



NOTICE OF MEETING

Meeting:	Cabinet
Date and Time:	Thursday 7 July 2022 7.00 pm
Place:	Council Chamber
Enquiries to:	Committee Services Committeeservices@hart.gov.uk
Members:	Neighbour (Leader), Radley (Deputy Leader), Bailey, Clarke, Collins, Oliver and Quarterman

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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

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

- 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 had provided their consent to any such recording.**

1 MINUTES OF THE PREVIOUS MEETING 6 - 9

The minutes of the meeting held on 9 June 2022 are attached for confirmation and signature as a current record.

2 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.*

3 DECLARATIONS OF INTEREST

To declare disposable 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.*

4 CHAIRMAN'S ANNOUNCEMENTS

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 [online](#).

6 FARNBOROUGH COLLEGE OF TECHNOLOGY: PROPOSED LEASE OF THIRD FLOOR, CIVIC OFFICES 10 - 17

Farnborough College of Technology (FCT): proposed lease of third floor of Civic Offices.

To note that that the Portfolio Holder for Corporate Services and Commercialisation, in consultation with the Portfolio Holder for Finance and the Chairman of Overview & Scrutiny Committee, has used urgent delegated powers to

1. authorise the Joint Chief Executive to grant Farnborough College of Technology (FCT) a 5-year lease/license to occupy the third floor of the Civic Offices for the purposes of providing a higher/further education facility and,

2. authorise the Joint Chief Executive, to implement any necessary security enhancement works to facilitate use of the third floor by FCT to be funded from the August 2018 Cabinet approved £500k 'invest to grow' budget reserve that is allocated to the Joint Chief Executives.

The reason for the urgency was that FCT wished to start work at the end of June with a view to being ready for the start of this coming September's (2022) term. FCT need to procure contractors immediately and a delay to the second week of July (i.e. the next Cabinet) would have made the task more challenging if not impossible.

The Executive Decision Paper and draft Heads of Terms are attached at Appendix 1 and 2.

7 UK SHARED PROSPERITY FUND

18 - 38

Cabinet to receive this report which provides a framework for Hart's Local Investment Plan in connection with the UK Shared Prosperity Fund (UKSPF), which needs to be submitted to the Government in July 2022.

RECOMMENDATION

That Cabinet:

- Approves the drafting of the Local Investment Plan for the administration of the UKSPF in Hart based on the proposed framework presented in this paper;
- Agrees in principle, and subject to guarantees from Central Government in their confirmation agreement to the Investment Plan, to forward fund projects identified from the Council's reserves as set out in paragraph 22 to 24; and
- Delegates final authority to submit Hart District Council's UKSPF Investment Plan to DHLUC, to the Joint Chief Executive in consultation with the Leader

8 HART AND RUSHMOOR WORKING TOGETHER

39 - 90

Cabinet is asked to approve a statement of intent to work together.

RECOMMENDATION

That Cabinet:

1. Approves the Joint Working Together Statement at Appendix 1 of this report.
2. Notes the report of the independent consultant on sharing a Chief Executive at Appendix 2 and agrees to proceed with further work to produce a business case to consider a shared

Chief Executive, including obtaining relevant HR and Legal advice.

3. Agrees to undertake work to assess services which may be suitable to be delivered as shared services, based on the approach outlined in Appendix 3 of this report.
4. Agrees a budget of £27,500 (50% of the overall cost) to undertake the work identified.
5. Notes the timeline of these activities shown in Appendix 4.
6. Notes the risks identified in Paragraph 37 of this report.

9 QUARTERLY PERFORMANCE PLANS

91 - 106

To update Cabinet on the Council's performance indicator results for the final quarter of 2021/2022 (1 January 2022 – 31 March 2022).

RECOMMENDATION

That the performance report for Quarter 4 2021/22 is noted.

10 WHISTLEBLOWING POLICY

107 -
112

To seek approval of the reviewed and updated Whistleblowing Policy.

RECOMMENDATION

That Cabinet approves the reviewed and updated Whistleblowing Policy.

11 OUTSIDE BODIES REPRESENTATION AND REPORTS

113 -
123

Cabinet is asked to note the feedback from the key partner meetings that were held during 2021/22. Cabinet is also asked to consider the Outside Bodies list it wishes to appoint representatives to for 2022/23, and amend as appropriate, and then formally nominates and appoints representatives to those Bodies.

RECOMMENDATION

That Cabinet

1. notes the feedback from the key partner meetings that have been held as set out in Appendix 1
2. considers, and where appropriate amends, the list of Outside Bodies it wishes to formally be appointed to as set out in

Appendix 2.

3. nominates and approves the representatives for each of the Outside Bodies as identified in Appendix 2

12 CABINET WORK PROGRAMME

124 -
128

To consider and amend the Cabinet Work Programme.

Date of Publication: Wednesday, 29 June 2022

CABINET

Date and Time: Thursday 9 June 2022 at 7.00 pm

Place: Council Chamber

Present:

Neighbour (Leader), Radley (Deputy Leader), Bailey, Clarke, Cockarill, Collins, Oliver and Quarterman

In attendance: Farmer and Forster

Officers:

Patricia Hughes, Joint Chief Executive

Daryl Phillips, Joint Chief Executive

John Elson, Head of Environmental and Technical Services

Steven Bennett, Change and Digital Manager

Sharon Black, Committee Services Officer

1 MINUTES OF THE PREVIOUS MEETING

The minutes of 7 April 2022 were amended as follows:

Under minute 142, Draft Service Plans 2022/23, there was an error in the 4th bullet point. This was amended to read “The reason why the data transfer from Hart to Basingstoke and Deane relating to licensing charges....”

With this amendment the minutes were agreed and signed as a correct record.

2 APOLOGIES FOR ABSENCE

No apologies had been received.

3 DECLARATIONS OF INTEREST

Cllr Forster declared an interest in agenda item 7 as he was a Hampshire County Council Member, although this was not prejudicial.

4 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

No questions from the public had been received.

Cllr Tim Davies from Hampshire County Council was at the meeting, and it was agreed that he could speak to Agenda Item 7.

6 ACCESSIBILITY PROJECT

Cllr Clarke and the Change and Digital Manager provided the background to the requirements for the accessibility project. This would tie in with the launch of the new Hart website in November 2022. There was a need to ensure that Hart's documents were accessible to all, regardless of what type of device they were accessed on.

Questions and discussion included:

- Future processes to ensure all documents were compliant
- Mapping compliance
- Video/live streaming captions
- Digital reserve funds
- Accessibility of new website
- Scale of project

DECISION

That Cabinet:

1. approves use of Digital reserves to recruit a temporary resource to conduct a programme of remediation to all published web content currently available on the corporate website
2. approves the creation of a series of training and awareness events for all staff and Councillors across the organisation to embed the principles of accessibility
3. approves the development of an accessibility strategy to embed the workflow and culture required to ensure ongoing compliance with the guidelines

7 TERMINATION OF HAMPSHIRE COUNTY COUNCIL AGENCY AGREEMENTS FOR TRAFFIC MANAGEMENT AND CIVIL PARKING ENFORCEMENT (ON-STREET)

Cllr Oliver and the Head of Environmental and Technical Services outlined the background to the proposal. In brief, Hampshire County Council had stated they were taking back responsibility for traffic management and on-street civil parking enforcement. It was felt that this was likely to be for reasons of efficiency and safety. Hart was discussing with HCC how to make the transfer of the service as easy as possible.

Cabinet discussed:

- The list of outstanding traffic regulations, and amendments to this list

- Criteria for future changes to this list
- Safety of residents, particularly around schools at drop off/pick up times
- Potential lack of enforcement action when service returns to HCC
- Number of enforcement officers and enforcement visits
- Issues with particular roads and traffic
- The excellent job that our enforcement officers and parking team does.

An amendment to the proposal was agreed so that the 3rd paragraph referred to just Rushmoor Borough Council.

DECISION

1. Cabinet noted Hampshire County Council's decision to terminate the agency agreements for Traffic Management and Civil Parking Enforcement (On-Street) and agreed:
2. That the notice period for the Civil Parking Enforcement Agreement was reduced from 18 months to 12 months, to allow for the termination of both agency agreements on 31st March 2023.
3. That implementation of the 2022/23 Traffic Management Programme attached at Appendix 1 to the paper, was prioritised to ensure its delivery before 31st March 2023.
4. That the opportunity for delivering a shared off street car parking service with Rushmoor Borough Council was investigated.
5. That £7,000 was allocated from the general fund to jointly commission, with neighbouring authorities, consultants to evaluate options for a shared off street parking service.

8 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and noted.

9 EXCLUSION OF THE PUBLIC

The following item contained exempt information.

A recorded vote was held as to whether to go into exempt session:

For – Bailey; Clarke; Collins; Neighbour; Oliver; Quarterman; Radley

Against – none

Abstain – Cockarill

DECISION

Members decided that the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

In accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involved the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was noted that whilst this was an exempt discussion regarding Cyber Security there was no need for alarm. Hart was in a good place, but was not being complacent.

Cllr Davies from HCC left the meeting at this point.

10 INFORMATION TECHNOLOGY: CYBER SUPPORT FUND

Cabinet considered and discussed the Cyber Support Fund paper.

DECISION

Cabinet authorised the Business Improvement & IT Client Officer, in consultation with the Portfolio Holder for Digital and Communications to use the £125k Cyber Support Fund grant secured from the Department for Levelling Up, Housing, and Communities (DLUHC) to implement measures to improve the resilience of the Council's backups and security posture to minimise the impact of a ransomware attack.

The meeting closed at 8.15 pm



Chief Executive
Civic Offices
Harlington Way
Fleet
Hampshire
GU51 4AE

PROPOSED URGENT EXECUTIVE DECISION BY DELEGATED AUTHORITY

REPORT TITLE: FARNBOROUGH COLLEGE OF TECHNOLOGY (FCT): 5 YEAR LEASE (WITH ONE YEAR BREAK CLAUSES) FOR THE PROVISION OF HIGHER AND FURTHER EDUCATION SERVICES ON THE THIRD FLOOR OF THE CIVIC OFFICES.

PORTFOLIO: COPORATE SERVICE/COMMERCIALISATION

DELEGATED POWER: All Cabinet members for matters within their terms of reference: To take action to deal with urgent business that arises between meetings of the Cabinet when it is not appropriate to call a special meeting of the Cabinet. Decisions taken under this power will be reported to the next Cabinet meeting.

KEY DECISION: No (it does not result in the Council spending or saving either £30,000 or 25% (whichever is higher) of the budget for the service or function the decision relates to).

PROPOSED DECISION: That the Joint Chief Executive be authorised to grant Farnborough College of Technology (FCT) a 5-year lease/license to occupy the third floor of the Civic Offices for the purposes of providing a higher/further education facility and, authorise the Joint Chief Executive, to implement any necessary security enhancement works to facilitate use of the third floor by FCT to be funded from the August 2018 Cabinet approved £500k 'invest to grow' budget reserve that is allocated to the Joint Chief Executives.

PAPER ATTACHED: No (Heads of Terms only)

REASON FOR DECISION

The Council's Commercialisation Strategy has three stands one of which is to reduce costs through better utilisation of the civic offices.

The Council has rationalised its floorspace needs and this proposal seeks to use the vacant and unused floorspace on the third floor to provide a much needed further and higher education faculty within Hart District. The current annual cost of maintaining the vacant third floor is approximately £175k.

APPENDIX 1

FCT propose at its own cost to fully refurbish the third floor in its entirety including painting and decorating and enhancing the WC facilities. The intention is to create a self-contained functional unit that would have minimal impact upon the operation of the Council's core business.

The rent proposed is £230k/annum (inclusive of services charges) but this will be reviewed at the end of the first year to reflect actual cost recovery. For the District Council there will need to be some minor (one-off) works on the second floor to provide a degree of door entry security to control access around the central core. This can be funded from the £500k 'invest to grow' budget reserve that is allocated to the Joint Chief Executives.

It is also anticipated that there will be a form of limited concierge facility provided at ground floor albeit it will be low key as FCT do not envisage the need for a bespoke service. The annual cost to the Council for providing these services is estimated to be around £20k/annum.

The proposed lease is for an initial 5 years although it could be extended. This is because FCT still have ambitions to find a more permanent location within Hart District. FCT are also mindful of the potential of the Civic Quarter regeneration and therefore has agreed for one year break clauses (running from September to September) to coincide with the annual year term.

There would also be no obligation on the Council to reprovide the facility in the event of a successful regeneration project coming forward. This arrangement will ensure the FCT facility would not conflict with the Council's wider regeneration ambitions.

The draft Heads of Terms is attached.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED WHEN THIS DECISION WAS MADE

The Council has over the years sought to find a suitable commercial partner to occupy the vacant and underutilised third floor space. The Council has also experimented with a bespoke business centre on the ground floor. None of the accommodation that the Council can offer is attractive to businesses on a commercial footing. Therefore, other than facilitating the FCT offer there is little alternative other than to leave the vacant floor space unused and still incurring a cost to the Council.

WHO HAS BEEN CONSULTED? The ultimate decision lies with the Portfolio Holder, but this paper is being shared with:

- The Chairman of Overview & Scrutiny Committee
- The Portfolio Holder for Finance.

RESOURCE/ RISK/ CRIME AND DISORDER IMPLICATIONS: None Identified

EQUALITIES: The proposal raises no equality issues, and the third floor is fully accessible by anyone with disabilities.

