  - To make recommendation to Cabinet where appropriate

### 3. BACKGROUND

- 3.1 Annually, a specified number of representatives are nominated to sit on Hart's approved list of Outside Bodies.
- 3.2 At the end of each year, each representative is requested to prepare a short report outlining the role of the organisation; the benefit to the Council of providing a representative to that organisation; and how the priorities of the organisation link with the Council's corporate priorities.
- 3.3 Due to the Covid-19 pandemic, and no elections, Cabinet decided to 'roll over' representation on the Outside Bodies from the previous year, allowing Members to remain appointed representatives of the Council. This provided a level of continuity during a period of upheaval for those representative bodies, whilst the Council continued to take an active role in engaging with key partners. A list of outside bodies, subject to Cabinet approval, requiring nominations for 2021/22 are in **Appendix 1**

#### **4. FINANCIAL IMPLICATIONS**

4.1 There are no financial implications.

#### **5. ACTION**

5.1 Overview and Scrutiny Committee are asked to review the engagement with outside bodies and provide any recommendations, as appropriate to Cabinet.

**Contact Details:** Patricia Hughes, Joint Chief Executive  
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#### **APPENDICES**

Appendix 1 – List of Outside Bodies and required nominations

Appendix 2 – 2020/2021 Summary of Comments from Representatives

## HART REPRESENTATIVES ON OUTSIDE BODIES 2021/22

<b>Outside Bodies</b>	<b>No. of Representatives</b>	<b>Nominee(s)</b>
Basingstoke Canal Joint Management Committee	2 Councillors (normally taken from Wards that include the line of the Canal)	1. 2.
Blackbushe Airport Consultative Committee	2 Councillors 1 Reserve	1. 2. Reserve:
Blackbushe Metals Liaison Panel	2 Councillors	1. 2
Blackwater Valley Advisory Committee for Public Transport	2 Councillors 1 Reserve Councillor	1. 2. Reserve:
Blackwater Valley Recreation & Countryside Management Committee	2 Councillors (1xCabinet Member)	1. 2.
Citizens Advice Hart	1 Councillor (1xCabinet Member)	
Crookham Almshouse Charity (Trustee)	1 Councillor	
District Health and Wellbeing Forum	1 Councillor	
Enterprise M3 Leaders Board	1 Councillor (Leader)	
Farnborough Aerodrome Consultative Committee (FACC)	2 Councillors 1 Reserve Councillor	1. 2. Reserve:
Fleet Business Improvement District	1 Councillor	
Fleet Pond Society	1 Councillor 1 Reserve Councillor	1. Reserve:
Hampshire Partnership	1 Councillor, 1 Reserve (Leader & Deputy Leader)	1. Reserve:
Hampshire Police and Crime Panel	1 Councillor	
Hart Voluntary Action	1 Councillor (1xCabinet Member)	
HARAH (Hampshire Alliance for Rural Affordable Housing)	2 x Cabinet Members	1. 2.
Inclusion Hampshire	1 Councillor	
LGA General Assembly (Annual Event)	1 Councillor (Leader or Deputy Leader)	
Local Government Association HIOW and District Councils Network	1 Councillor 1 Reserve (Leader & Deputy Leader)	1. Reserve:



## Appendix I

Military Community Covenant	1 Councillor 1 Reserve	1. Reserve:
North East Hampshire CPRE	1 Councillor (Observer)	
North Hampshire Road Safety Council	1 Councillor 1 Reserve	1. Reserve:
Project Integra Strategy Board	1 Councillor 1 Reserve Councillor (2xCabinet Members)	1. Reserve:
Safer North Hampshire Community Safety Partnership	1 Cabinet Member	
South East England Councils (SEEC)	1 Councillor 1 Reserve Councillor	1. Reserve:
Thames Basin Heaths – Joint Strategic Partnership	1 Councillor 1 Reserve Councillor	1. Reserve:
Thames Basin Heaths – Strategic Access Management and Monitoring Project Board	1 Councillor 1 Reserve Councillor	1. Reserve:
The Vine Day Centre	1 Councillor	
Vivid Housing Association	1 Councillor	1. Reserve:

