



NOTICE OF MEETING

| | |
|-----------------------|--|
| Meeting: | Overview and Scrutiny Committee |
| Date and Time: | Tuesday 19 September 2023 7.00 pm |
| Place: | Council Chamber |
| Enquiries to: | Committee Services Committeeservices@hart.gov.uk |
| Members: | Dorn (Chairman), Butler (Vice-Chairman), Smith, Butcher, Coburn, Davies, Engström, Harward, Farmer, Thomas and Vernon |

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 PREVIOUS MEETING** 4 - 9
- The minutes of the meeting of 15 August 2023 are attached to be confirmed and signed as a correct 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 disclosable, pecuniary and any other interests*.
- *Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.
- 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 PRESENTATION BY CORE GRANT RECIPIENTS - FLEET PHOENIX**
- Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation – Fleet Phoenix.
- 7 CORPORATE RISK REGISTER (HALF-YEARLY REVIEW)** 10 - 16
- To review the Corporate Risk Register and pass any comments to Cabinet.
- 8 UK SHARED PROSPERITY FUND (UKSPF) RESOURCES AND PROGRAMME UPDATE** 17 - 23
- To consider proposals for the necessary resources to deliver the UKSPF programme, as approved in the Investment Plan, and to note the updated timetable.
- 9 REVIEW PROGRESS ON THE SHAPLEY HEATH ACTIONS** 24 - 34

To review the progress against the Shapley Heath audit report, as reported to Audit Committee in March 2023.

10 FLY TIPPING TASK AND FINISH GROUP 35 - 39

To appoint members and agree the Terms of Reference for the Task and Finish group.

11 CABINET WORK PROGRAMME 40 - 49

To consider the Cabinet Work Programme.

12 OVERVIEW AND SCRUTINY WORK PROGRAMME 50 - 55

To consider and amend the Overview and Scrutiny Work Programme.

Date of Publication: Monday, 11 September 2023

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday 15 August 2023 at 7.00 pm

Place: Council Chamber

Present:

Dorn (Chairman), Butler (Vice-Chairman), Smith, Butcher, Coburn, Davies, Engström, Harward, Farmer, Thomas and Vernon

Officers:

| | |
|--------------|---|
| Graeme Clark | Executive Director, Corporate Services & S151 Officer |
| Mark Jaggard | Executive Director, Place |
| Sharon Black | Committee and Member Services Manager |

27 MINUTES OF PREVIOUS MEETING

The minutes of the meeting 18th July 2023 were confirmed and signed as a correct record.

Proposed by Cllr Dorn; Seconded by Cllr Butcher. Agreed unanimously.

28 APOLOGIES FOR ABSENCE

No apologies had been received. All members were present.

29 DECLARATIONS OF INTEREST

No declarations were made.

30 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced the following:

- In response to the question at the last meeting regarding non-O&S member attendance at service panel meetings, it had been confirmed by the Senior Leadership Team that only those O&S members appointed to service panels could attend. The full service panel reports are included on the O&S agenda and if an issue was substantial, then it was felt that a request could be made to discuss the issue at a future O&S meeting
- Under Minute 10, at the June meeting, nominations were agreed for the Butterwood Homes Scrutiny Panel as being Cllrs Davies, Engstrom, Farmer and Smith. The minutes of the June meeting had not fully captured the nominations and voting. It was therefore confirmed that it had been agreed to unanimously agree to appoint the four Councillors to the Scrutiny Panel for 2023/24. A post meeting note would be added to the June minutes for completeness
- The Gypsy and Traveller Task and Finish Group would be deferred until the new year, with the Chief Executive attending the October O&S

meeting to present a report outlining the scope of the review. The Fly Tipping Task and Finish Group membership and Terms of Reference would be discussed at the September O&S meeting.

Treasury training would be on 12 October, between 6.30pm-8.00pm and would be hybrid, both in the Council Chamber and online.

31 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

There were no public participation items.