APPENDIX 1

BACKGROUND PAPERS: Heads of Terms Attached

	Date:	Signed:
CABINET MEMBER:		
JOINT CHIEF EXECUTIVE		
S 151 OFFICER (Head of Finance)		

Heads of Terms for a Lease Appendix 2

Proposal A new lease to Farnborough College of Technology
 Property address 3rd Floor Civic Offices, Harlington Way, Fleet GU51 4AE

**Subject to Contract and Without Prejudice
 Subject to Member/Cabinet Approval**

1	Landlord:	Hart District Council, Civic Offices, Harlington Way, Fleet, GU51 4AE
2.	Landlord's Solicitors:	Basingstoke and Deane Borough Council Shared Legal Services Civic Offices London Road Basingstoke RG21 4AH For the attn. of Paul Barber E-mail: Tel No:
3.	Landlord's Surveyors	Lisa Mortimer MRICS Estate Surveyor Hart District Council For the attn. of Lisa Mortimer E-mail: Lisa.Mortimer@hart.gov.uk Tel No: 07790 973338
4.	Tenant	Farnborough College of Technology Boundary Road Farnborough GU14 6SB Contact: Pankaj K Makwana Tel: 01252 407298 Email: p.makwana@farn-ct.ac.uk
5.	Tenant's Solicitors	TBA Contact: Tel : Email:
6.	Tenant's Surveyors	TBA Contact: Tel : Email:
	Terms	

Heads of Terms

7.	Transaction Summary	<p>The Landlord will grant a new internal repairing lease for a term of 5 years commencing from the date of the lease</p> <p>A mutual break clause – either party to provide at least one years written notice to vacate at any time within the duration of the lease period.</p> <p>The lease will be outside the security of tenure provisions of the Landlord and Tenant act 1954 Part II (as amended).</p>
8.	Demised Premises:	<p>To comprise 3rd floor offices at Civic Offices, Harlington Way, Fleet, GU51 4AE extending to approximately x sq.ft, together with associated access, car and bike parking [number of car parking and bike spaces to be agreed]</p> <p>The gross internal area for rental purposes will be as defined by the RICS Property Measurement Statement and to be confirmed by joint measurement on Practical Completion of the internal refurbishment and alteration works</p>
9.	Car parking/cycle provision	<p>Farnborough College of Technology staff and student will require access to the secured bike shed.</p> <p>Any car parking will be subject to additional charges as agreed between the parties.</p>
10.	Rent payment commencement date	<p>Rent will be payable from 1st September 2022</p>
11.	Rent	<p>Initial rent: £230,000 per annum (inclusive of VAT, service charges, utilities, and business rates).</p> <p>Rent will be payable quarterly in advance commencing on 1st September 2022, with payments then on 1/1, 1/4, 1/7, 1/10 thereafter.</p> <p>The Notice period will be one year from July.</p> <p>The rent will be reviewed after the first year (1st September 2023) to see if there is potential for the service charge and any associated costs to be reduced.</p>
12.	Repairs	<p>Landlord to be responsible for the external structure, common areas used to access the premises e.g. ground floor reception.</p> <p>Tenant to be responsible for internal repairs to the 3rd floor demise. Before the commencement of the lease a full photographic condition survey is to be carried out to provide a benchmark as to the condition the demise should be re-instated to at the end of the lease (however so determined). The schedule will be attended to the lease.</p> <p>The condition survey to be carried out to by a building surveyor instructed by the Council and agreed with the tenant.</p>

Heads of Terms

13.	Rent Review	A rent review provision will be inserted into the lease on the 3 rd anniversary of the term. Time will not be of the essence and any revised rent shall be based on the open market rental value based on [commercial office use] at the rent review date in an upwards direction only.
14.	Rent Deposit	None required
15.	Landlord's works	Hart DC will provide barriers/restricted access to Ground, 1 st and 2 nd Floor at its own cost.
16.	Service charge and insurance	<p>The rent is inclusive of all service charges but the charges with respect of the maintenance and management of the common parts, utilities, insurance, and a proportion of the business rates for the building will be detailed to enable costings to be assessed after the first year.</p> <p>Based on floor space it is calculated that the 3rd floor proportionate share is 26.7%. Schedule to be provided.</p>
17.	Services	All services charges are included within the rent
18.	Business rates	Business rates are to be included in the rent.
19.	Planning and Building Regulation matters	The tenant is to apply for all regulatory consents and permissions, including any necessary approvals under the building regulations and be responsible for all costs incurred in these matters.
20.	Alterations	<p>External or structural alterations to the property will not be permitted.</p> <p>The tenant shall supply a set of drawings that show the full of the extent of the proposed internal 3rd floor layout. Landlord's prior approval will be required before any works are commenced and are to be documented by a Licence for Alterations (not to be unreasonable withheld or delayed)</p> <p>The tenant shall provide a detailed specification, drawings and programme of works as soon as possible.</p> <p>The tenant shall bear the Landlord's costs as well as their own in the documenting and preparation of the formal Licence for Alterations.</p>
21.	Alienation	The tenant shall not be permitted to sublet or assign the premises.
22.	Yielding Up	<p>At the end of the term (however determined) the tenant is to re-instate the building to a condition no worse than as evidenced on the schedule condition (unless otherwise agreed by mutual consent between the landlord and the tenant).</p> <p>The tenant will also be obliged to redecorate internally in the third year of the term and 3 months prior to the end of the tenancy.</p>

Heads of Terms

23	Rights granted and other matters	<ol style="list-style-type: none"> 1. Subject to availability, use of additional meeting rooms are to be agreed and booked through Hart DC and payment is to be made in arrears. 2. Subject to access agreements, Farnborough College of Technology IT servers may be located in the same secure room as Hart DC– for security and cooling
24	Permitted use	The use of the demised premises will be for a further and higher education college facility solely Farnborough College of Technology
25.	Access	<p>Use guaranteed during Hart DC opening hours (Monday – Thursday 8.30am – 5pm and Friday 8.30am- 4.30pm) and subject to agreement by the parties for additional hours as required to operate the college facility and no cost to the tenant.</p> <p>[Note: Discussions are still underway with regard to potential access to a shower facility and additional toilet facilities on the ground, first, and second floor].</p>
26.	Legal & Surveyor costs	Each party is to be responsible for their own costs.
27.	VAT	All figures are quoted exclusive of VAT, which is to be confirmed.
28	Additional items	<p>This transaction is made subject to:</p> <ol style="list-style-type: none"> i. Confidentiality ii. Landlord’s approval to the proposed Tenant’s specification of works iii. The requisite Authority being obtained from Hart DC Cabinet iv. Contract

We hereby agree to these Heads of Terms.

Signed:

Dated:

For and on behalf of Hart District Council

Signed:

Dated:

For and on behalf of Farnborough College of Technology

Heads of Terms

CABINET

DATE OF MEETING: 7 JULY 2022

TITLE OF REPORT: UKSPF – LOCAL INVESTMENT PLAN

Report of: Joint Chief Executive

Cabinet Portfolio: Leader of the Council

Key Decision: Yes

Confidentiality: Non-Exempt

PURPOSE OF REPORT

1. This report provides a framework for Hart's Local Investment Plan in connection with the UK Shared Prosperity Fund (UKSPF), which needs to be submitted to the Government in July 2022.

RECOMMENDATION

That Cabinet:

- Approves the drafting of the Local Investment Plan for the administration of the UKSPF in Hart based on the proposed framework presented in this paper;
- Agrees in principle, and subject to guarantee's from Central Government in their confirmation agreement to the Investment Plan, to forward fund projects identified from the Council's reserves as set out in paragraph 22 to 24; and
- Delegates final authority to submit Hart District Councils UKSPF Investment Plan to DHLUC, to the Joint Chief Executive in consultation with the Leader

BACKGROUND

2. The UKSPF was launched in February 2022 and is a central pillar of the UK government's ambitious Levelling Up agenda and a significant component of its support for places across the UK. Please see **Appendix 1** for more details.
3. The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper missions, particularly: 'By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.'
4. The UKSPF has three investment priorities:
 - Community and Place
 - Supporting Local Business; and
 - People and Skills
5. Each Council is required to draft a Local Investment Plan based on one or more of these investment priorities, which need to be submitted to the government in the summer for approval.
6. Hart has been allocated £1 million to be spent over three years, broken down as follows:
 - 2022-23: £39,708 (Revenue at a maximum of 90%, £35,737 and capital at a minimum of 10%, £3,971)
 - 2023-24: £79,417 (Revenue at a maximum of 87%, £69,093 and capital at a minimum of 13%, £10,324)

- 2024-25: £880,875 (Revenue at a maximum of 80%, £704,700 and capital at a minimum of 20%, £176,175)
7. Hart is the least deprived local authority in England, however it still has pockets of deprivation and areas with lower achievements than other parts of the District.
 8. Based on this, at the workshop, two principles were agreed:
 - that Levelling up for Hart would mean therefore levelling to Hart's average rather than to the UK's.
 - that our resources should be targeted to those areas or specific needs rather than universal provision
 9. National databases/statistics for the Hart district (including the English Indices of Deprivation 2019, data from the Office for National Statistics and Census Data 2011), identify areas of the district which fall below Hart's average in:
 - Income and employment
 - Education
 - Crime
 - Barriers to Housing and services
 - Living environment
 10. In June, the Council held a workshop, which brought together a wide range of key stakeholders, to identify significant issues in the district and potential projects that could address some of the local issues. Projects identified as potential opportunities were presented at the workshop for consideration to help initiate the discussions. The workshop participants were also asked to prioritise their top three projects. The findings of the workshop are summarised in **Appendix 2**.
 11. The outcomes of this workshop have formed foundation blocks for the investment plan and have influenced the type of projects recommended to be included in Hart's Local Investment Plan.

MAIN ISSUES

12. Hart's Local Investment Plan must identify which of the UKSPF's three investment priorities the Council intends to focus on (recognising it can focus on all three, or just one or two). It must also identify the local challenges we intend to tackle and associated interventions, projects and initiatives we anticipate going forward, within these priorities.
13. Based on the feedback from the workshop, it is recommended that the investment plan focus on the following investment priorities:
 - Community and Place
 - Supporting Local Business
14. Under the Community and Place priority, the following projects are identified:

Directly deliverable projects

 - Community Hubs - The community hubs will increase access to a range of services as well as facilitating education, skills and training opportunities at local venues across the district. The dispersed nature of the hubs would tackle geographical/ transport barriers that exist for more rural communities.
 - Employment & skills interventions and young persons engagement - The project will increase access to a range of education, skills and training opportunities for younger people at local venues across the district.

Feasibility studies (which would help to inform future projects)

- Data mining to better understand what the issues hidden within the district - The project will investigate the need identified in the national datasets/statistics to help the Council and our local stakeholders target support to maximum its impact.
- Development of the Green Grid Strategy - The project will advance the development of Hart's Green Grid, which will provide sustainable transport infrastructure across the district with benefits for physical and mental health, road safety and reducing pollution. It will also have a direct impact on delivering carbon reduction targets.

15. Under the Supporting Local Business priority, the following project is identified:

Feasibility studies (which would help to inform future projects)

- Refresh of the Economic Development Strategy - The project will create a strategy to help the Council and our local stakeholders target future economic and employment support to maximum its impact.

Directly deliverable projects

- Attract small/medium business/people to invest in Hart through marketing campaigns – This project will deliver a two-year marketing campaign aimed at small to medium businesses. The campaigns will utilise the Hart for Business website as well as other opportunities.

16. Details of each project are provided in **Appendix 3**. Opportunities under the People and Skills priority were considered but given the restriction on its use and the projects identified at the workshop, no projects are proposed in this round.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

17. The following projects were not identified as priorities at the workshop:

- Physical activity programme, including extending the healthy walks programme - Extending walks in country parks, at different times and different groups. This has been funded from CEV until now and will cease unless additional funding is found.
- Minding the Garden - Develop the success of the current project into individual gardens, creating front gardens as safe and healthy spaces.
- Green Energy - Green energy at Edenbrook Country Park to help provide heat/electricity to the leisure centre. This could be fuelled by HDC owned woods and offer a green alternative. A similar example is currently provided at Horsell Common, which is operating successfully.
- Employment and Skills - Funding for an Employment and Skills Officer at Hart District Council.
- Re-purpose/re-generation plan for Fleet, Yateley and Hook
- Transport initiatives:
 - Community Transport such as 'Uber' shared bus service, micro-mobility with key links to main bus and train routes
 - Investment in e-scooters/e-bikes etc to help link key towns and villages and infrastructure around it
 - Attract small/medium business/people to invest in Hart through marketing campaigns

18. It is recommended that, whilst these projects all have merit, they are not progressed in this stage of the UK SPF.

CORPORATE GOVERNANCE CONSIDERATIONS

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

19. The proposed projects would fit with the Corporate Plan as follows:

Corporate Plan Objectives	Proposed Project
Actively engaging with local businesses, both large and small to understand business needs	Refresh of the Economic Development Strategy
Working with partners such as the Enterprise M3 Local Economic Partnership to promote the District to new businesses and to identify funding sources	Refresh of the Economic Development Strategy Attract small/medium business/people to invest in Hart through marketing campaigns
Partnership working with the Citizens Advice Bureaux, Hart Voluntary Action, Department for Work and Pensions and skills training providers	Community Hubs Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
Supporting the transition to a low carbon future, making efficient use of resources, increasing levels of recycling, encouraging an increase in journeys made by cycling, walking and public transport, and encouraging the use of renewable resources	Development of the Green Grid Strategy
Working with Town and Parish Councils and voluntary sector partners to help them explore youth provision in their area	Community Hubs Employment & skills interventions and young persons engagement
Supporting the voluntary and community sector to develop	Community Hubs Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
Taking account of and supporting local strategies to improve physical and mental health, social and cultural wellbeing and supporting the delivery of sufficient community and cultural facilities and services to meet local needs	Community Hubs Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
Including the delivery of infrastructure that encourages people to walk, cycle and use buses	Development of the Green Grid Strategy
Working with education providers and other partners to promote learning and	Employment & skills interventions and young persons engagement

skills programmes	
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20. The proposed projects would also fit with the Hart Vision 2040:

Hart Vision 2040 Objective	Proposed Project
Ensures work, education, health and other facilities are easily reachable through effective walking, cycling or road and rail transport links.	Development of the Green Grid Strategy
Developing the skills we need for the future working alongside our business sector and local education providers to ensure our young people succeed.	Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
... encouraging new businesses to locate in the district by highlight the strengths of the district including skills, impressive connectivity and environment.	Refresh of the Economic Development Strategy Attract small/medium business/people to invest in Hart through marketing campaigns
Continuing to build a great sense of community, reducing social isolation, celebrating our diversity, and strengths and through this increasing community connectedness and resilience.	Community Hubs Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
Empowering people to help themselves whilst ensuring there is support for the most vulnerable. Working closely with our partners to enable people to live safely and independently and help our most vulnerable residents can get the support they need, when they need it.	Community Hubs Employment & skills interventions and young persons engagement Data mining to better understand what the issues hidden within the district
Creation of green corridors between all settlements to encourage sustainable healthy transport and provide cycles for hire to enable movement	Development of the Green Grid Strategy
Using its own assets (people and property) by building the skills and space for partnerships to flourish, in order to deliver on the Vision 2040	Community Hubs

Service Plan

- Is the proposal identified in the Service Plan? Yes
- 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

21. The Council will need to adhere to the rules and guidance set out for the UKSPF.

Financial and Resource Implications

22. £1 million for capital and revenue funding will be provided by the Government. This funding is staggered over the three-year period as follows:

- 2022/23 - £39,708
- 2023/24 - £79,417
- 2024/25 - £880,875

23. The government have confirmed that Councils could forward fund the UKSPF spend against the final year three allowance, to better distribute the funding over the three years. This must be agreed in the Investment Plans. It is recommended that Hart's Investment Plan proposed this in order to reduce the risks associated with the delivery the projects. The majority of the projects would otherwise have to be delivered in year three, creating resource implications for the Council. Forward funding would come from the Council's reserves.