## HART REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

## SUMMARY OF COMMENTS FROM REPRESENTATIVES – June 2021

Outline of Organisation	Input from Representative	Benefit to Council	Comments
<b>Basingstoke Canal Joint Management Committee</b>			
Management of the canal facilities, upkeep and infrastructure throughout Surrey and Hampshire	(2) This organisation met twice in 2020/21 is still active and as a representative are part of decision-making process with voting rights. Meetings have been more restricted due to Covid-19 limitations.	Representation does strengthen partnerships with other riparian authorities, the two County Councils as well as Hart Parish Councils and commercial users. The canal is important both ecologically and as a leisure facility. Much of the work either carried out directly by the Canal Authority or by volunteer groups. The work is led by the two County Councils, but there is ample opportunity for input from member representatives who have equal voting rights at the meetings.	Recommend continuing.
<b>Blackbushe Airport Consultative Committee</b>			
Consults local Councillors and residents on business development and operational management of Blackbushe airport.	(R) Normally meet half-yearly, in March and September. During Covid meetings were via Zoom, but face to face meetings are expected to restart in September. Councillor Quarterman attends both in his capacity as Hart reserve but also as chair of the Yateley, Darby Green and Frogmore Neighbourhood Plan Steering Group. The March 2021 meeting was attended by Councillor Quarterman, plus Councillors from Hampshire CC, Rushmoor BC, Sandhurst and Blackwater Town Councils and Hartley Wintney Parish Council. There was no formal voting on any matters. The main part of the meeting is hearing reports from the airport manager and taking the opportunity to ask questions and scrutinise their performance.	The benefit to the Council is being informed on ongoing development and performance of the airport, which is a major employer in the District and also controls an important property asset.	Recommend continuing.

<b>Blackbushe Metals Liaison Panel</b>			
To check environmental issues.	(1) No meetings were held in 2020/21		
<b>Blackwater Valley Advisory Committee for Public Transport</b>			
Works with other local Councils to coordinate liaison with public transport providers in order to improve services and address other matters of interest and concern, such as climate change.	(1) The meeting normally meets quarterly, but one meeting was cancelled due to the Covid-19 pandemic. Therefore, there were three meetings this year. There have been three meetings. The Chair rotates around the participating Councils, and in the year 2020/21 it was Hart's turn to chair. Therefore, Cllr Quarterman chaired the meetings, and Cllr Oliver attended all three. This Committee is very active and strengthens the Council's partnerships, provides positive community leadership. Although there was no formal voting on any matters. The main part of the meeting is hearing reports from the service providers and taking the opportunity to ask questions and scrutinise their performance.	It is important that Hart attends and provides input so that we can work successfully in partnership with our neighbouring Councils.  County Councils are also represented on this committee, and the Hampshire County Council representative is also a Hart District Councillor.	Recommend continuing.
<b>Blackwater Valley Recreation and Countryside Management Committee</b>			
This is a Partnership project between HCC, local authorities, and community organisations, working to maintain and improve the River Blackwater and the open greenspaces alongside.	(1) The committee meets once a year and remains active. We have voting rights at the AGM and are informed and consulted with as part of the decision-making process. Additionally, we receive a quarterly bulletin/update via email, which includes budgetary information along with works and activities that have taken place around the valley by both the rangers and the volunteers.	This is an example of partnership working at its best where both bodies benefit from the work that's carried out. The Northeast of the District has, for many years, benefited considerably from the work of the BVCP.	Recommend continuing.