32 Q1 BUDGET MONITORING REPORT AND FORECAST OUTTURN FOR 2023/24 – INCORPORATING TREASURY ACTIVITY

The S151 introduced this item by reminding members that this was the routine reporting of the Q1 budget monitoring forecast for 2023/24, and showed the position expected at the end of the financial year.

Members noted:

- The report would be presented to Cabinet at their September meeting
- There was a forecasted £0.96M surplus, based on best information available
- Revenue and capital projects were broadly on budget, but that two community projects carried forward from last year were unlikely to go ahead
- £131K of developer contributions had been transferred into Earmarked Reserves (EMR), and were targeted to be spent later in the year
- There were likely to be pressures on the budget for buildings and maintenance, and building control income was forecasted to be less than budgeted
- The Treasury report had been incorporated into the Q1 report; the Council was now receiving better interest rates than originally budgeted for
- There was likely to be a continuation in the increase in income through recycling
- ESG ratings had been included in the Treasury report in line with discussions at previous meetings

Members questioned:

- What the interest rates budgeted for were versus those received
- How long the fixed term rates were on loans
- Whether the 2023/24 pay award had yet been agreed, and if it was likely to be around the 10% budgeted
- Whether the use of agency staff was likely to continue at its current rate or reduce as permanent staff were recruited
- Whether the utilities costs included costs for leisure centres. The S151 Officer confirmed that for buildings where there was a lease in place, it was for the lease holder to pay utility bills, and therefore the costs were for HDC buildings such as the Civic Offices.

- Whether there were fixed term contracts for utilities and, if so, how long these were for
- Why the budget for streets and grounds had been significantly reduced and if this would have an impact on services. The S151 Officer confirmed that this would not be the case as this was a budget correction only.
- Where funding for homes for Ukraine guests was within the budget.
- Where funding from developers for SANGS was held within the budget

In noting the report, the S151 Officer and the Finance team were thanked for their work in ensuring that the Council remained within budget.

33 UPDATE ON FLOOD ALLEVIATION SCHEMES

The Executive Director – Place introduced this item and explained that views on the three Flood Alleviation Schemes currently coordinated by Hart District Council were being sought, prior to consideration by Cabinet of the three projects.

The three projects were:

- Mill Corner, North Warnborough,
- Phoenix Green, Hartley Wintney,
- Kingsway, Blackwater.

Members heard:

- That these had been reviewed and recommendations on each of the three projects were being put forward
- Mill Corner had a number of challenges, and the Environment Agency (EA) was now carrying out its own scheme. It was proposed to abandon the Hart project and leave the EA to run their scheme
- The Phoenix Green project had been positively impacted by the local new housing development in Dilly Lane, and as such there had been no flooding for a number of years. It was proposed that consultants be brought on board to remodel the scheme and update the findings before deciding how to proceed.
- Kingsway was still flooding regularly despite previous work undertaken. Thames Water had included a project within their latest proposals, so it was felt that this project should be taken forward with a new project plan

Members debated:

- Whether there was sufficient funding to cover the cost of the Kingsway project. It was noted that it was possible to bid for further funding once the scheme had been commenced
- Managing the expectations of residents to ensure that they know what would happen if the funding was not forthcoming
- Whether all homeowners would need to opt into the Kingsway scheme – it was felt that there was no need to wait for all to agree before starting the project

- That the Kingsway project involved not just surface water but also sewage issues

Members questioned:

- Why there were no timescales in the report
- Whether there was empirical evidence to back up the claim that there had been no flooding at Phoenix Green for more than 8 years
- What the signoff process for the projects would be. Members were reminded that Cabinet would be looking at the report at their September meeting
- How it would be communicated to residents if the Phoenix Green project was abandoned, given that there was an issue some years before
- Whether stopping the Mill Corner project was acceptable, given that flooding occurs regularly.

Members noted:

- That the intention was that resources would be focussed on the project(s) approved by Cabinet
- Discussions were taking place with EA/Thames Water over the Kingsway project

It was agreed that the section in the report on recommendations to Cabinet needed further reinforcement and that the document generally needed reviewing for typographical errors before being sent to Cabinet.