24. It is requested that Cabinet approve the principle of forwarding the UKSPF projects and the details of the projects, including the amount/timing for forward funding, would be presented for Cabinet approval once Hart's Local Investment Plan is approved by the Government. By way of an example, it is anticipated that forward funding to better balance the funding over the three years could be:

- 2022/23 - Funding from UKSPF, £39,708 and funding from reserves could be £150k
- 2023/24 - Funding from UKSPF, £79,417 and funding from reserves could be £300k
- 2024/25 - Funding from UKSPF £880,875 and funding reimbursed to reserves, £450k

25. Hart District Council must administrate the fund and up to 4% of the allocation (£40k over three years) can be allocated for this purpose. Given the level of officer time required, it is recommended that the Investment Plan includes the full 4% to cover administration costs.

Risk Management

26. Once the investment plan has been approved by government, each project will have a designated project plan, risk assessment and Integrated Impact Assessment to ensure suitable management of the project.

EQUALITIES

27. Equalities impact assessments may need to be carried out for any successful projects.

CLIMATE CHANGE IMPLICATIONS

28. Many of the projects identified will have positive roles in delivering the Council's carbon reduction targets for example by providing services in walking and cycling distance of residents or will help to facilitate sustainable travel in the district. The climate change implications will be assessed for any successful projects.

ACTION

29. Subject to the decision of Cabinet, Hart District Council will progress work associated with drafting a local investment plan.

Contact Details: Christine Tetlow (Christine.tetlow@hart.gov.uk)

Appendices

Appendix 1: UKSPF Fund details

Appendix 2: Summary of the UKSPF workshop held in June 2022

Appendix 3: Details of identified projects for the UKSPF

What is the UK SPF?

The UK Shared Prosperity Fund (UK SPF) is a central pillar of the UK government’s ambitious Levelling Up agenda and a significant component of its support for places across the UK.

The primary goal of the UK SPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper missions, particularly: *‘By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.’*

The UK SPF has three investment priorities, with each have a series of objectives:

- Community and Place
- Supporting Local Business; and
- People and Skills

UK SPF Investment Priorities	Objectives	Interventions
Community and Place	<ul style="list-style-type: none"> • Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects. • Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention. 	<ul style="list-style-type: none"> • E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs. • E2: Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities’ resilience to natural hazards, such as flooding. This could cover capital spend and running costs. • E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces. • E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. • E5: Design and management of the built and landscaped environment to ‘design out crime’. • E6: Support for local arts, cultural, heritage and creative activities. • E7: Support for active travel enhancements in the local area. • E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the

		<p>local area.</p> <ul style="list-style-type: none"> • E9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places. • E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together. • E11: Investment in capacity building and infrastructure support for local civil society and community groups. • E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration. • E13: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change. • E14: Funding to support relevant feasibility studies. • E15: Investment and support for digital infrastructure for local community facilities.
<p>Supporting Local Business</p>	<ul style="list-style-type: none"> • Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities. • Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth. • Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and 	<ul style="list-style-type: none"> • E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. • E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally. • E18: Supporting Made Smarter Adoption: Providing tailored expert advice, matched grants and leadership training to enable manufacturing SMEs to adopt industrial digital technology solutions including artificial intelligence; robotics and autonomous systems; additive manufacturing; industrial internet of things; virtual reality; data analytics. The support is proven to leverage high levels of private investment into technologies that drive growth, productivity, efficiency and resilience in manufacturing. • E19: Increasing investment in research and development at the local level. Investment to support the diffusion of innovation knowledge and activities. Support the commercialisation of ideas,

techniques, and start or grow their exports.

encouraging collaboration and accelerating the path to market so that more ideas translate into industrial and commercial practices.

- E20: Research and development grants supporting the development of innovative products and services.
- E21: Funding for the development and support of appropriate innovation infrastructure at the local level.
- E22: Investing in enterprise infrastructure and employment/innovation site development projects. This can help to unlock site development projects which will support growth in places.
- E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.
- E24: Funding for new and improvements to existing training hubs, business support offers, 'incubators' and 'accelerators' for local enterprise (including social enterprise) which can support entrepreneurs and start-ups through the early stages of development and growth by offering a combination of services including account management, advice, resources, training, coaching, mentorship and access to workspace.
- E25: Grants to help places bid for and host international business events and conferences that support wider local growth sectors.
- E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises.
- E27: Funding to develop angel investor networks nationwide.
- E28: Export Grants to support businesses to grow their overseas trading, supporting local employment.
- E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective decarbonisation across energy, buildings

		<p>and transport and beyond, in line with our legally binding climate target. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity.</p> <ul style="list-style-type: none"> • E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. • E31: Funding to support relevant feasibility studies. • E32: Investment in resilience infrastructure and nature based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.
<p>People and Skills</p>	<ul style="list-style-type: none"> • Boosting core skills and support adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers (Scotland, Wales and Northern Ireland only. In England, this is delivered through the Department for Education’s Multiply programme). • Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers. • Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills. 	<ul style="list-style-type: none"> • E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths* and ESOL) support where there are local provision gaps. • E34: Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills** provision for people who are unable to access training through the adult education budget or wrap around support detailed above. Supplemented by financial support for learners to enrol onto courses and complete qualifications. • E35: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing. • E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. • E37: Tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave

	<ul style="list-style-type: none"> Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based. This should be supplementary to provision available through national employment and skills programmes 	<p>the labour market early.</p> <ul style="list-style-type: none"> E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision. E39: Green skills courses targeted around ensuring we have the skilled workforce to achieve the government’s net zero and wider environmental ambitions. E40: Retraining support for those in high carbon sectors. E41: Funding to support local digital skills.
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For more information, please visit: <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

Hart District Council has been allocated £1 million to be spent over three years:

Year	Total Budget	Core UKSPF: Revenue (Maximum)		Core UKSPF: Capital (Minimum)	
2022-23	£39,708	90%	£35,737	10%	£3,971
2023-24	£79,417	87%	£69,093	13%	£10,324
2024-25	£880,875	80%	£704,700	20%	£176,175
Totals	£1,000,000		£809,530		£190,470

Feedback from the UK SPF Workshop (Thursday 9 June 2022)

Attendance

- Hart Voluntary Action
- Frimley CCG (for NEHF) and Hampshire and IOW CCG
- Fleet Library
- Odiham Cottage Hospital
- Hampshire & Isle of Wight Community Foundation
- Robert May's School
- Farnborough College of Technology
- Citizens Advice Hart and Citizens Advice Hampshire
- Hook Shed
- Odiham Parish Council
- Fleet Town Council
- Yateley Town Council
- Winchfield Parish Council
- Hart District Council Councillors and Officers

After a discussion of the headline statistics/data for district, workshop attendees split into three groups, covering each of the investment priorities of the UKSPF, to consider local need and identify potential opportunities for the fund.

Community and Place

Key issues identified:

- Access to services
- Isolation (physical – lack of public transport, and digital – lack of equipment and support for use)
- Lack of facilities and support (including for skills development and mental health) for the under 18's. Youth mental health is a large, growing issue in the district and there is an urgent lack of counsellors.
- Lack of facilities and support (including for mental health) for the elderly
- Lack of clear signposting to services
- Maximising the use of existing buildings, such as schools and community halls

Potential projects:

Deliverable projects

Focus on bringing services and activities closer to people through the development of hubs. Two types of hub identified were:

- Community Hubs (Community meeting places):
 - Smaller hubs utilising existing community buildings across the district

- Used as a drop-in information centre with regular attendance from local services such as Citizens Advice.
- Each hub would be different, depending on the local needs
- The Hubs could be hired out to other community groups/activity providers
- IT could be available for public use, as well as support provided to help people access online services/learn how to use their own devices
- Maximising the use of school buildings (outside of school hours)
 - Using schools as 'community centres' for family groups, parenting courses, access to counselling, activities, courses etc

Supporting Local Business

Key issues identified:

- Closure of large offices/headquarters including BMW and Virgin Media
- Evidence of increasing number of empty shops in towns and village centres with mixed success of new businesses - new restaurants opening whilst others are closing
- Limited number of medium and larger employers providing employment opportunities to attract people to stay in the area or move into the area
- Limited evidence of a pipeline of economic regeneration in main towns
- Limited investment into light industrial locations
- Hart is an 'exporter' of resource rather than 'importer' of resource
- Retention of younger population
- Need to understand the realistic scale of new business and new employees required in the district
- Greater investment required into the 'Hart for Business' website

Potential Projects:

Feasibility Studies

- Refresh of the Economic Development Strategy post COVID-19
- Re-purpose/re-generation plan for Fleet, Yateley and Hook
- Transport
 - Community Transport such as 'Uber' shared bus service, micro-mobility with key links to main bus and train routes
 - Investment in e-scooters/e-bikes etc to help link key towns and villages and infrastructure around it
 - Continued investment in Hart Green Grid

Deliverable projects

- Attract small/medium business/people to invest in Hart through marketing campaigns

People and Skills

Key issues identified:

- As a result of the pandemic, school and university attendance (particularly for the 18 – 24 year olds) has suffered, leaving a skills gap and disengaged young people
- The type of business means that creating work experience opportunities are challenging:
 - 85% of employers in Hart are 'micro businesses' with larger employers choosing to locate out of the district. Enabling work experience in these micro businesses is very difficult.
- Low income rather than low employment:
 - Many people are employed in the 'gig economy' which is low paid and also insecure
 - There is a need for care workers but this sector can also be low paid
 - The affordability of the district compounds the situation for many, who struggle to stay in the area due to cost of living and who are not able to progress/train/retrain because of multiple barriers.
- Need to future-proof workforce, for example great provision of green economy jobs
- Existing skills gap in IT and Construction

Potential Projects:

Feasibility Studies

- Data mining and reviewing current strategies based on the results (specifically defining KPI's, baseline, outcomes, gaps and future proofing)

Deliverable projects

- Increasing engagement with services amongst the most disadvantaged groups
- Life skills for getting into (and staying in) employment including wrap around support (particularly for 18 - 24 year olds)

Opportunities for UKSPF in Hart

Based on the need identified from national datasets/statistics for the Hart district (including the English Indices of Deprivation 2019, data from the Office for National Statistics and Census Data 2011) and on the feedback from the workshop in June, the following options could be considered under the UKSPF:

DIRECTLY DELIVERABLE PROJECTS

1. Community Hubs (Community meeting places including the use of community schools out of school hours)

What is the project?

The development of a number of hubs in existing community buildings located across the district, which would provide a meeting place for the community to hold courses and activities as well as a drop-in information centre with regular attendance from local services such as Citizens Advice etc. The hubs could include IT facilities for use with IT support and also the provision of a community pantry. The number and location of the community hubs will be determined based on need, and the services to be provided will be bespoke to the requirements of the local community. Depending on requirements for each hub, funding could be provided for fit-out, IT equipment, extending opening hours, provision of services including pump-priming key stakeholders etc. For each hub, the long-term viability will be critical and, working with stakeholders, hubs will need to be able to continue to operate without additional funding from the Council beyond the UKSPF.

How does the project tackle identified local needs?

The community hubs will increase access to a range of services as well as facilitating education, skills and training opportunities at local venues across the district. The dispersed nature of the hubs would tackle geographical/ transport barriers that exist for more rural communities.

Which objectives of the UKSPF would the project address?

This project would meet the following Community and Place objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

Is the project identified as one of the listed interventions for UKSPF?

Yes - E2, E9, E11 and E15

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Increased users of facilities / amenities
- Improved perception of facility/infrastructure project
- Improved engagement numbers
- Volunteering numbers as a result of support

How much would the project cost (approximately)?

£640k

Would costs include both revenue and capital?

Yes

2. Employment & skills interventions and young persons engagement

What is the project?

Targeted employment work around specialist groups as well as developing initiatives within schools and youth clubs and supporting other youth clubs to get set up in areas where access to diversionary activities are limited.

How does the project tackle identified local needs?

The project will increase access to a range of education, skills and training opportunities for younger people at local venues across the district.

Which objectives of the UKSPF would the project address?

This project would meet the following 'Community and Place' objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

Is the project identified as one of the listed interventions for UKSPF?