<b>Citizens Advice Hart</b>			
Citizens Advice Hart is an independent charity and part of the Citizens Advice network across England and Wales. People come to CAB with all sorts of issues including money, benefit, housing, or employment problems. CAB advisers will research client's issues and provide them with information about your options. This will allow clients to decide the path for them to take to resolve your issues.	<p>(1) This organisation held 4 full formal board meetings this year. I attended none, but a meeting with CEO and board members has taken place during the year plus other regular meetings between management and Hart officers.</p> <p>The local CAB is undertaking a review of the most appropriate operating model in the post covid world which delivers the best value for money and reaches the greatest number of those needing to access their services.</p>	Hart has a service level agreement with CAB which comes to an end this year. In the coming year we will be working closely with CAB to agree the best SLA for the future and contribute to how we can best support the emerging operating model that the CAB will be using.	Recommend continuing.
<b>Crookham Almshouse Charity</b>			
The charity "provides almshouse accommodation for poor persons of good character" who are inhabitants of the district of Hart, with preference for those residents in Crookham Village, Ewshot, Church Crookham, Pondtail, Courtmoor and Fleet West.	<p>(1) The committee meet twice a year but as Chair of trustees I have regular, ad hoc contact with the Clerk and residents when issues arise.</p> <p>The Clerk, Chairman and Treasurer undertake the bulk of the day to day running of the Almshouses, relaying their decisions via email and at committee meetings. More significant decisions are made at committee. I have voting rights. I am involved in interviewing applicants when a unit becomes vacant.</p> <p>Representation on this body provides an important link with a well-established and long-standing local charity which offers a help in hand to vulnerable people in our community. It enables a group of local trustees and Hart officers to work together to provide much needed</p>	<p>On a personal level, it gives me the opportunity to be directly involved (for instance in interviewing applicants for vacant units) and to make a positive contribution to the running of the Almshouses. All our residents are vulnerable in some shape or form and it is hugely satisfying to be able to give them a roof over their head and security. They are all extremely grateful for the accommodation they have at the Almshouses.</p> <p>The last 12 months have been busy, as always for this charity, with the added twist of dealing with a pandemic. The clerk has been the single point of contact for the residents, keeping in regular touch by phone, reassuring them and communicating the latest government guidance. All the residents have remained well, with the exception of one, who works in a role which does expose him to other individuals. He has recovered nicely. The clerk has also worked with individuals who lost their jobs or were</p>	Council input is positive and should be continued.

	<p>housing in this part of the district, particularly as housing is so expensive here.</p> <p>The charity provides a link between the local authority and a little piece of history.</p>	<p>furloughed and had a difficult time with their Universal Credit payments.</p> <p>There has been little movement amongst residents over the past 12 months, with just two moving out after securing accommodation through the private sector.</p> <p>As soon as the first lockdown ended, garden furniture was bought for a newly created open space on site, so that residents could enjoy the outdoors and each other's company in a safe manner. Raised beds have been built and are tended to by residents. Fleet Lions and the Welfare Trust kindly donated parcels of food to all residents at Christmastime, which went down a storm.</p>	
<b>District Councils' Network</b>			
Forum utilised to lobby central government and to disseminate emerging best practice.	(1) It met twice this year including the AGM and I have attended one meeting. This organisation remains active.	Our involvement ensures that our voice is heard and that our financial contribution is used wisely. The DCN has many officer working groups which both aid the member councils and offer opportunities to develop officer skills.	We should maintain our Representation.
<b>District Health and Wellbeing Forum</b>			
The council co-ordinates and facilitates a district health and wellbeing forum which brings together representatives of statutory bodies, local GP surgeries, charities, and community groups. In addition, the council supports a Hampshire wide health and wellbeing forum. The council also facilitates Ageing well and Starting Well groups with input from community groups across the District.	(1) This organisation has met once in person during the year plus virtual meetings and remains active. The council plays an important and key role in looking to improve health and wellbeing across the district.	In addition to the forum the council has a voice in the wider consultations on changes to the structure of health care provision.	Recommend continuing.