In summarising the Chairman outlined the Committee's concerns regarding the timing of the review of the projects and that communications with residents was a key element of the process. Clarity over those schemes that were proposed to continue was required, and the report needed further work to ensure that timelines and KPIs were included.

34 SERVICE PANEL REVIEW - CORPORATE AND PLACE

Corporate

Members noted:

- There were no major concerns highlighted at the review meeting
- Both the Waste and Civic contracts would be coming to an end within the next 3 years, and options were being investigated

Place

Members noted:

- The majority of KPIs for the directorate were on track
- There had been some successful recruitment of tree officers
- There had been a good level of response to the LCWIP (Local Cycling and Walking Infrastructure Programme) consultation

A temporary member of agency staff would be helping to catch up with food safety inspections

35 LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN - ANNUAL REVIEW LETTER 2022/23

The annual report of the Local Government Ombudsman for 2022/23 was reviewed and noted.

Of the four complaints received, one had been referred back to the Council and 3 had been closed. None had been investigated or upheld.

(8.18pm Mr Jaggard left the meeting)

36 TERMS OF REFERENCE, PARTICIPANTS AND LEAD OF CCTV TASK AND FINISH GROUPS TO BE AGREED

The membership, lead member and Terms and Reference for the CCTV Task and Finish Group were discussed.

Members agreed:

- The Terms of Reference, with the amendment that the Task and Finish Group report back to Overview and Scrutiny in October 2023
- Membership of the Task and Finish Group to be Cllrs Davies, Farmer and Vernon
- The lead member would be agreed at the first Task and Finish Group meeting.

Proposed by Cllr Dorn; seconded by Cllr Butler
Unanimously agreed

37 CABINET WORK PROGRAMME

Members considered the Cabinet Work Programme.

It was noted that Cabinet would receive a report on the Civic Regeneration project at their October meeting. The report of the Butterwood Homes Scrutiny Panel would also need to be presented to the November Cabinet meeting.

38 OVERVIEW AND SCRUTINY WORK PROGRAMME

Committee members considered the Overview and Scrutiny Work Programme, and made updates as follows:

- Move the Butterwood Homes Scrutiny Panel meeting update to October
- An invitation to representatives from Hampshire County Council to come to a future meeting to outline any changes to on-street parking enforcement provision, as it was felt that there were less Civil Enforcement Officers in the District since the changeover

The meeting closed at 8.28 pm

Overview and Scrutiny Committee

DATE OF MEETING: Tuesday, 19 September 2023

TITLE OF REPORT: COUNCIL RISK REGISTER REPORT SEPTEMBER 2023

Report of: Senior Leadership Team

Cabinet Portfolio: Leader and Portfolio Holder - Strategic Direction and Partnerships

Key Decision: N

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. The Council maintains a risk register which is revised by management on a regular basis. It is reported to both the Overview & Scrutiny Committee and Cabinet to provide assurance that appropriate arrangements are in place to mitigate the risks identified.

RECOMMENDATION

The Committee is invited to comment on the council risk register (Appendix A) and the current mitigation that is in place.

BACKGROUND

2. Risk management enhances strategic planning and prioritisation, assists in achieving objectives and is a key element of the Council's governance framework. It is essential that the Council identifies, monitors, and mitigates (when proportionate to the resources required) the risks it is exposed to.
3. The council risk register as of September 2023 is attached at Appendix A. It has been prepared by the Senior Leadership Team (SLT) and their managers. All managers are responsible for the identification and management of risk within their service areas.
4. The council risk register presented contains the key risks as assessed by SLT, the format has been updated to mirror the format presented at the individual Service Panels, to maintain consistency and for ease of comparing.

CORPORATE GOVERNANCE CONSIDERATIONS

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

5. The Committee's oversight of risk management contributes to the Corporate Plan priority of delivering an efficient and effective Council.