Yes – E9 and E11

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Improved engagement numbers

Volunteering numbers as a result of support

How much would the project cost (approximately)?

£120k

Would costs include both revenue and capital?

Predominantly revenue

3. Attract small/medium business/people to invest in Hart through marketing campaigns

What is the project?

Targeted marketing campaigns to attract new businesses to invest in Hart using the Hart for Business website as well as other marketing opportunities.

How does the project tackle identified local needs?

The project will increase awareness of the Hart district as a location for new business opportunities, which will hopefully result in new businesses setting up in Hart and thereby providing new job opportunities for residents.

Which objectives of the UKSPF would the project address?

This project would meet the following “Supporting Local Business’ objectives:

Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

Is the project identified as one of the listed interventions for UKSPF?

Yes – E17 and E30

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Reduced vacancy rates
- Improved perception of markets

How much would the project cost (approximately)?

£60k

Would costs include both revenue and capital?

No, just revenue

FEASIBILITY STUDIES (WHICH WOULD HELP GUIDE PROJECTS IN THE FUTURE)

4. Data mining to better understand what the issues hidden within the district

What is the project?

National datasets/statistics provide ward and parish level trends, identifying areas with broadly established needs but they do not identify specific needs, nor identify the root causes of these needs. Local stakeholders have identified a requirement to better understand what the issues are as well as identify any other hidden needs within the district. This work could be used to help inform projects in this round of UKSPF funding as well as to identify and prioritise future projects to support communities, allowing the Council to be better prepared for future government funds.

How does the project tackle identified local needs?

The project will investigate the need identified in the national datasets/statistics to help the Council and our local stakeholders target support to maximum its impact.

Which objectives of the UKSPF would the project address?

This project would meet the following 'Community and Place' objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

Is the project identified as one of the listed interventions for UKSPF?

Yes – E14

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Increased number of projects arising from funded feasibility studies

How much would the project cost (approximately)?

£60k

Would costs include both revenue and capital?

No, just revenue

5. Refresh of the Economic Development Strategy

What is the project?

Refreshing the Economic Development Strategy to create a new post-COVID19 strategy for the district. This strategy could be used to identify and prioritise future projects to support local business and the district's economy allowing the Council to be better prepared for future government funds. It could also contribute to the evidence base for future Council policies, including planning policy.

How does the project tackle identified local needs?

The project will create a strategy to help the Council and our local stakeholders target future economic and employment support to maximum its impact.

Which objectives of the UKSPF would the project address?

This project would create an Economic Development Strategy that would consider the following 'Supporting Local Business' objectives:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

Is the project identified as one of the listed interventions for UKSPF?

Yes – E31

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Increased number of projects arising from funded feasibility studies

How much would the project cost (approximately)?

£30k

Would costs include both revenue and capital?

No, just revenue

6. Development of the Green Grid Strategy

What is the project?

The Green Grid will create routes between all settlements to encourage walking, cycling and other forms of sustainable healthy transport. As well as connecting communities together, there is an opportunity to connect people to existing green spaces and other key destinations. Developing the strategy will allow the Council to be better prepared for future government funds.

How does the project tackle identified local needs?

The project will advance the development of Hart's Green Grid, which will provide sustainable transport infrastructure across the district with benefits for physical and mental health, road safety and reducing pollution. It will also have a direct impact on delivering carbon reduction targets.

Which objectives of the UKSPF would the project address?

This project would meet the following 'Community and Place' objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

Is the project identified as one of the listed interventions for UKSPF?

Yes – E3, E5, E7, E8 and E13

What are the outcomes that would be delivered (based on the UKSPF matrix)?

The project would look to achieve the following outcomes:

- Increased use of cycleways or paths

How much would the project cost (approximately)?

£50k

Would costs include both revenue and capital?

No, just revenue

CABINET

DATE OF MEETING: 7 JULY 2022

TITLE OF REPORT: HART DISTRICT COUNCIL AND RUSHMOOR BOROUGH COUNCIL WORKING TOGETHER

Report of: Leader of the Council

Cabinet Portfolio: Leader and Strategic Direction and Partnerships

Key Decision: No

Confidentiality: Non Exempt

PURPOSE OF REPORT

This report provides cabinet with proposals for Hart District Council (Hart DC) and Rushmoor Borough Council (Rushmoor BC) to work more closely together, to achieve better local government, reduce cost and improve service delivery. Cabinet is asked to approve a statement of intent to work together.

The report includes details of a proposal for a shared Chief Executive and suggests an approach to identifying services which could be shared subject to undertaking further work to identify the potential benefits.

The proposals in this report are about shared services and shared working, and not about merging the councils. Both councils will retain their legal and political arrangements as well as their separate civic identities.

A similar report is being presented to Rushmoor BC Cabinet for approval.

RECOMMENDATION

That Cabinet:

- a. Approve the *Joint Working Together Statement* at Appendix 1 of this report.
- b. Note the report of the independent consultant on sharing a Chief Executive at Appendix 2 and agree to proceed with further work to produce a business case to consider a shared Chief Executive, including obtaining relevant HR and Legal advice.
- c. Agree to undertake work to assess services which may be suitable to be delivered as shared services, based on the approach outlined in Appendix 3 of this report.
- d. Agree a budget of £27,500 (50% of the overall cost) to undertake the work identified.
- e. Note the timeline of these activities shown in Appendix 4.
- f. Note the risks identified in Paragraph 37 of this report.

BACKGROUND

1. The Council has for some years, been exploring new and innovative ways to increase the efficiency of services (often through shared services or shared procurement) or value for money.
2. As part of this efficiency agenda, the Council last year agreed a range of Tier 1 and Tier 2 Savings objectives including consideration of the Senior Management Structure ([item 49 at Full Council November 2021](#)) which had been detailed in Cabinet reports in September and November 2021 ([appendix 1](#)).
3. In the Spring of 2021 Hart DC and Rushmoor BC commenced discussions on how both councils could work more closely together. This was driven by several factors which included the imminent publication of a White Paper on devolution, local political considerations in organising effective local government in Hampshire, and the critical pressures to reduce cost through more efficient working.
4. The Government finally set out plans in the *Levelling Up the United Kingdom* White Paper published in February 2022¹, which includes several proposals to drive change in local government. Whilst the White Paper did not prescribe the rationalisation of democratic governance, which would have meant re-organising local government, it nevertheless underlined the Governments wish to speak to fewer organisations and establish a more efficient and effective dialogue with locally elected leaders.
5. It is against this backdrop that Hart DC and Rushmoor BC have continued a dialogue to explore joint working, building on a history of successful partnership working in both organisations. The two councils believe that in exploring the opportunity of working together the following benefits are achievable:
 - A reduction in overall costs. By identifying ways to deliver services and share resources, it will be possible to reduce duplication and overall management costs.
 - A stronger voice in the County and with Government. The increased scale and combined resources will bring a stronger voice to represent our communities.
 - Improved joined-up service delivery. By working closely together, in an area that shares many similar challenges and history, it will be possible to deliver better organised, coordinated and joined up services for our communities.
 - Better use of scarce resources. The combined capability of two organisations working collaboratively together to recruit and jointly manage, will provide an opportunity to attract and retain higher calibre candidates.
 - Improved resilience. In potentially sharing services and staff resources, over time each council will improve its resilience to deal with both planned and unplanned events.
6. This report seeks approval of a *Joint Working Together Statement* which is a statement of our intention to pursue further joint working with Rushmoor BC. It brings forward proposals to undertake further work on the idea of a shared Chief Executive between Hart DC and Rushmoor BC and the examination of a range of potential future shared services.

¹ <https://www.gov.uk/government/publications/levelling-up-the-united-kingdom>

7. This is a significant programme of work for both councils which must be properly assessed and resourced and any benefits clearly identified. This will require additional resources and funding in advance of realising the potential benefits.
8. The report identifies the indicative costs and outlines the implications of undertaking the next stage of work. The report is intended to provide a basis for each council to progress further discussions and for Members to consider the opportunity via their respective decision-making processes.
9. The report includes a detailed communication plan to ensure that joint messaging to key stakeholder groups is coordinated.

JOINT WORKING TOGETHER STATEMENT

10. Attached at Appendix 1 of this report is the proposed Rushmoor BC and Hart DC *Working Together Statement*. This statement has been developed jointly between the councils and has involved Leaders, Deputy Leaders, and Leaders of the opposition of each Council working together in workshops and various meetings to produce an agreed statement.
11. The purpose of the statement is to set out our intention to work together to deliver improved services at reduced cost. As indicated in the statement, the focus is on shared services and shared working, not on merging the councils. Both councils will retain their legal and political arrangements as well as their individual civic identities.
12. The approved Joint Statement will provide each council with the basis to explore further the opportunities for joint working identified in this report. Subject to approval by Members, this statement will be publicised by both councils.

A SHARED CHIEF EXECUTIVE

13. Further to the Cabinet resolution in September to consider Tier 2 savings, the Council commissioned Solace Enterprise to carry out a review of the Senior Management Structure. The scope of this report was to look at the whole of the structure and make recommendations. Group Leaders, the Chairman of Overview and Scrutiny, as well as the Joint Chief Executives, Heads of Service, and the tier of managers below the Heads of Service were encouraged to take part and voice their views.
14. Separate to this, in October 2021, Hart DC and Rushmoor BC also commissioned an independent report into the opportunity to appoint a shared Chief Executive across both councils. This is an arrangement which several other local authorities have successfully implemented. The independent report is attached at Appendix 2, and Members have received a presentation on the report from the consultant.
15. Staffing Committee received and considered the report of Solace Enterprise regarding the appropriate Senior Management Structure for the future in January 2022 (a confidential report which is available to all Members via Mod.gov). Having endorsed the report, Staffing Committee recommended to Cabinet that Cabinet should:

- Move to a three Heads of Service model by the end of June 2022 following consideration of the practicalities of remodelling the service areas and management capacity.
- To progress to a shared CEO in the timeframe being the end of the Municipal year 2022/2023 subject to finding a suitable partner authority.
- To move to a single CEO model if a suitable partner authority isn't a viable or sustainable option, in the timeframe of the Municipal year 2022/2023.

16. In February 2022, Cabinet received Staffing Committee's recommendation and considered this in light of the jointly commissioned independent report to share a Chief Executive across both Hart and Rushmoor Councils (a confidential report which is available to all Members via Mod.gov). The recommendations made by Staffing Committee were approved by Cabinet.

17. To summarise, the key points of the independent report were:

- There is an opportunity to consider the appointment of a shared Chief Executive which could provide overall savings of about £100k p.a. (excluding costs of any redundancy).
- A business case should be developed to assess fully the financial and non-financial benefits and outline the process for the appointment of a shared Chief Executive.
- That any move towards a shared Chief Executive should be linked to further work on defining the future ambition of both councils for shared services and wider shared management.
- That legal and HR advice should be sought to ensure that the interests of both councils are protected and that the process and future shared Chief Executive arrangement meet all relevant statutory requirements and best practice guidance.

18. To proceed with our ambition to undertake further shared working between the councils, it is vital we secure strong and effective leadership. Appointment of a shared Chief Executive could provide this leadership and an opportunity for whoever is appointed to work across both organisations aligning organisational structures to deliver better services at lower cost. However, before proceeding it is recommended that a business case is developed to explore the advantages and disadvantages of appointing a shared Chief Executive.

19. The work required to develop a business case for a shared Chief Executive cannot be delivered by internal resources without significant impact on existing programmes of work in both councils. It will therefore be necessary to use some limited external support, particularly for Legal and HR advice and to provide project management capacity.

20. It is therefore recommended that Members approve additional funding as outlined in Paragraph 34 of this report, to appoint external resources to undertake the following work:

- Identifying the advantages and disadvantages of sharing a Chief Executive between organisations.

- Working with both councils to develop a business case and proposal for a shared Chief Executive, including identifying and recommending an appropriate process for recruitment and appointment, taking account of both councils existing Chief Executive arrangements.
- Identifying the appropriate senior management structure required to support the shared Chief Executive including relevant backfill roles/additional resources in the period of change.
- Identifying the costs associated with change and the future savings as a result of moving to a shared Chief Executive, and how these benefits will be shared between the councils.
- Develop job requirements (in consultation with Members), job description and person specification for the appointment of a Shared Chief Executive.

21. An indicative timetable for the process to undertake this work, including relevant reports to Members for final approval, is included in Appendix 4 of this report.

SHARED SERVICES

22. Attached at Appendix 3 of this report is a matrix identifying an approach for assessing potential shared services which could be undertaken between the councils. Appendix 3 also includes a full list of service/functions currently delivered by both Councils which could be considered for sharing over time.

23. The matrix allows services to be assessed against a set of business criteria to provide a high-level indication of the best opportunities to deliver benefits from being shared, and to help to determine the order in which to undertake any future business cases.

24. Members are asked to approve the matrix approach outlined in Appendix 3 and agree additional funding outlined in Paragraph 34. This will allow further work to be undertaken to assess all service areas/functions and prioritise those most relevant for the development of detailed business cases.

25. The business cases will be developed working closely with the relevant lead officers in each council and will identify the potential benefits, savings, and service improvements of moving to a shared service for each area, as well as identifying the costs of making these changes and any legal, technical or organisation issues or impacts.

26. It is intended that each business case will be reported to Members of both Councils for approval prior to proceeding with any shared service decision. This report will include recommendations by officers based on the outcome of the business case as to whether to proceed with the shared service opportunity.

TIMETABLE

27. Appendix 4 provides an indicative timetable to proceed with the Working Together activities identified in this report.
28. The timetable is intended to ensure that progress is made at pace, whilst ensuring that the risks identified in Paragraph 37 of this report are minimised. The timetable includes a period to procure the relevant external resources required to support with undertaking the various business case development.