<b>Enterprise M3 Leaders Board</b>			
The Leaders Board is the main forum for communication between the LEP and the local authorities within the LEPs boundary in Hampshire and Surrey.	(1) They have met 6 times this year and all 6 have been attend by either myself and/or a senior officer of HDC and remains active.	Our involvement ensures that our voice is heard. It also aids joint working on economic projects such as the Fleet Pedestrianisation trial and the purchase of the SANG at Bramshott.	We should maintain our Representation.
<b>Farnborough Aerodrome Consultative Committee (FACC)</b>			
The FACC is a body designated to scrutinise the operation of Farnborough Aerodrome in respect to its impact on local residents and business community. It is made up in equal ratio of aviation stakeholders, public organisations and local authorities.	(1) It meets 3 times a year.	<p>Aircraft movements in and out of Farnborough can have an impact on residents across a wide range of the district but by far it affects more those directly under the flight path in Ewshot and Church Crookham. This is an ideal forum to raise their concerns and to maintain a constructive dialogue with the airport operator. There is also an educational element to these meetings in that the committee invite industry experts to come and give presentations on noise, safety and airspace regulation.</p> <p>A new owner has recently taken over the aerodrome. It will be interesting to see if they are as open as TAG had been in recent years. Important for HDC to build a relationship with the new operator MacQuarie Infrastructure and Real Assets (MIRA).</p>	Yes, but representatives should continue to be selected from wards which sit directly under the flight path.
<b>Fleet Business Improvement District (BID)</b>			
Formal BID funded by levy on businesses (within BID area) to promote and support Levy Payer activity. Constituted through BID legislation and formed through Referendum in 2016	(1) This organisation has held 12 board meetings this year and we have attended 10 of these virtually. Fully informed and consulted, with voting rights, and involved in developing action plans and events to promote and support the Fleet BID objectives.	<p>To ensure co-ordination and advice on events and activities within the BID area. Key partnership for the Fleet business community. BID are open to ideas and advice from HDC, similarly HDC gain from understanding the issues and opportunities for partnership working with Fleet BID levy payers A stakeholder in any Regeneration scheme for the Fleet Town Centre.</p> <p>Voting Rights are from becoming a Director of the BID. HDC representative does not need to become</p>	Recommend continuing.

		a Director of the BID to still attend Board meetings. Preparing for rebalot in 2022.	
<b>Fleet Pond Society</b>			
Works in partnership with HDC to maintain and improve Fleet Pond	No update received.		
<b>Hampshire Partnership</b>			
A County led forum whose agenda is set by HCC	(1) Meets quarterly but most have been cancelled due to covid and no business and no meetings attended the last year. This organisation isn't dormant yet.	Our involvement ensures that our voice is heard. The agenda for each meeting is uncertain and it is not unusual for a meeting to contain little of value to HDC.	I am ambivalent as to if we should maintain our Representation.
<b>Hampshire Police and Crime Panel</b>			
A forum to look into improving the safety on North Hampshire's roads. Promoting and encouraging road safety through campaigns and education.	(1) Only 2 meetings held this year and attended one. Still remains active. These meetings are informative and offer the opportunity to influence and lobby for specific programmes to be implemented in our district. It is useful to receive updates and reports from the various council members and a forum for discussion on national road safety statistics. Members of the council do have voting rights but rarely have the need to make decisions.	The Road Safety Council meetings are intended to help promote and raise awareness of countywide road safety education campaigns delivered by HCC, Hampshire Police and the Hampshire Fire and Rescue Service. Meetings include officers from those organisations plus county and district members, together with other representatives, including representatives from cycling groups, driving organisations, pedestrians, and equestrians. We mainly receive updates on work done by HCC Road Safety, Hants Fire and Rescue and the Police.	Recommend continuing.
<b>Hart Voluntary Action</b>			
Hart Voluntary Action is a local charity which supports the voluntary and community sector in Hart District by offering one-to-one information and guidance, training, information updates, networking opportunities and volunteer recruitment. Its aim is to support voluntary and community organisations with	(1) This organisation has held 4 full formal board meetings and weekly review informal board meetings during lockdown. I have attended 2 full board meetings and numerous weekly informal meetings.  HVA has played an invaluable role in the local community over the last 12 months	HVA has played an invaluable role in the local community over the last 12 months I attend board meetings as Hart DC representative. The relationship with HVA is a partnership with very regular contact between HDC officers and members of HVA. HVA have played an invaluable role during the pandemic in coordinating volunteers to support those shielding and supporting vaccination centres. This has taken place alongside the regular work programme.	Recommend continuing.