Service Plan

- Is the proposal identified in the Service Plan? Yes

Legal and Constitutional Issues

6. There are no legal implications arising from this report.
7. This Committee's terms of reference allow for the 'review and scrutiny of potential decisions to be made at future Cabinet meetings.
8. The local code of corporate governance and the annual governance statement make reference to the regular updating and review of the council risk register.

9. The Committee's oversight of risk management ensures that the processes that have been publicly stated as being in place are followed.

Financial and Resource Implications

10. There are no financial implications arising from this report. All risk management activities are currently carried out within approved budgets.
11. Decisions to further mitigate risks may require additional resources which will be considered as part of the mitigation decision process.

Risk Management

12. The maintenance and oversight of the Council's corporate risks is an important control. A failure to manage risk appropriately brings a range of potential implications for the Council including financial loss and reputational damage.

EQUALITIES

13. There are no equality implications arising from this report.

CLIMATE CHANGE IMPLICATIONS

14. There are no direct carbon/environmental impacts arising from the recommendations.

ACTION

15. The Committee's comments will be reported to the Cabinet, when it considers the corporate risk register at its June meeting.

Contact Details:

Graeme Clark, Executive Director of Corporate Services and S151 Officer
Kirsty Jenkins, Executive Director Community
Mark Jaggard, Executive Director Place

Appendices

Appendix A – Council Risk Register September 2023

Background Papers:

None

Council Risk Register – September 2023

The tables below summarise the key risks presented to the latest service panels held for each service. A key to the table format is found at the end of this document.

Community Services Key Risks

| Description | Residual rating | Impact | Source of Risk | Controls in place |
|--|-----------------|---|---|--|
| Loss of MHCLG Homelessness Grant. HPG is secure till 2025 but unknown after that | 9 | Loss of income to deliver homelessness prevention services and fund emergency accommodation. Negative financial impact on budgets | Changes in government policy | Key staff are on establishment Some EMR to provide a buffer |
| Changes to planning law resulting in loss of Sec106 sites and increased workload for staff | 6 | Loss of affordable homes delivery - longer housing waiting lists. No new burdens funding currently so additional work having to be accommodated within existing resources | First Homes Policy introduced and no new burdens funding to support its delivery | Interim statement produced and planning and housing working closely over any applications |
| Failure to recover rent bond money | 4 | Financial liability | Changes to housing market / poverty of tenants who cannot pay. Cost of living crisis | Rent Bond Officer in post to assist in debt management. Use of DHP to assist financial hardship Use of Household Support Grant to assist residents |

Corporate Services Key Risks

| Description | Residual rating | Potential Impact | Source of Risk | Controls in place |
|--|-----------------|---|---|---|
| Waste and recycling service facing significant change in next 3 years due to new legislation, new disposal arrangements with HCC and Serco contract end-date | 12 | Potential material financial impact on budget – uncertain costs and government funding Potential impact on residents from changes to collection arrangements | Uncertainty in government funding and timing of new arrangements HCC cabinet report for 18 July Serco contract end date Sept 2026 | Governance with B&D and HCC Watching brief with government changes, timing and funding |
| Risk of a Cyber-attack on the Council's systems and data | 12 | Reputational damage Data loss or ransom could use significant staff and other resources and have major financial impact | Constant threat of attacks directly and via third party data holders | Insurance policy in place for financial consequences Secured grant funding and have put in a range of measures to strengthen resilience Undertaken training and awareness for staff and planned for councillors |
| Secure future provision of legal services that delivers the Council's needs and provide good value for money | 9 | Potentially less cost effective and disjointed provision of legal services Service delays | Existing arrangement has not been reviewed for some time | Active dialogue in place under the partnership governance arrangements with Basingstoke and Deane Council who provide the current shared service |