COMMUNICATION PLAN

29. It will be critical to ensure effective joined-up communication of the activities outlined in this report and further developments in shared services and potential changes to organisational structures or shared management over the period.
30. Appendix 5 of this report provides a draft communication plan which will need to be developed further with communications input from each council working together to implement it.
31. The draft communication plan identifies key stakeholder groups and the messaging required to inform them of the proposal in this report. Members should note that some of the communication activity has been undertaken prior to the issue of this report.

CORPORATE GOVERNANCE CONSIDERATIONS

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

32. This meets the Council's objectives within the Corporate Plan to explore options to increase financial self-sustainability and to realise our ambitions to deliver more for less.

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? NO

Legal and Constitutional Issues

33. No legal or HR implications contained in this report but implications relating to a shared Chief Executive will be contained in the future business case report

Financial and Resource Implications

34. The table below provides an indicative estimate of costs to undertake the work outlined in this report, including the estimates associated with the process to develop a business case for a shared Chief Executive and undertake business cases for shared services.

Activity	Budget estimate	Resource
Additional resource to develop shared CX business case and project manage process (July – September 2022)	£15,000	Procurement/market test
HR and Legal advice to support the development of the shared Chief Executive business case	£10,000	South East Employers
Shared services business case development	£30,000	Procurement/market test
Total	£55,000	
Cost to Hart DC (split 50:50)	£27,500	

35. It is recommended that Cabinet delegate authority to the Chief Executives, working in consultation with the Leader of the Council, to proceed with the next stage of the work as outlined in this report up to a budget of £55,000, subject to the same approval being received from Rushmoor DC Cabinet.

36. The cost to be shared 50:50 with Rushmoor BC, therefore the cost to Hart DC is £27,500 noting that the costs and resources relating to shared working will be assessed as part of subsequent reports.

Risk Management

37. In proceeding with the proposals in this report, Cabinet should note the following risks:

- a. This is a significant programme of work which neither organisation has the capacity to undertake with existing internal resources, without impacting other critical programmes of work which both councils are committed to.
- b. As identified in all similar shared services and shared working arrangements, costs will be incurred before longer term benefits are achieved.
- c. Several similar shared working arrangements have not always been successful, with a recent example of an arrangement being ended at Havant Borough Council and East Hampshire District Council.
- d. Exit costs of the incumbent Chief Executives of both organisations are significant and therefore any move towards a shared Chief Executive needs to be made in the best interests of both councils with an agreed process forming part of the business case.

- e. It is likely that the changes could impact morale and motivation of officers in the councils given the level of potential change, particularly if the councils move towards future shared management arrangements.
- f. In acknowledging the above risks, work will be undertaken at every stage to mitigate each risk with a clear focus on delivering what are potentially very significant financial and service benefits for both councils.

EQUALITIES

38. There are no impacts on equalities as a result of this report. All future reports will consider the direct or indirect impact of any proposal on any individual or groups reflected within the protected characteristics as outlined in the Equality Act 2010.

CLIMATE CHANGE IMPLICATIONS

39. There are no impacts on Climate Change as a result of this report.

ACTION (example Heading 2)

40. Subject to adoption of these recommendations by both Hart DC and Rushmoor BC, then work will begin to:

- a. Commission a business case for the appointment of a shared Chief Executive.
- b. Implementation of the Communications Plan.
- c. Completion of prioritisation of the Shared Service matrix and consideration of 'early wins'.

Contact Details: David Neighbour David.neighbour@hart.gov.uk

BACKGROUND DOCUMENTS:

- a. White Paper - Levelling Up the United Kingdom – Department for Levelling Up, Housing and Communities February 2022
- b. Stronger Together – Shared Management in Local Government Association 2016
- c. Shared Services and Management – A guide for Councils – Local Government Association 2011

Joint Working Together Statement Hart District Council and Rushmoor Borough Council

JUNE 2022

This statement is issued on behalf of Hart District Council (Hart DC) and Rushmoor Borough Council (Rushmoor BC). The statement has been endorsed by each council.

Background

Local Government is in a period of change and reform. Public expectation of services continues to increase whilst resources reduce, creating a constant challenge about how best to deliver high quality services with limited resources.

The Government set out plans recently in the *Levelling Up the United Kingdom*¹ white paper, which includes details of a new devolution framework and a raft of proposals to drive change in local government. Central to these proposals is the need for renewed and strong local leadership, and the opportunity for councils to drive locally led change, to reorganise and work together, where there is broad local support.

It is against this backdrop that Hart DC and Rushmoor BC commenced a dialogue to find ways to work collaboratively, share resources and drive significant and sustained improvements in services for residents in a combined area serving more than 200,000 people.

The Opportunity

The two councils believe that in exploring the opportunity of working together several benefits are achievable:

1. **A reduction in overall costs.** By identifying ways to deliver services and share resources, it will be possible to reduce duplication and overall management costs.
2. **A stronger voice in the County and with Government.** The increased scale and combined resources will bring a stronger voice to represent our communities.
3. **Improved joined-up service delivery.** By working closely together, in an area that shares many similar challenges and history, it will be possible to deliver better organised, coordinated and joined up services for our communities.
4. **Better use of scarce resources.** The combined capability of two organisations working collaboratively together to recruit and jointly manage, will provide an opportunity to attract and retain higher calibre candidates.
5. **Improved resilience.** In potentially sharing services and staff resources, over time each council will improve its resilience to deal with both planned and unplanned events.

The focus of these proposals is on shared services and shared working, not on merging the councils. Both councils will retain their legal and political arrangements as well as their proud individual civic identities.

¹ February 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052708/Leveling_up_the_UK_white_paper.pdf

What are we intending to do?

Hart DC and Rushmoor BC have committed to working together as equal partners, to consider the opportunity for the appointment of a shared Chief Executive and to build on and grow our shared service delivery. To do this our early steps will be to explore:

- **A Shared Chief Executive** - An early step will be to establish a process to appoint a shared Chief Executive responsible for leading the change programme across both councils. This creates an opportunity to reduce management cost, but more importantly ensures that strong leadership is in place, committed to setting the tone and culture for future shared and collaborative working. This will also enable a joint strategic voice working across North Hampshire supporting both Leaders in discussions with external partners and stakeholders such as The Department for Levelling Up, Housing and Communities (DLUHC), Hampshire County Council, other district councils and with Integrated Care Systems (ICSs) partnerships.
- **Further Shared Services** - The sharing of services is commonplace amongst local authorities. There is evidence that where many councils have undertaken shared activity, they have delivered savings, made improvements to services or improved resilience, for example in better recruitment and retention. Hart and Rushmoor already share some services and both councils are now keen to extend shared services, looking at other areas to deliver improved services at a lower cost.

To reiterate, we are not considering a merger of our Councils, now, or in the future. However, as we align ourselves further opportunities may present themselves, such as the ability to share more knowledge skills and resources within our management teams, leveraging benefit for both Councils and the communities we serve.

Next Steps

We want to ensure that we move quickly to deliver change, but at the same time work together to identify, understand, and agree the right opportunities.

The councils will develop business cases to support any changes, detailing the potential opportunities, and recommending which order any changes are made. Where the business cases prove worthwhile, we will rapidly implement shared working arrangements. We are keen to ensure an open and transparent dialogue with our communities over these changes.

We will be setting up arrangements to consult on the proposals as they emerge in more detail. Further information will be made available on our respective websites in due course. We believe these proposals offer exciting opportunities to improve services and reduce cost for both councils.

Leader of Hart DC

Leader of Rushmoor BC

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Exempt from Publication

Indicative Shared Service Assessment Process

Service or Function	Business Need	Potential Impact (savings/service improvement)	Timescale to Implement	Complexity	Phase/Notes
Service/Function 1					
Service/Function 2					
Service/Function 3					
Service/Function 4					
Service/Function 5					
Service/Function 6					
Service/Function 7					
Service/Function 8					

High – solves significant and urgent business issue(s)
Medium – solves a business issue
Low – does not solve any particular business issue, or only makes a minor contribution

High = significant savings, significant service improvement
Medium = some savings, some service improvement
Low = low savings or service improvement

Long = more than 12 months
Medium = 6 to 12 months
Short = within 6 months

High complexity, **Medium** complexity or **Low** complexity by reference to level of organisational, technological and/or people change

Phase 1 – Start (Business Case) Immediately
Phase 2 – Start after 6 to 12 months
Phase 3 – Start beyond 12 months

Services/Functions delivered by Rushmoor BC

Customer Experience and Transformation	Operational Services	Corporate Services	Major Projects and Property	Democracy, Strategy & Partnerships	Planning & Economy
Communications	Housing Options & Homelessness	Finance, Audit	Regeneration	Community Development	Strategic Housing
Customer Services	Private Sector Housing	Revenues & Benefits	Property & Estates	Democracy & Members Support	Economy
Website	Food, Health & Safety	GDPR	Capital Projects	Election	Town centres
Transformation	Environmental Control & Pollution	Procurement	Highways & Infrastructure	Partnerships	Skills
IT & Digital	Waste, Cleansing, Parks & Grounds Maintenance	Human Resources & Learning and Development	SANGS	Risk Management	Planning Policy
Facilities	Parking	Payroll		Corporate Strategy & Performance	Development Management
	Leisure Centres & Princes Hall	Legal		Policy & Scrutiny	Building Control
	Bereavement Services				
	Community Safety & Safeguarding				
	Community Patrol				
	Licensing				

Services/Functions delivered by Hart DC

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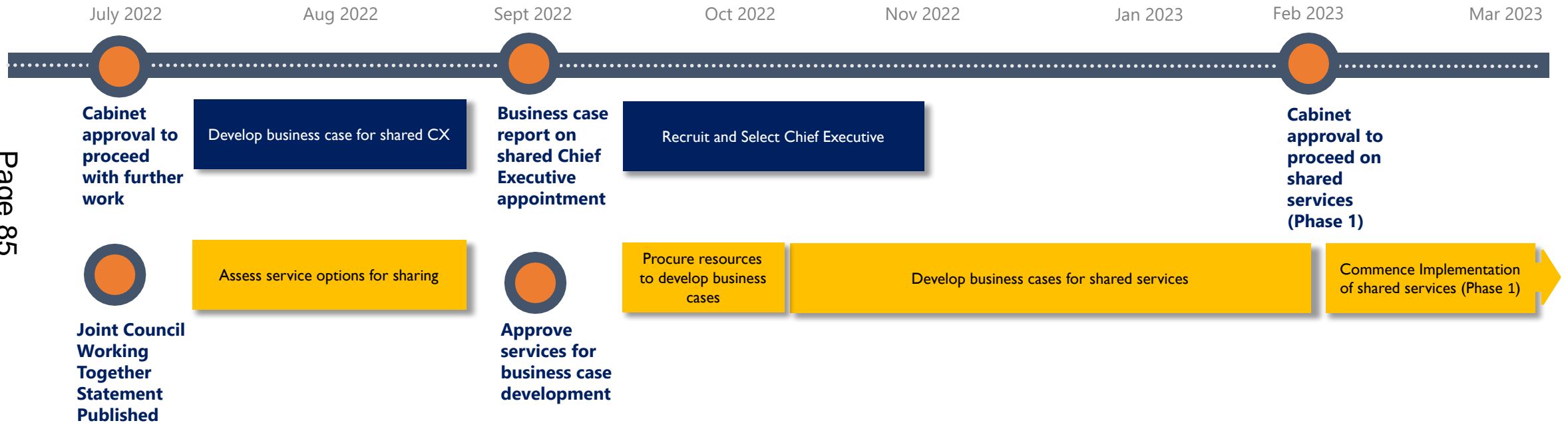
Place	Environmental & Technical	Community	Corporate	Outsourced
Development Management	SANGS	Private Sector Housing	Elections and Committee Services	Land Charges (Capita)
Planning Policy	Countryside (Promotion, Open space & and Commons, trees, and biodiversity)	Community Safety	Communications and Digital	Leisure Centres (EA)
Heritage	Highways Agency	Homelessness	IT (part contracted)	GIS (East Hants DC)
Environmental Health	Property	Disabled Facilities grants	Finance	Licensing (Basingstoke BC)
Facilities	Parking	Safeguarding and Equalities & Diversity	Audit and Risk Management (part contracted)	Legal (Basingstoke BC)
Business Support	Highway Infrastructure	Housing allocations	GDPR	Rev & Bens (Capita)
FOI	Emergency Planning	Strategic Housing	Performance, Policy and Procurement	IT infrastructure (Capita)
Food Health and safety	CCTV	Community Partnerships	HR and payroll	Customer Service/Contact Centre (Capita/Basingstoke BC)
Street naming and numbering		Health and Wellbeing/Here for Hart		Waste, street care and grounds maintenance (Basingstoke BC)
				Dog Warden (SDK)

INDICATIVE TIMELINE

Hart DC and Rushmoor BC Working Together

Version 0.3

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Hart District Council and Rushmoor Borough Council Working Together – Communication Plan June and July 2022

Version 0.2

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When	Who is the audience	Proposed key messaging	How will it be achieved	Lead Officer/Member	Outcome
June	Executive Leadership Team Rushmoor (6 th June 2022)	<ul style="list-style-type: none"> • Presentation/consultation/engagement on content of Cabinet Report 	<p>Teams/Meeting Briefing</p> <p>Copy of Report/Presentation</p>	Chief Executive	Ensure all senior officers are aware of purpose and content of Cabinet report and current political thinking (as far as it is known)
	Corporate Management Team Rushmoor (14 th June 2022)	<ul style="list-style-type: none"> • Presentation/consultation/engagement on content of Cabinet Report • Explain political context and reasons for the report • Reassure senior management about the process and their input to future changes • Discuss honestly potential impact and likelihood of proposals proceeding 	<p>Teams/Meeting Briefing</p> <p>Copy of Report/Presentation</p>	Chief Executive	<p>Clarity on proposals and reasons for report</p> <p>Clarity on next steps</p> <p>Reassurance</p>
June	Senior Leadership Team Hart (7 th June 2022)	<ul style="list-style-type: none"> • Presentation/consultation/engagement on content of Cabinet Report • Presentation/consultation/engagement on content of Cabinet Report • Explain political context and reasons for the report 	<p>Teams/Meeting Briefing</p> <p>Copy of Report/Presentation</p>	Chief Executive(s)	Ensure all senior officers are aware of purpose and content of Cabinet report and current political thinking (as