their capacity to deliver services and activities for the local community. HDC currently has 2 service agreements for the delivery of services in the district.			
<b>Inclusion Hampshire</b>			
Inclusion Hampshire specialise in offering mental health and well-being support to learners, as well as an academic and skill enhancing curriculum, tailored to meet young people's individual needs.	(1) This organisation has had 4 full formal board meetings this year, but we have not attended any due to no invite or details being provided of board meetings. This is likely to be due to the pressures of Covid pandemic. This is still active. Inclusion Hampshire provides an important service to some of the most vulnerable members of our community. The level of engagement between the council and the Inclusion Hampshire will be strengthened during 2021/2.	There are a number of organisations in the District that provide valuable services to those who are most disadvantaged where the council is not represented. Our representation will be reviewed during the current year to assess the particular value of formal representation.	Recommend continuing.
<b>Local Government Association (HIOWLA)</b>			
A Countrywide forum for discussing sector level issues.	(1) The Chair has a seat on the LGA executive. Meets 6 times a year but most have been cancelled due to covid and no business. Most meetings have been attended by either myself or a Chief Executive and remains active.	Our involvement ensures that our voice is heard. There are many working groups which are ancillary to this body and it is of vital importance to HDC.	Recommend continuing.
<b>LGA General Assembly (Annual)</b>			
The Confederation of Local Government. This is an umbrella organisation for Local Government in England.	(1) They hold an AGM every year during the annual Local Government Conference. As well as the AGM, I am on the Audit Committee, The Commercial Advisory Board as well as being a director of the two property companies and the Commercial Services Company. It remains active.	Our involvement ensures that our voice is heard. There are many working groups which are ancillary to this body and it is of vital importance to HDC. The association has an established relationship with central government.	Recommend continuing.



Military Covenant Group			
<p>Draws together local authorities (Hart, Rushmoor, Basingstoke &amp; Deane) local (serving) military, NHS (Clinical Commissioning Groups) and local veterans organisations to promote welfare issues and provide a locally co-ordinated framework to support the delivery of the Armed Forces Covenant.</p>	<p>(1) This organisation held 4/5 all virtual meetings during the municipal year and all have had a HDC representation. It is very active and effective. As a coordination group there are no hard decisions, only agreement to take matters further within the council processes and extensive minutes are produced. Most input is based on sharing experiences, issues, initiatives and local activity within HDC. The members gain understanding from each other and receive briefings from the military teams to facilitate mitigating issues within the community.</p>	<p>Representation on the body ensures coordinated approaches across the local authorities, allows for risk/problem mitigation and reduction actions across those broader areas (as military personnel are spread across a range of sites and live at dispersed locations). The links to HDC services help to provide better outcomes for serving personnel <i>and veterans</i> in need.</p> <p>Representation on this body demonstrates the Council's commitment to the Hart Community Covenant which was signed in 2011. It enables a coordinated effort with partners, to encourage integration between military and civilian communities and ensure support is available for those with complex need related to military service and the armed forces community as a whole. Through representation on this body, HDC can help to influence issues which impact on those living and working in Hart (civilian and military). This was particularly important during the various lockdowns, not only for veteran's mental health, but also to ensure some ceremonial duties were safely accomplished – the Remembrance Day events being a prime example.</p> <p>Ideas and solutions for issues are shared along with good practice and information about projects and services available to support the local armed forces community. "heads-up" briefing enables HDC to prepare for future issues.</p> <p>The work is collaborative and hence inputs are a core part of the function.</p>	<p>Yes</p>