| | | | | |
|---|----------|---|--|--|
| <p>Medium Term Financial Strategy and Budget – unable to deliver sustainable balanced budget over the medium term</p> | <p>9</p> | <p>MTFS currently shows a budget shortfall from 2024/25 Savings and efficiency programmes will be needed if income and external funding remain static or decline in future. New Homes Bonus, retained business rates and planning income are key risk areas</p> | <p>Uncertainty around timing and impact of government funding Volatile economic conditions including inflation and interest rates making accurate forecasting difficult Government restrictions on commercial property deals</p> | <p>Outturn and reserves review provide an opportunity to assess current risks and financial pressures and take steps to alleviate these in the medium term including base budget alignment MTFS emerging pressures will be assessed and reported to O&S and Cabinet in the Autumn ahead of budget setting in February</p> |
| <p>Delivery of climate change action plan objectives and achievement of zero carbon aims</p> | <p>9</p> | <p>If staff capacity and focus is not sufficient and funding (external and internal) is not secured, this will impact on the speed and extent of achieving the agreed plan and consequent carbon reduction</p> | <p>Funding resourcing Engagement from staff, councillors and the community (residents and businesses)</p> | <p>Refreshed Action Plan approved by Cabinet following scrutiny Strengthened staff resource in place and new officer group active The Council has approved a further £300k budget in 2023/24 to progress the climate change programme Reserves review has identified the funding need to deliver the action plan Local Partnerships are supporting as a critical friend including signposting external funding and sharing good practice and success from other councils</p> |

Place Services Key Risks

| Description | Residual rating | Potential Impact | Source of Risk | Controls in place |
|---|-----------------|--|--|--|
| Recruitment & retention of key staff | 9 | Unable to deliver key statutory service / Service Plan | Loss of key staff and unable to recruit | Succession planning, appropriate staff recognition, backfill with agency staff as last resort |
| Workload required due to outside influences. For example, neighbourhood plans, Parish-led Conservation Area Appraisals, Duty to Corporate | 8 | Unable to deliver key statutory service / Service Plan | Workload created by other organisations where the District Council is obliged to respond | Better working with partner organisations to understand their work, and what requirements they will have for support from the District Council |
| Changes to the Planning System (Planning Policy & Development Management) | 6 | Major changes to planning services, potential roles and responsibilities and work priorities | National changes | Keep up to date with current think / consultations, plan for different scenarios |

Key to tables

Description: A summary of the nature of the risk.

Residual rating: The risk score after assessing the consequence and likelihood of that risk occurring. See the matrix below for the colour chart.

Potential Impact: A summary of the consequences if the risk is realised

Source of Risk: Where the risk originated from or the pressures that are creating the risk

Controls in place: The measures put in place by the service to mitigate the consequences (including tolerating the risk if necessary)

| Likelihood | | Rare | Unlikely | Possible | Likely | Almost certain |
|--------------|-----|------|----------|----------|--------|----------------|
| | | (1) | (2) | (3) | (4) | (5) |
| Consequence | | | | | | |
| Catastrophic | (5) | 5 | 10 | 15 | 20 | 25 |
| Critical | (4) | 4 | 8 | 12 | 16 | 20 |
| Major | (3) | 3 | 6 | 9 | 12 | 15 |
| Moderate | (2) | 2 | 4 | 6 | 8 | 10 |
| Minor | (1) | 1 | 2 | 3 | 4 | 5 |

OVERVIEW & SCRUTINY

DATE OF MEETING: 19 SEPTEMBER 2023

TITLE OF REPORT: UK SHARED PROSPERITY FUND

Report of: Chief Executive

Cabinet Portfolio: Leader of the Council

Key Decision: Yes

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. Hart District Council (HDC) has been granted £1million through the Government's UK Shared Prosperity Fund (UKSPF) to fund projects identified in HDC's Local Investment Plan (LIP). This report provides an update on the resources required to deliver the LIP and provides an update on progress to date.

RECOMMENDATION

That Overview and Scrutiny Committee discuss, consider and comment on the following recommendations prior to their submission to Cabinet for approval.

That Cabinet agrees:

- To note the staff resources being deployed on the UKSPF programme
- To seek approval for an additional project officer to support UKSPF projects, funded from the UKSPF funding
- To note the progress on the spending proposals for 2023/24 set out in **Appendix 1 - Financial Plan**.