		<ul style="list-style-type: none"> • Reassure senior management about the process and their input to future changes • Discuss honestly potential impact and likelihood of proposals proceeding 			<p>far as it is known)</p> <p>Clarity on proposals and reasons for report</p> <p>Clarity on next steps</p> <p>Reassurance</p>
June	Cabinet Members Hart (6 th June 2022)	<ul style="list-style-type: none"> • Presentation/consultation/engagement on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	<p>Teams/Meeting Briefing</p> <p>Copy of Report/Presentation</p>	The Leader(s)	Ensure all Members of the Cabinet understand the proposals and support them
June	All Members Rushmoor (14 th June)	<ul style="list-style-type: none"> • Presentation on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	All Member Briefing	The Leader	Ensure all Members are aware of the report and have had the opportunity to
June	Other Members Hart (30 th June TBC)	<ul style="list-style-type: none"> • Presentation on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	All Member Briefing	The Leader	Ensure all Members are aware of the report and have had the opportunity to
June	Staff and Unions Rushmoor (16 th June email from CX and all staff briefing 5 th July)	<ul style="list-style-type: none"> • Leading politicians from Rushmoor and Hart Councils want the councils to work more closely – explaining reasons and background • We are not merging the Councils • This will commence by agree a range of initiatives in a 	<p>All council email from Chief Executive</p> <p>Backed up intranet/social</p>	<p>Chief Executive</p> <p>Directors/Heads of Service</p> <p>Comms Team</p>	<p>Ensure staff are aware of proposed process and potential changes</p> <p>Reassure</p>

		<p>Cabinet Report and publishing a joint statement of working together outlining the reasons and benefits</p> <ul style="list-style-type: none"> • The next steps will be to do more work to identify if it is a good idea to move to a shared Chief Executive between the councils • We will also do more work to look at which services might be capable of being sharing between the councils. This will require the development of business cases to explore the pros and cons • This programme of work is at an early stage. We will consult fully with all staff involved in any changes. There may be new opportunities brought about by these changes, but we are also aware that staff will feel nervous. • We are committed to making any changes transparently so please talk to your line manager or Head of Service if concerned 	<p>media communication</p> <p>All staff briefing (Staff Live)</p> <p>Team Briefings (Directors and Heads of Service to lead – preferably face-to-face)</p>		<p>Be transparent</p> <p>Provide opportunity for discussion and to raise concerns</p>
<p>June</p>	<p>Staff and Unions Hart (w/c 13th June)</p>	<ul style="list-style-type: none"> • Leading politicians from Rushmoor and Hart Councils want the councils to work more closely – explaining reasons and background • We are not merging the Councils • This will commence by agree a range of initiatives in a Cabinet Report and publishing a joint statement of working together outlining the reasons and benefits • The next steps will be to do more work to identify if it is a good idea to move to a shared Chief Executive between the councils • We will also do more work to look at which services might be capable of being sharing between the councils. This will require the development of business 	<p>All council email from Chief Executive(s)</p> <p>Backed up intranet/social media communication</p> <p>Team Briefings (Heads of Service to lead – preferably face-to-face)</p>	<p>Chief Executive(s)</p> <p>Heads of Service</p>	<p>Ensure staff are aware of proposed process and potential changes</p> <p>Reassure</p> <p>Be transparent</p> <p>Provide opportunity for discussion and to raise concerns</p>

		<p>cases to explore the pros and cons</p> <ul style="list-style-type: none"> • This programme of work is at an early stage. We will consult fully with all staff involved in any changes. There may be new opportunities brought about by these changes, but we are also aware that staff will feel nervous. • We are committed to making any changes transparently so please talk to your line manager or Head of Service if concerned 			
June/July	Public - Rushmoor and Hart	<ul style="list-style-type: none"> • Rushmoor and Hart are working together more closely • We are not merging the Councils • We continue to meet our pledges set out in the Corporate Plans • This will mean better services at potentially lower cost • Very exciting opportunity • Outline of next steps • Will keep you updated vis our website and news releases 	<p>Press Release</p> <p>Interviews</p> <p>Articles on website</p>	Leaders	<p>Promote the idea</p> <p>Inform the public</p> <p>Promote the benefits</p>
July	Other elected representatives - Rushmoor and Hart (Town and Parishes, MP's, HCC Councillors)	<ul style="list-style-type: none"> • Advise on the intention to work together, the reasons and the benefits together with emphasis on the wider intended benefits for Hampshire as whole • Advise on further collaboration as an important step, with an agreement to a statement of intent, which exemplifies how we can work together as partners and in doing so, protect our front-line services, for our residents and communities 	Letter from joint Leaders	Leaders	<p>Ensure key stakeholders are aware of intentions</p> <p>Build trust</p>
July	Other Local Authorities in Hampshire - Rushmoor	<ul style="list-style-type: none"> • Advise on the intention to work together, the reasons and the benefits together with emphasis on the wider 	Letter from Chief Executives/joint	Chief Executives (s) Leaders	Ensure key stakeholders are

	and Hart	<p>intended benefits for Hampshire as whole</p> <ul style="list-style-type: none"> • It does not mean the cessation of partnerships already in place with other local authorities, but does provide a strategic alternative when opportunities arise, to consider value for money • To lead this process, our first action will be (if this approach is agreed) to appoint a single chief executive, across both organisations, who's role will be to lead on bringing together those services which would benefit from greater integration and collaboration 	Leaders		<p>aware of intentions</p> <p>Build trust</p>
July	<p>Basingstoke and Deane – Hart</p> <p>(Note may need to develop further messaging depending on existing partnerships)</p>	<ul style="list-style-type: none"> • Rushmoor and Hart are looking to work together more collaboratively in the future, and these are our first steps to take this forward. • We do not anticipate an immediate exit from arrangements with partners such as yourselves but will look for natural opportunities to review our delivery models, as we would do normally to ensure ongoing value for money and strategic alignment. 	Email from Chief Executive(S)	Chief Executive(s)	Inform and reassure
July	<p>5 Councils Partnership - Hart</p>	<ul style="list-style-type: none"> • Rushmoor and Hart are looking to work together more collaboratively in the future, and these are our first steps to take this forward. • We do not anticipate an exit from the Capita contract, however it does provide the Council with a useful exit strategy for many services currently provided by Capita, when the contract concludes in 2025 • It may mean a change to the representatives at the Strategic Management Board, and other key meetings, over time. 	Email from Head of Paid Service	Head of Paid Service	5 councils reassured that this does not alter the existing contract (except for membership of meetings)

CABINET

DATE OF MEETING: 7 JULY 2022

TITLE OF REPORT: QUARTER 4 PERFORMANCE REPORT - 2021/22

Report of: Joint Chief Executive

Cabinet Portfolio: Leader and Strategic Direction and Partnerships

Key Decision: No

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. To update Cabinet on the Council's performance indicator results for the fourth quarter of 2021/2022 (1 January 2022 – 31 March 2022).

RECOMMENDATION

2. That the performance report for Quarter 4 2021/22 is noted.

BACKGROUND

3. Performance information reports play a key role in ensuring that the Council manages performance effectively across the services it delivers.
4. Overview and Scrutiny have operated Service Panels in 2021/22. These review progress against Service Plans, as well as service performance. This ensures regular scrutiny of the council's performance against key indicators.
5. At April 2022 Cabinet, suggested improvements to the reporting format and user guidance were put forward. These have been adopted for this report and further feedback on the approach is invited.
6. It is worth highlighting some significant achievements in 2021/22 in terms of performance. For example, across Corporate Services, only two indicators missed their target for the year. Community Services delivered a higher than target number of affordable homes and a number of wider successes highlighted in their [Annual Report](#).

MAIN ISSUES

7. Any issues or items of concern will have been raised through Overview and Scrutiny as part of the Service Panel.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. Not applicable.

CORPORATE GOVERNANCE CONSIDERATIONS

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

9. Measuring success is a key part of the Corporate Plan, and performance reporting is an essential element of understanding how the services are performing in the context of the actions being undertaken in Service Plans.

Legal and Constitutional Issues

10. None identified.

Financial and Resource Implications

11. None identified

Risk Management

12. No direct risks identified from this report. Each of the Services has their own Risk Register which is considered at the quarterly Overview & Scrutiny Service Panels.

EQUALITIES

13. An equalities assessment is not required for this report.

CLIMATE CHANGE IMPLICATIONS

14. No direct carbon/environmental impacts arising from the recommendations

ACTION

15. Cabinet is asked to note the performance report for Quarter 4 2021/22

Contact Details: Ashley Grist - email: ashley.grist@hart.gov.uk

Appendices:

2021/22 Quarter 4 performance indicator report

Performance indicator report 2021/22

Quarter 4

Introduction and guidance

The report has changed this quarter following feedback. As a quick guide to the changes, an example of the template followed for each indicator is provided below:

Reference - Title of the indicator

Note providing further description or context

Q1	Q2	Q3	Q4	Annual Target / Target	Comment

Definitions:

Reference

Two letters followed by a number. Those used are; CP (Corporate Services), CS (Community Services), ET (Environmental and Technical Services), DM (Development Management), BC (Building Control), EH (Environmental Health) and PP (Planning Policy).

Title

Short title to describe the indicator.

Note

A note providing further detail about the indicator as well as any relevant context.

Q1-Q4

Values of the indicator for the financial year to which the report relates; Q1 (1 April to 30 June), Q2 (1 July to 30 September), Q3 (1 October to 31 December) and Q4 (1 January to 31 March). If these are 'year to date' figures that add together towards the target, it will be explained in the note.

Annual Target / Target

If the figures are 'year to date' or otherwise annual, this will be explained in the note and the Annual Target is provided to show progress towards this. In all other cases the quarterly values can be directly compared to the Target shown. Whether a higher or lower figure is better in terms of performance will also be explained in the note. Info only indicators have a '-' in this box.

Comment

This space is used for the service to provide descriptive commentary on the current performance of the service if this would be relevant or helpful (optional).

Corporate Services

CP1 - Percentage of the Audit Plan completed during the year

Year to date figures, values are cumulative (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
33%	50%	63%	100%	100%	All audits for 2021/22 are either complete or on track where their projected completion was in 22/23. Progress updates are provided at Audit Committee

CP2 - Percentage of high-risk audit recommendations implemented

Typically, the number of high-risk audit recommendations are low so the percentage changes can vary significantly. This will be explained in the comment section (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
50%	50%	50%	100%	100%	Three recommendations were assessed as high-risk during 2021/22 One was completed, the other two have progressed to a point that they are no longer high-risk

CP3 - Quality of customer service call handling

This indicator is measured from the scoring of a recorded call against quality standards from a monitoring sample (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
96.3%	99%	98.5%	97%	90%	

CP4 - Implementation of savings schemes targets to meet MTFS requirements

This indicator will be measured on whether the savings targets have been met and typically result in the delivery of a balanced budget in Q3 (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
No	No	Yes	Yes	Yes	Balanced budget for 2022/23 set

CP5 - Percentage of telephone calls answered by the Contact Centre in 30 seconds

Percentage value given is as at end of the quarter (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
73.6%	92%	91%	76%	70%	Garden Waste calls saw a 20% increase in calls between February-March 2022

CP6 - Percentage of Non-domestic Rates Collected

Year to date figures, values are cumulative (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
20.0%	44.2%	73.6%	92.4%	98%	£1.7m CARF (Covid Additional Relief Fund) to be allocated by Oct 22, which will retrospectively improve the Q4 performance figure.

CP7 - Percentage of Council Tax collected

Year to date figures, values are cumulative (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
27.8%	56.9%	84.5%	98.1%	98%	

CP8 - Percentage uptime of key systems

Percentage value given is for the quarter and rounded to one decimal place (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
100%	99.8%	98.9%	100%	99%	

CP9 - Percentage of uptime of Hart's website

Percentage value given is for the quarter and rounded to one decimal place (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
100%	100%	100%	99.9%	98%	Average for whole year was 99.95%

CP10 - Number of missed collections excluding garden waste (per 100,000)

Target aims to miss no more than 40 bins per 100,000 collected for all bin collections except garden . A missed collection is where a round has taken place and a bin (or bins) has been missed, this excludes any mutually pre-agreed suspension of service, usually applied where events are beyond the control of either the authorities' or their contractor. (lower is better)

Q1	Q2	Q3	Q4	Target	Comment
22.4	14	27.4	24.3	40	

CP11 - Number of missed garden waste collections (per 100,000)

Target aims to miss no more than 250 bins per 100,000 collected for garden waste services. A missed collection is where a round has taken place and a bin (or bins) has been missed, this excludes any mutually pre-agreed suspension of service, usually applied where events are beyond the control of either the authorities' or their contractor. (lower is better)

Q1	Q2	Q3	Q4	Target	Comment
106	92	214	97	250	Figures exclude suspended services which occurred in 21/22. These were applied for events beyond the control of either the authorities' or their contractor, including the COVID pandemic or the national driver shortage.

CP12 - Overall cost of waste per household

Set annually based on the number of households served and reported in Q4. Calculated as net cost of HAWCLT,HAWCOM, HAWSTE for the 21/22 budget divided by the Council Tax Stock of properties produced by the [VOA](#) (lower is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	-	-	£23.52	£25	

CP13 - Total recycling rate

Percentage value given is for the quarter (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
43.5%	40.2%	39.8%	40.7%	46%	Q3 reduction due to garden waste suspension

Community Services

CS1 - Number of applicants for whom homelessness is relieved or prevented

Revised indicator, values reported from Q3. The target is for over 50 of those presenting as homeless to have their homelessness relieved or prevented (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
-	-	77%	50%	50%	Q3 was a Year-to-Date figure due to being introduced mid-year. This will in future reported for each quarter.