		<p>Much of the Cllr involvement has been through Cllr Dorn who has made point of close liaison with local Royal British Legion. Liz Glenn has worked tirelessly on this issue and should be thanked and appreciated.</p> <p>The team has looked at the impact of the Future Accommodation Model [FAM] (to enable serving personnel the opportunity to seek privately let accommodation) and how that might affect the local housing rental market. Work has continued in the Employer Recognition Scheme to enable Hart to be recognised as a Forces friendly employer (the Council achieved a Bronze Award from this national scheme and is working towards Silver). Meetings regularly consider issues associated with: Children and Education, Housing, Health &amp; Wellbeing, Environment &amp; Infrastructure, Veterans</p>	
<b>North East Hampshire CPRE</b>			
<p>The CPRE aims to 'enable people to recognise and enjoy the diverse natural environment by protecting exceptional countryside assets'. The NE Hants Planning group, mainly focused on the Winchfield and Hartley Wintney area, assesses the progress of planning related matters to potentially use its national profile to make representations on major proposals and appeals.</p>	<p>(1) There are monthly 'Planning' group (daytime) meetings which were cancelled during lockdown. There was one Zoom meeting in December. No meetings are currently scheduled and none this year. There has been no communication.</p>	<p>HDC rep is an observer with no voting rights. I am normally copied minutes. It gives an opportunity to understand perceived issues and clarify questions of a planning or policy nature, or to explain my understanding of the council's position.</p>	<p>Should be continued.</p>

<b>North Hampshire Road Safety Council</b>			
A forum to look into improving the safety on North Hampshire's roads. Promoting and encouraging road safety through campaigns and education.	No update received.		
<b>Project Integra Strategy Board</b>			
Partnership with all the local Councils in Hampshire, including HCC, to ensure a combined approach to waste disposal and recycling (marketing, education and innovation).	(1) This organisation has held 4 meetings which have been attended and remains active. Fully informed and consulted, with voting rights, and involved in developing strategies such as fly tipping, replacement/ refurbishment of MRFs and responding to Central Government consultations on waste strategy.	Sharing information on industry evolution permits us to innovate our service and agree strategies with partnering councils. Hart officers also help to develop key new strategies on recycling and education. Provides a forum for officers to share best practice. This is critical to services delivered to all residents and to delivering cost effective services - plus initiatives to reduce waste, increase recycling and reduce fly tipping.  It is also an essential body to develop a Hampshire response to DEFRA's imminent new Environment Bill that will require major changes to current waste and recycling practices.	Recommend continuing.
<b>Safer North Hampshire Community Safety Partnership</b>			
The Partnership oversees community safety issues across Hart, Rushmoor and Basingstoke.	No update received.		
<b>South East England Councils (SEEC)</b>			
This is the umbrella organisation for Local Government in the South East.	(1) Holds an AGM every year. All meetings were cancelled due to COVID but remains active. As a representative we are part of the decision making process and are consulted on decisions.	Our involvement ensures that our voice is heard. As well as the member involvement there is the opportunity for officers to network and access unique information sets.	Recommend continuing.

<b>Thames Basin Heaths – Joint Strategic Partnership</b>			
A body set up to advise on mitigation measures for protecting the SPA from the adverse effects of development. In particular regard to managing SANGS policy and monitoring the effectiveness of SANGS.	(1) This organisation has meets once or twice per year depending on need – it can meet more often if there are issues to be resolved. It also spins out a number of working groups to tackle particular issues. Hart have (throughout my involvement) been an active positive contributor to this body. There is also a parallel officer's committee again in which Hart have made a major contribution. Not least because of the extensive SPA & SANG lands which we own and manage.	SANGS are vital to the effective delivery of housing in this district, without them all housing would need to be rammed into the southwestern corner of the district. SANGS also provide a wonderful in perpetuity resource of much needed public open space. Engagement in the TBH-JSPB is of strategic importance to Hart.	Yes – most definitely.
<b>Thames Basin Heaths – Strategic Access</b>			
Management and Monitoring Board - This is the body tasked with monitoring the use made by communities of SPA land which may have a deleterious effect on the ecology.	No update received.		
<b>Vivid Housing Association</b>			
Vivid Housing Association is a registered social landlord and developer of social housing in Hampshire and neighbouring counties. It currently manages over 32,000 homes and has plans to build a further 17,000 homes over the next 10 years. Hart Housing Association became part of Vivid some years ago and the councils previous housing stock is managed by Vivid.	(1) This organisation has held 4 full formal board meetings, but I have not attended these. Meetings with officers and senior management of Vivid did take place during the year. We have observer status at board meetings as a result of the historic relationship with Hart Housing Association. Involvement has been focussed on looking at ways of collaborative working within the District.	The Board meetings take place in Portsmouth on the last Thursday evening of a month and so clash with council meetings. It is useful to retain observer status into the future although the annual review meetings with senior management provide a good avenue of exploring ways of working together.	Recommend continuing.