BACKGROUND

2. In March, Cabinet approved the UKSPF spending proposals for 2022/23 and 2023/24 which are in line with the approved Local Investment Plan (LIP) and the Government's prescribed funding profile over the three years. It was noted that there was likely to be a potential shortfall in the administrative allocation element of the grant compared to resources required to deliver the projects identified in the LIP.
3. The Government has allocated 4% of the fund (£40k) for the administration of the UKSPF over the 3-year period. Cabinet noted that officer time is likely to exceed the £40k allocation over the three-year period and therefore it was estimated that there will be a resource cost to the Council to implement the LIP. Cabinet requested that any shortfall be quantified and reconsidered at a later date.

MAIN ISSUES

Resourcing

4. In order to administer fund and deliver the approved projects within the LIP, the following direct resources have been identified:

Programme Manager – To manage the administration of the fund with the Government; to manage progress and to coordinate spend across all projects within the LIP; and to provide project management guidance and support to the Project Leads.

Senior Finance Business Partner – To manage cash flow/spend for all projects
Project Leads – Manage the delivery of the individual projects

Delivery Leads – Delivers the individual projects

5. The 4% administration allocation in the UKSPF covered set-up costs in 2022/23 and covers costs for part of 2023/24. The remaining costs would need to be covered by the Council.
6. The Council currently has limited internal programme and project management resources. It is anticipated that the Programme Manager would be required for circa 1 day per week from now until the end of the programme in March 2025. This resource would be relocated from existing projects/BAU.
7. The Finance Team will need to allocate a Senior Finance Business Partner to the programme for 0.5 days per week until the programme concludes in March 2025. There is capacity in finance team's budget to undertake this commitment but a part time project accountant will need to be recruited to in Autumn 2023.
8. Resource has been allocated for the Project Leads in Community Services for the Communities and Places projects (Data mining, Community Hubs, Young Persons Engagement and the Green Grid Strategy) for 2-3 days per week (combined resource). While the Delivery Leads (project managers) will be funded directly from the 2023/24 and 2024/25 grant allocations. Given the amount work required to deliver the Communities and Places projects, it is proposed to increase the project management support from one project manager to two.
9. In terms of the Supporting Local Business projects (Attracting Investment into the District and drafting an Economic Development Strategy), Project Lead resource has been provided by the Planning Policy and Economic Development Team for 0.75 days per week. The Delivery Lead, from Rushmoor Borough Council's Economy and Growth Team, will be funded directly from grant.
10. There are also a number of indirect resources that would also be required such as procurement, legal, and senior leadership. These are not quantified as the resource implications would be limited but it is recognised that this will result in an increase in pressure on other services/functions.
11. It is proposed that Cabinet allocates the above resources to administrate fund and deliver the approved projects within the LIP.

Programme Update

12. An updated high-level financial and programme plan for the delivery of the LIP is attached at **Appendix 1** and **Appendix 2** respectively.
13. In line with the funding profile of the grant, the focus in 2023/24 is project planning and strategy, with implementation in 2024/25.
Communities and Places Projects:
14. The Here for Hart Forum (which included Parish and Town Councils) met in June to discuss the Data Mining project. The primary aim was to understand

- the datasets currently being held by our stakeholders, whether anonymous data could be shared and whether any gaps in these datasets have been identified. The project team received very positive feedback from the forum.
15. External resource has now been recruited and with our partners/stakeholders, work to collate local, regional and national datasets has begun.
 16. Community Hubs project was also touched upon at the forum. This is where the largest proportion of the 2024/25 funding will be spent and Hart will act as an enabler, working in collaboration with partner organisations in the district to deliver projects with community value. More specifically, the forum was asked to identify any existing projects, which could meet the requirements the Community Hub project and could be implemented before the end of the financial year.
 17. The UKSPF grant identifies £14,300 capital funds for 2023/24 allocated to Community Hubs. Two projects have been identified to qualify for this funding; circa £7k for an accessible toilet at Odiham Town Council's The Bridewell, The Bury, Odiham and circa £7.3k for furniture to support a new community café at Yateley Industries.
 18. The project team will review both projects and allocate the 2023/24 capital funding by autumn to these projects to ensure that the funds are defrayed in accordance with the terms and conditions of the UKSPF.
Supporting Local Business projects:
 19. Rushmoor Borough Council (RBC) and HDC continue to work together around the opportunity to deliver the Supporting Local Business workstreams.
 20. It is envisaged that an agreement will be drafted and signed by the end of the year, in order for work to begin on the projects at the beginning of 2024.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