CS2 - Households living in Temporary Accommodation

The target is to have less than 30 households living in temporary accommodation at any one time (lower is better)

Q1	Q2	Q3	Q4	Target	Comment
18	14	20	22	30	This includes households living in Heathlands Court, B&B and a dedicated domestic abuse property.

CS3 - Number of families in B&B for more than 6 weeks

The council aims to avoid any families temporarily being housed in B&B accommodation except for emergencies, and especially not for more than 6 weeks (lower is better)

Q1	Q2	Q3	Q4	Target	Comment
0	0	0	0	0	

CS4 - Number housed into the Private Rental Sector

Revised indicator, values reported from Q3. Year to date number of households who have been secured an Assured Shorthold Tenancy in the private rental sector (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	-	23	30	30	

CS5 - Gross number of affordable homes delivered

Year to date figures, values are cumulative (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
49	92	150	174	100	Development picking up following the impact of COVID, however, some sites experiencing delays due to shortages of materials and supply issues.

CS6 - Number of Hart residents assisted into employment or training each year through the Hart into Employment

Year to date figures, values are cumulative (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
8	17	25	28	20	

CS7 - Percentage of Disabled Facilities Grant (DFG) spent against budget

Year to date values. The spend tends to be cyclical with completions concentrated towards the of the financial year end (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
19%	47%	67%	104%	100%	Small overspend taken from DFG reserves

CS8 - Number of Disabled Facilities and Prevention Grants completed

Year to date values. The target is for between 65 and 70 to be completed a year (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
13	33	55	80	65	

CS9 - Number of gypsy / traveller illegal encampments

Number of cases reported on a quarterly basis (info only)

Q1	Q2	Q3	Q4	Target	Comment
7	1	0	0	-	

CS10 - Community Trigger reviews to be carried out

Case review process available to residents who have raised more than three antisocial behaviour (ASB) complaints in a six-month period and are unhappy with the action taken.

Q1	Q2	Q3	Q4	Target	Comment
0	0	1	1	1	Promotion work around the Community Trigger process has seen take up of two triggers which support partnership working to resolve issues or highlight areas of work to be developed if a resolution cannot be found.

CS11 - Increase Community Safety Newsletter distribution

Revised indicator, values reported from Q4. Year to date values. Target set based on a benchmark of 72 (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	-	-	96	72	The Community Safety Newsletter continues to celebrate the achievements made by Community Safety as well as promoting other matters of safety or safeguarding and promoting other services available to our residents. Its distribution is steadily increasing due to promotional work through community groups

Environmental and Technical Services

ET1 - Number of Green Flags held

The countryside service aims to achieve and retain Green Flag awards on suitable countryside sites managed by the council (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
3	3	3	3	3	

ET2 - Number of service requests received for Street Cleaning

Number of Street Cleaning service requests received on a quarterly basis (info only)

Q1	Q2	Q3	Q4	Target	Comment
365	295	244	375	-	

ET3 - Number of service requests received for Grounds Maintenance

Number of Grounds Maintenance service requests received on a quarterly basis (info only)

Q1	Q2	Q3	Q4	Target	Comment
162	171	25	12	-	

ET4 - Carbon footprint for Council operations

Data for this indicator is compiled annually, usually in September, with the target set lower than the previous year's outturn. Outturn for 20/21 was 1088.96 t/CO₂e (lower is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	-	-	-	1088.96	Available in September

ET5 - Number of days of CCTV camera downtime

Number of days of downtime on a quarterly basis taken as a monthly average (lower is better)

Q1	Q2	Q3	Q4	Target	Comment
47	80	26	106	-	<p>The figure for Q4 is the monthly average for January, February and March the actual figures for these three months are:</p> <p>Jan – 142 Feb – 172 Mar - 3</p> <p>The high figures in January and February are due to a mixture of camera faults, fibre faults and control room faults. Whilst the figures for January and February were very high, the faults that caused this downtime were rectified and the March performance was better than the agreed KPI target.</p> <p>The planned transfer of the CCTV service to Runnymede is expected to complete before August at which time responsibility for maintenance of the cameras will transfer to a new term contractor.</p> <p>It has been agreed that all Environment and Technical Service KPIs will be reviewed at the next service panel meeting.</p>

ET6 - Number of hours of litter enforcement work carried out

Shows number as a monthly average for that quarter (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
58	16	16			Q4 to be provided

Place Services

DM1 - Major development application decisions

Percentage of major development application decisions made in the quarter within the statutory determination period (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
100%	94%	75%	75%	60%	

DM2 - Minor development application decisions

Percentage of minor development application decisions made in the quarter within the statutory determination period (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
85%	79%	68%	75%	70%	

DM3 – Other application decisions

Percentage of minor development application decisions made in the quarter within the statutory determination period (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
80%	75%	84%	88%	85%	

DM4 - Percentage of Tree Preservation Order works applications determined within eight weeks

Percentage of minor development application decisions made in the quarter within eight weeks (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
94%	93%	96%	60%	90%	

DM5 - Planning application fee income

Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Target	Comment
£149,585	£637,216	£843,318	£910,733	-	

DM6 - Income from Pre-Application Advice and PPAs (including LBCs)

Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Target	Comment
£87,535	£118,164	£170,293	£179,280	-	

BC1 - Number of Building Control Applications Received

Values only collated from Q2. Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	269	956	1089	-	Figures only include applications where a fee is payable, excludes non-fee application work.

BC2 - Building Control income

Values only collated from Q2. Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	£237,780	£309,736	£367,687	-	

EH1 - Percentage of scheduled/proactive Food Safety inspections undertaken within time.

Values only collated from Q3 (info only)

Q1	Q2	Q3	Q4	Target	Comment
-	-	77%	86%	-	Inspections prioritised in accordance with Hart's Food Recovery Plan. All strategic milestones successful delivered to specified dates

EH2 - Percentage of Environmental Protections service requests (including noise, statutory nuisance and public health) responded within time

Values only collated from Q3 (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
-	-	83%	87%	80%	

EH3 - Percentage of Food and Health & Safety service requests (including RIDDORs, HSADV, food poisoning investigations) responded to within time

Values only collated from Q3 (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
-	-	88%	84%	80%	

EH4 - Percentage of formal consultation responses made within time (including Planning and Licensing)

Values only collated from Q3 (higher is better)

Q1	Q2	Q3	Q4	Target	Comment
-	-	76%	84%	80%	

EH5 - Number of fly-tipping service requests received by service.

Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Annual Target	Comment
24	60	95	112	-	

EH6 - Number of fly-tipping enforcement actions

Values are number of actions taken per quarter (info only)

Q1	Q2	Q3	Q4	Target	Comment
3	15	12	0	-	

EH7 - Environmental Health Commercial fee income

Values only collated from Q3. Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Target	Comment
-	-	£12,598	£15,516	-	

EH8 - Environmental Health Protection fee income

Values only collated from Q3. Year to date figures, values are cumulative (info only)

Q1	Q2	Q3	Q4	Annual Target	Comment
-	-	£8,563	£8,563	-	

PP1 - Percentage of Local Development Scheme (LDS) milestones met

The Local Development Scheme is the Council's timetable for the preparation of Local Plan documents (DPDs – Development Plan Documents) including milestones during the process (consultation, submission for examination and adoption).

Cabinet agreed on 4th November 2021 to undertake a review of the Local Plan in 2022 when more is known about the proposed changes to the planning system. That would lead to a decision about the scope of an update to the local plan, and then a revision to the LDS. A new local plan would pick up the issues of Travellers and non-strategic policies. (higher is better)

Q1	Q2	Q3	Q4	Annual Target	Comment
0%	0%	0%	0%	100%	The current LDS makes reference to local plan documents on travellers and non-strategic policies. The published Annual Monitoring Report (section 7 page 21) explains that further work on these policies will be picked up through the next local plan.

PP2 - Completion of SANG/Strategic Access Management and Monitoring (SAMM) returns and payments to Hampshire County Council (HCC)

HCC act as 'banker' for monies paid by developers to Blackwater Park SANG and for the SAMM project (Strategic Access Management and Monitoring). Each quarter it is necessary to transfer funds received to HCC along with information regarding the developments which the monies relate to, (numbers and sizes of dwellings etc.) (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
Yes	Yes	Yes	Yes	Yes	Q4 payment and returns currently in progress working with Finance. The Q4 payment will always be made after the end of the financial year.

PP3 - Housing Land Supply Position Statement

Identifies whether the Council has at least a 5-year supply of land for housing, which is a requirement of national planning policy. (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
No	No	Yes	Yes	Yes	Published November 2021

PP4 - Brownfield Register

Statutory Duty to publish annually an update to the register of previously developed land that has been deemed as suitable for residential development (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
No	No	No	Yes	Yes	Published February 2022 with additional report to explain the register and Council approach to brownfield land

PP5 - Authority Monitoring Report (AMR)

Statutory duty to publish annually, reporting on matters including local plan policy formulation and implementation, duty to cooperate activity and Neighbourhood Plans. (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
No	No	No	Yes	Yes	Published February 2022

PP6 - Infrastructure Funding Statement (IFS)

Statutory duty to publish annually, reporting on s106 and where relevant CIL monies secured, received, allocated and spent. (yes or no)

Q1	Q2	Q3	Q4	Annual Target	Comment
No	No	Yes	Yes	Yes	Published December 2021

CABINET

DATE OF MEETING: 09 JUNE 2022

TITLE OF REPORT: WHISTLEBLOWING POLICY UPDATE

Report of: Internal Audit Manager

Cabinet Portfolio: Leader and Strategic Direction and Partnerships

Key Decision: No

PURPOSE OF REPORT

1. To seek approval of the reviewed and updated Whistleblowing policy.

RECOMMENDATION

2. That the updated Whistleblowing policy attached at Appendix A be adopted.

BACKGROUND

3. As with all policies and procedures it is good practice to review and update what is in place to ensure it reflects current best practice. The main change to our current policy is in Section 7 where the name and contact details for the independent charity has changed.
4. Audit Committee reviewed the Whistleblowing policy in March 2022. The Committee identified some minor amendments to the version numbers of the policy. These changes have been reflected in Version 1.5 of the policy.

FINANCIAL IMPLICATIONS

5. There are no financial implications associated with this report.

RISK MANAGEMENT

6. There are no risk management implications associated with this report.

EQUALITIES

7. There are no equalities implications associated with this report.

CLIMATE CHANGE IMPLICATIONS

8. There are no climate change implications associated with this report.

ACTION

9. That the policy is approved by members.

Contact Details: Joanne Innes - Audit Manager:joanne.innes@hart.gov.uk

Appendices

Appendix A Whistleblowing Policy V1.5 March 2022



Whistleblowing policy

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Introduction

1. Employees or Councillors are often the first to realise that there may be some form of inappropriate conduct within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of misconduct, but this can have serious consequences if wrongdoing goes undetected.

Aims of the Policy

2. When it is in the public interest, it is the policy of Hart District Council to encourage and enable employees to raise serious concerns about malpractice or wrongdoing within the Council.
3. The Council is committed to:
 - The highest possible standards of openness, integrity and accountability and in line with these values to deter and detect wrongdoing in the workplace.
 - Encouraging all employees to raise such matters as soon as possible.
 - Acting speedily and effectively to investigate and take appropriate action.
 - Providing a separate and additional channel of communication for making disclosures.
 - Reassuring employees that they will be protected from harassment or victimisation for making a disclosure where they reasonably believe it to be true.

Scope

4. This policy applies to all of the Council's functions and activities, and covers all employees, members, agency workers, contractors and sub-contractors, volunteers, and consultants.

Responsibility and Accountability

5. Managers must:
 - Ensure that employees are familiar with the Whistleblowing Policy.
 - Ensure that any disclosures made to them are investigated in line with the provisions of this Policy
 - Must keep the employee advised of progress.
 - Ensure that there are no unreasonable delays in the use of this Policy.
 - Employees must:
 - Raise a matter of concern as soon as possible within the provisions of this Policy.
 - Ensure that any disclosure made is believed to be reasonably true and in the public interest.

When the Whistleblowing Policy Applies

6. This Whistleblowing Policy is intended to cover concerns that fall outside the scope of other procedures (i.e., the Council's complaints procedures or employment -related procedures such as the grievance policy).

7. This policy is intended to cover concerns which are in the public interest. Concerns could include but are not limited to:
 - Financial malpractice, impropriety, or fraud.
 - Failure to comply with the law.
 - Dangers to health & safety or the environment.
 - Criminal activity.
 - Improper conduct or unethical behaviour
 - Attempts to conceal any of above.
8. Without limiting the protection offered by the Public Interest Disclosure Act 1998, employees are reminded of their duties of trust, confidentiality, and loyalty to their employer. This includes maintaining the confidentiality of the information they may have access to during their employment, for example, personal information relating to service users, members, and employees.

Procedure for Making Disclosure

9. You should normally raise concerns with the Monitoring Officer or the Section 151 Officer. However other options are available which are:
 - Chief Executive
 - Audit Manager
 - Your Line Manager
 - Union Representative
10. Concerns are better raised in writing. The written disclosure should clearly set the background and history of the matter, giving names, dates and places where possible, and the reasons for the concern. Employees who feel unable to put this concern in writing may telephone or meet the appropriate officer.
11. Concerns should be expressed at the earliest opportunity so that it is easier for the Council to take appropriate action.
12. Where a line manager receives a disclosure, they must discuss it with the Monitoring Officer prior to commencing an investigation.