The Vine Day Centre			
<p>The Vine Centre has been in existence since 1987 and developed from its humble beginnings as a soup kitchen to an organisation which now provides a broad range of services to the most disadvantaged members of our community (aged 18+). These services are delivered Monday to Friday addressing the immediate physical &amp; mental health needs of clients, as well as their longer term needs.</p>	<p>(1) This organisation has held 4 full formal board meetings this year, but we have not attended any due to no invite or details being provided of board meetings. This is likely to be due to the pressures of Covid pandemic. This is still active The Vine provides an important service to some of the most vulnerable members of our community. The level of engagement between the council and the Vine will be strengthened during 2021/22.</p>	<p>There are a number of charities in the District that provide valuable services to those who are most disadvantaged where the council is not represented. Our representation will be reviewed during the current year to assess the particular value of formal representation.</p>	<p>Recommend continuing.</p>

(1), (2) etc - Indicates first or second member's comments  
(R) – indicates reserve

## CABINET

### KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

July 2021

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	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Outside Bodies	Annual	To consider the effectiveness of the Council's involvement with outside bodies	Jun 21	Jul 21		DN	JCX	
Fit & Proper Person Test Preparations (F&PPT)	Jul 21	Post consideration by Overview & Scrutiny Committee, approval required for setting fees and creating a new statutory function	Jul 21			SB	CSF	
Quarterly Budget Monitoring - Outturn	Quarterly	Post consideration by Overview & Scrutiny Committee, to consider a report on Quarterly Budget Monitoring	Jul 21 Nov 21 Mar 22			JR	F	

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Commercialisation Strategy	Jun 21	Post consideration by Overview & Scrutiny to review the refreshed strategy to commercial property investment.	Jul 21			RQ	CS	
Frogmore Day Care Centre	Jan 21	Verbal update to Cabinet on the current position	Jul 21			JR	JCX	
Debt Recovery Policy	Nov 20	Post consideration by Overview & Scrutiny to update Cabinet on the Debt Recovery policy	Jul 21			JR	F	
Emergency COVID Decisions Update	Jul 21	To note updated emergency COVID decisions made since April	Jul 21			JR	JCX	
Regulatory Services Enforcement Policy	Apr 21	Post consideration by Overview & Scrutiny Committee, to consider the adoption of an enforcement policy as recommended by the Government	Jul 21			SK	P	

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Shared Licensing Service	Mar 21	Approval required for new deed for the shared Licensing Service with Basingstoke and Deane which expires July 2021	Jul 21			SK	P	
Food and Health and Safety Service Plan	Annual	Recommend to Council that the annual Food Safety Plan be adopted	Jul 21			SK	P	
Revenue and Capital Outturn 2020/2021	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn	Aug 21			JR	F	
Treasury Management 2020/2021 (Annual Report)	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on Treasury Management Activities 2020/21	Aug 21			JR	F	
Revised Safeguarding Policy & Procedure	Apr 21	Post consideration by Overview & Scrutiny to update Cabinet on the Safeguarding Policy & Procedure and Modern Slavery Transparency Statement for adoption.	Aug 21			JR	CSF	



Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Treasury Management 2021/22 (Half Year Report)	Annual	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2020/21	Dec 21			JR	F	
Budget and Medium Term Financial Strategy	Annual	To give an early consideration of the emerging budget for 2021/22 and the MTFS	Dec 21			JR	F	
Draft 2021/22 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2021/22 Revenue Budget, Capital Programme and Council Tax Proposals	Feb 22			JR	F	
Draft 2021/22 Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2021/22 draft Capital Strategy, the 2021/22 Treasury Management Strategy Statement and Asset Management Plan	Feb 22			JR	F	

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Service Plans	Annual	Post consideration by Overview & Scrutiny Committee, agree the 2021/22 Service Plans	Apr 22			DN	ALL	

#### Note 1

A “key decision” means an executive decision which, is likely to -

- result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
- be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

#### Note 2

##### Cabinet Members

DN	Leader	SA	Digital	RQ	Commercialisation (Cn)	SB	Community (Cy)
SK	Regulatory	AO	Environment	JR	Finance and Corporate Services	GC	Place

#### Note 3

##### Service:

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

**Note 4**

**\* This item may contain Exempt Information** - Regulation 5 of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

**EXECUTIVE DECISIONS**


OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – June 2021						
Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact	*This item may contain Exempt Information
<b>Commercialisation: Property Investment Strategy</b>	To give Overview & Scrutiny a opportunity to review a refreshed Property Investment Strategy prior to consideration by Cabinet.	Jun 21		Report	Head of Corporate Services/Commercialisation Portfolio Holder	
<b>Fit &amp; Proper Person Test Preparations (F&amp;PPT)</b>	To scrutinise the proposed setting fees and creation of a new statutory function prior to consideration for adoption by Cabinet in July.	Jun 21		Report	Head of Community Services	
<b>Debt Recovery Policy</b>	To update Overview & Scrutiny on the Debt Recovery Policy prior to consideration by Cabinet.	Apr 21	Jun 21	Report	Head of Corporate Services	
<b>Urgent COVID Recovery Decisions Update</b>	To note urgent COVID recovery decisions made since April 2021	Jun 21		Report	Joint Chief Executive	
<b>Quarterly Budget Monitoring - Outturn</b>	Quarterly update on budget position.	Jun 21 Oct 21 Feb 22		Report	Head of Corporate Services	

<b>Outside Bodies</b>	To consider the effectiveness of the Council's involvement with outside bodies.	Jun 21		Report	Joint Chief Executive	
<b>Recovery for Re-engagement of Members</b>	To discuss how to encourage and re-engage Members	Jun 21		Discussion	Chairman and Joint Chief Executive	
<b>Service Plans and performance monitoring</b>	To consider the most effective way of member engagement in the monitoring of service plans and service performance.	Jun 21		Discussion	Chairman and Joint Chief Executive	
<b>Revised Safeguarding Policy &amp; Procedure and proposed Modern Slavery Transparency Statement</b>	To scrutinise the proposed reviewed and updated Safeguarding Policy & Procedure prior to consideration for adoption by Cabinet in August. To further approve the proposed Modern Slavery Transparency Statement.	Jul 21		Report	Head of Community Services	
<b>Community Safety Team Update</b>	To provide an insight to the focus, progress and achievements made by the Community Safety team since returning to an inhouse service in Oct 20.	Jul 21		Presentation	Head of Community Services	
<b>Treasury Management 2020/21</b>	To consider a Half Year review report on Treasury Management Strategy 2020/21 prior to consideration by Cabinet.	Annual		Report	Head of Corporate Services	

<b>Medium Term Financial Strategy and Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan</b>	To comment on the annual reports setting out the Council's Medium-Term Financial Strategy position and future Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan, prior to consideration by Cabinet.	Annual		Report	Head of Corporate Services	
<b>Draft Budget</b>	To make comments on the draft 2022/23 Budget prior to consideration by Cabinet.	Annual		Report	Head of Corporate Services	