Investigating Disclosures

13. The investigation of a disclosure will commence as soon as practically possible. Owing to the varied nature of issues that could be raised it is not possible to lay down precise timescales for investigations or how they will be carried out. However, these will be undertaken as quickly as possible without affecting their quality and depth.
14. Written confirmation of receipt of a disclosure will be sent to the employee within 3 working days. (Email is an acceptable form of “writing” in terms of the written confirmation).
15. The action taken by the Council will depend on the nature of the concern as determined by the Monitoring Officer. Where the Monitoring Officer is the subject of the complaint or is not available, the action will be initiated by The Head of Corporate Services. The Council could decide that the matters raised may be:
 - investigated internally
 - referred to the Police
 - referred to the External Auditor

- form the subject of an independent enquiry
16. Initial enquiries will be made within 10 working days to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Council will have in mind, is the public interest.
 17. All concerns will be treated in confidence and every effort will be made not to reveal the employee's identity if that is their wish. However, the appropriate time, the identity may need to be revealed as they may be required as a witness. Hart District Council will not knowingly reveal the identity without that individual's prior knowledge and consent, except where required by law.
 18. If the employee still has concerns following the outcome of the investigation and they have not previously done so, they have the option to discuss the matter with either:
 - The Chief Executive
 - relevant professional bodies or regulatory organisations
 - the police
 - Local Government Ombudsman
 - The Council's Governance and Audit Committee.
 19. This internal procedure exists to provide an effective and protected means of disclosure: the whistleblower may also consider disclosure to prescribed bodies (e.g., Health & Safety Executive, HM Revenues and Customs and Financial Conduct Authority).
 20. An independent charity, Protect can offer independent and confidential advice. They can be contacted:
Telephone: 020 3117 2520
Website: [Protect advice line](#)

Safeguards

21. The Council is committed to good practice and high standards and wants to be supportive of employees and members. The Council recognises that the decision to report a concern can be a difficult one to make.
22. If what you are saying is true, you should have nothing to fear because you will be doing your duty to the Council and those for whom you are providing a service. In these situations, you are a witness and not a complainant.
23. The Council will not tolerate the harassment or victimisation of any person who raises a concern. The Council's disciplinary procedures will be used against any employee who is found to be harassing or victimising the person raising the concern and such behaviour by a councillor will be reported under the Members' Code of Conduct.
24. The Public Interest Disclosure Act 1998 provides legal protection against dismissal or victimization of those who make an allegation based on reasonable belief and make the disclosure under this internal procedure or externally in the appropriate way.

Untrue Allegations

25. If an allegation is made on the basis of reasonable belief, but it is not confirmed by the investigation, no action will be taken against the employee making that

allegation. If, however, an employee makes an allegation frivolously, maliciously or for personal gain, disciplinary action will be taken.

Version control

26. Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Author(s)	Summary of key changes	Effective Date
1.1	HR (Capita)	Review and update of content to ensure compliance with legislation changes.	Oct 2013
1.2	Audit Manager	Review and update to take into account internal structure changes	Sept 2016
1.3	Audit Manager	Review and update	July 2018
1.4	Audit Manager	Review and update	Dec 2021
1.5	Audit Manager	Updated version control	March 2022

Cabinet

DATE OF MEETING: 7 JULY 2022

TITLE OF REPORT: NOMINATION TO OUTSIDE BODIES

Report of: Joint Chief Executive

Cabinet Portfolio: Leader of the Council

Key Decision: No

Confidentiality: Non-Exempt

PURPOSE OF REPORT

1. To outline the engagement the Council has undertaken with partners over the past year and to seek nominations to Hart's approved list of Outside Bodies for the coming year

OFFICER RECOMMENDATION

That

a. Cabinet notes the feedback from the key partner meetings that have been held as set out in Appendix 1

b. Cabinet considers, and where appropriate amends, the list of Outside Bodies it wishes to formally be appointed to as set out in Appendix 2.

c. Cabinet nominates and approves the representatives for each of the Outside Bodies as identified in Appendix 2

BACKGROUND

2. The Council is part of the community that it serves, both at a local, regional and national level and is often invited to represent the views of the residents or businesses of the District, or the local government sector, on a variety of different bodies.

3. As a result, Cabinet considers on an annual basis, appointment to these bodies on behalf of Hart District Council.

4 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. A summary of the report is in Appendix 1.

MAIN ISSUES

5. Cabinet are asked to review the list of Outside Bodies that are reported in Appendix 2 and consider if it remains up to date, and well founded, based on the work that the Council is currently carrying out and the feedback provided in Appendix 1.

6. Subject to any amendments to the list of Outside Bodies further to Cabinets consideration, Cabinet are asked to both nominate and appoint representatives to the Outside Bodies

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. To not consider the appointment to outside bodies, this may not be in alignment with the Councils constitution, nor the Councils role in the community.

CORPORATE GOVERNANCE CONSIDERATIONS

1. The proposed projects would fit with the Corporate Plan as follows:
“Working with our local communities and other stakeholders, we want to make sure that Hart remains an attractive place to live”
2. The proposed projects would also fit with the Hart Vision 2040:
“Different skills will be needed and more than ever, we will need to work in collaboration with our partners whether they are private, public or voluntary sector.”

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?
No

Legal and Constitutional Issues

8. Member representatives on behalf of Hart District Council will need to adhere to the rules and guidance set out within the Constitution in undertaking these roles.

Financial and Resource Implications

9. There are no direct financial implications associated with this paper. Members are permitted to submit claims for direct expenses (e.g. mileage) for attending meetings on behalf of Hart District Council. Details can be found in the Constitution.

Risk Management

10. There are no identified risks associated with this report.

EQUALITIES

11. The broader engagement of the Council with a wide range of groups, with different perspectives and needs helps the Council appreciate and understand how its services impacts on Equalities. There are no negative impacts to equalities from this report.

CLIMATE CHANGE IMPLICATIONS

12. There are no direct Climate Change implications as a result of this report.

ACTION

13. Subject to the decision of Cabinet, Hart District Council will advise any Outside Body of any changes to approved representative.

Contact Details: Patricia Hughes Patricia.hughes@hart.gov.uk (01252) 774450

Appendices

Appendix 1 – 2021/22 Summary of Comments from Representatives

Appendix 2 – List of Outside Bodies and required nominations

Annual Report on Representation on an External Body

Name of External Body:	LGA – Local Government Association
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to encourage joint working and consultation between the local authorities throughout Hampshire.</p> <p>How many times has this organisation met this year? Too many to mention (including the AGM)</p> <p>How many meetings have been attended? Many by multiple members and officers</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard. The LGA is an effective lobby group for our interests within central government.</p>	
Any other comments regarding the representation of the Council on this body:	
<p>Recommendation whether to continue? The LGA is the most important outside body that we're a member of, it facilitates networking, training and lobbying. We must continue to hold membership.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....Please return as soon as possible by email to Committee Services at committeeservices@hart.gov.uk

Annual Report on Representation on an External Body

Name of External Body:	SEEC – South East England Councils
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to encourage joint working and consultation between the local authorities throughout the South East.</p> <p>How many times has this organisation met this year? Twice (including the AGM)</p> <p>How many meetings have been attended? The AGM at Westminster</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard. SEEC is an effective lobby group for our interests within both the LGA and central government.</p>	
Any other comments regarding the representation of the Council on this body:	
<p>Recommendation whether to continue? SEEC is a useful forum for discussing regional issues that effect local government. It provides a large amount of data and has been beneficial with our work with both Afghanistan and Ukraine refugees. It has a small membership fee but could be considered for Tier 3 savings options.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....Please return as soon as possible by email to Committee Services at committeeservices@hart.gov.uk

Annual Report on Representation on an External Body

Name of External Body:	HIOWLGA
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to encourage joint working and consultation between the local authorities throughout Hampshire.</p> <p>How many times has this organisation met this year? Four (including the AGM)</p> <p>How many meetings have been attended? One</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard. The HIOWLGA is an effective lobby group for our interests within the LGA and to central government.</p>	
Any other comments regarding the representation of the Council on this body:	
<p>Recommendation whether to continue? If HIOWLGA didn't exist, then we would end up recreating it. Happy to continue.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....

Please return as soon as possible by email to Committee Services at

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Annual Report on Representation on an External Body

Name of External Body:	EM3 Local Enterprise Partnership – Joint Leaders Board
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to encourage working between the LEP and the local authorities throughout Hampshire and Surrey.</p> <p>How many times has this organisation met this year? Six (including the AGM)</p> <p>How many meetings have been attended? Five</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard. The LEP provides opportunities to fund sub-regional projects.</p>	
Any other comments regarding the representation of the Council on this body:	
<p>Recommendation whether to continue? The future of LEPs is still uncertain but involvement with them is essential.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....Please return as soon as possible by email to Committee Services at committeeservices@hart.gov.uk

Annual Report on Representation on an External Body

Name of External Body:	District Councils Network
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to lobby central government and to disseminate emerging best practice.</p> <p>How many times has this organisation met this year? Twice (including the AGM)</p> <p>How many meetings have been attended? None</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard and that our financial contribution is used wisely. The DCN is an effective lobby group for our interests within the LGA and to central government.</p>	
<p>Any other comments regarding the representation of the Council on this body:</p> 	
<p>Recommendation whether to continue? Our annual fees tripled due to the lack of funds left from the predecessor organisation (ADC). Whilst I recommend membership continues, it should be considered for Tier 3 savings option.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....

Please return as soon as possible by email to Committee Services at committeeservices@hart.gov.uk

Annual Report on Representation on an External Body

Name of External Body:	Blackwater Valley Countryside Partnership
Name of Council Representative/s:	Cllr Neighbour
<p>Please give a brief outline of the role of the organisation on which you are a representative: Forum utilised to lobby central government and to disseminate emerging best practice.</p> <p>How many times has this organisation met this year? Once (the AGM)</p> <p>How many meetings have been attended? None</p> <p>Does this organisation appear dormant? No</p>	
<p>What input is asked of you as our representative:</p> <ul style="list-style-type: none"> • are you (as a representative of the Council) part of the decision-making process for the organisation (e.g., voting rights)? Yes • are you informed of decisions? Yes • consulted on decisions? Yes 	
<p>Please could you explain the benefit to the Council of providing a representative on this external body e.g.</p> <ul style="list-style-type: none"> • does representation on this body strengthen the Council's partnerships? • provide positive community leadership? • does the Council gain knowledge and experience from the body? • can you make an input into the organisation's work? <p>Our involvement ensures that our voice is heard and that our financial contribution is used wisely.</p>	
Any other comments regarding the representation of the Council on this body:	
<p>Recommendation whether to continue? Several districts no longer contribute to this largely County function. Recommend it is considered for Tier 3 savings option.</p>	

Name: D. Neighbour.....Date: 2nd June 2022.....

Please return as soon as possible by email to Committee Services at

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HART REPRESENTATIVES ON OUTSIDE BODIES 2022/23

Outside Bodies	No. of Representatives	Nominee(s)
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)	

Appendix 3

Local Government Association HIOW and District Councils Network	1 Councillor 1 Reserve (Leader & Deputy Leader)	1. Reserve:
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:

CABINET

KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

July 2022

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	Outline/Reason for Report/Comments	Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Hart and Rushmoor Working Together	To consider the proposals for Hart and Rushmoor Councils working together	Jul 22		DN	JCX	
Whistleblowing Policy	To seek approval of the reviewed and updated Whistleblowing Policy	Jul 22		RQ	CS	
UK Shared Prosperity Fund	To seek Cabinet approval on ways to spend the allocated share of the UK Prosperity Fund	Jul 22		DN	JCX	
Outside Bodies	To approve representation from the Council on identified outside bodies	Jul 22		DN	ALL	
Quarterly Performance Plans	To seek Cabinet approval for reports on performance data	Jul 22 Oct 22 Jan 23 Apr 23		DN	ALL	

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Termination of the Shared Corporate Health & Safety Service with Basingstoke & Deane Borough Council	To seek Cabinet approval to terminate the shared Corporate Health and Safety Service	Aug 22		GC	P	Y
Cycle and Car Parking Standards	To approve the Technical Advice Note on Cycle and Car Parking Standards	Aug 22		GC	P	
Fleet Pond Corridor Signage and Wayfinding	To agree signage and wayfinding for the Fleet Pond Corridor	Aug 22		DN	TS	
Request for release of S106 funding towards Hook Community Centre and Sports Pavilion	To seek Cabinet approval for the release of S106 funding towards Hook Community Centre and Sports Pavilion	Aug 22		DN	P	
Odiham Common Management Plan	For Members to adopt the Odiham Common Management Plan	Aug 22		DN	P	
Revenue and Capital Outturn 2022/2023	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn	Aug 22		JR	F	

Report Title	Outline/Reason for Report/Comments	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)	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2021/22	Aug 22 Jan 23		JR	F	
Medium Term Financial Strategy and Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Post consideration by Overview & Scrutiny Committee, to consider the Council's Medium-Term Financial Strategy position and future Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Sep 22		JR	F	
Annual SANGS Review	The annual SANGS review to be noted by Cabinet	Sep 22		AO	TS	
Odiham and North Warnborough Conservation Area Appraisal	To endorse the CA appraisal for planning/development management purposes	Sep 22	Y	GC	P	
The Swan Inn, North Warnborough	To seek Cabinet approval for cost projection and next steps	Sep 22		RQ	CS	

Note 1

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

- a) 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
- b) 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	TCI	Digital	RQ	Commercialisation (Cn) and Corporate Services	SB	Community (Cy)
TCO	Regulatory	AO	Environment	JR	Finance	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

29.06.22		PROPOSED DECISION:	
		That the Joint Chief Executive be authorised to grant Farnborough College of Technology (FCT) a 5-year lease/license to occupy the third floor of the Civic Offices for the purposes of providing a higher/further education facility and, authorise the Joint Chief Executive, to implement any necessary security enhancement works to facilitate use of the third floor by FCT to be funded from the August 2018 Cabinet	

		approved £500k 'invest to grow' budget reserve that is allocated to the Joint Chief Executives.	