21. With regards to resourcing, an alternation option would be to outsource the internal roles identified however it is likely that this would be at a higher cost to the Council and therefore is not recommended.

CORPORATE GOVERNANCE CONSIDERATIONS

22. The proposed projects align with the Corporate Plan and the Hart Vision 2040 as identified in earlier Cabinet reports.

Service Plan

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? No, funded from external funding
- Have staffing resources already been identified and set aside for this proposal? No, the shortfall is the subject of this report.

Legal and Constitutional Issues

23. The Council will need to adhere to the rules and guidance set out for the UKSPF.
24. In accordance with HDC's approved LIP, the Here for Hart forum will act as an advisory panel and the Council's Project Board will provide corporate oversight of the programme.

25. The programme will be subject to the Council's usual Overview & Scrutiny and Cabinet procedures. Key decisions, including the scope, finance and resourcing, will require Cabinet approval.

Financial and Resource Implications

26. £1 million for capital and revenue funding will be provided by the Government. This funding is staged over the three-year period as follows:
 - a. 2022/23 - £39,708
 - b. 2023/24 - £79,417
 - c. 2024/25 - £880,875
27. The financial plan attached as **Appendix 1** provides a high-level breakdown of the spend over the three-year period for each of the projects. The 2022/23 allocation has been defrayed. The 2023/24 allocation is on track on to be spent by the end of the financial year, and 2024/25 has been forecast.
28. The revenue spend for 2023/24 is split between three projects, to predominantly be used to build up the Council's evidence base to inform activity to be undertaken in 2024/25. The combined capital fund for 2022/23 and 2023/24 is allocated to the Community Hubs project. Two potential projects have now been identified for this allocation (please see Main Issues above).
29. The Financial Plan also provides an indicative spend plan for 2024/25. An updated financial plan confirming 2024/25 spend, including mitigation for inflation, will be subject to a further Cabinet report at the beginning of 2024.
30. In March's Cabinet paper, officers identified the opportunity to accelerate delivery of some of the UKSPF projects by requesting a drawdown of the 2024/25 fund for spend in 2023/24. DLUHC have since confirmed that no early drawdowns will be possible and therefore the 2023/24 and 2024/25 budgets have been realigned to ensure that all of the projects identified for spend in 2023/24 were able to progress. This was achieved in part by reallocating the administration funding from 2023/24 into 2024/25. As mentioned previously in the report, the officer time is likely to exceed the £40k administration allocation over the three-year period and the Council will need to confirm its commitment to resource the delivery of fund from its own budget.

Risk Management

31. Each project will have a designated project plan, risk assessment and Integrated Impact Assessment to ensure suitable management of the project. Each contribution to a partner organisation will have a funding agreement signed which sets out the conditions of funding including deliverables, outcomes, timescales and communication/publicity requirements.
32. Whilst unlikely, there is a risk that the Government may change or cancel the indicative funding allocation in 2024/25. Hart will not incur new expenditure in 24/25 until the funding is confirmed and, wherever possible, it will aim to be flexible with its delivery and admin costs.
33. There is a risk that the council will need to provide legacy resource and/or costs to continue to support the community projects beyond 2024/25 if they are not self-sustaining. It is intended to undertake checks on each project when applications for funding are submitted and this will be included in the project information put forward for decision on allocations.

EQUALITIES

34. Equalities impact assessments will need to be carried out for all projects.

CLIMATE CHANGE IMPLICATIONS

35. 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 to progress sustainable travel opportunities in the district. The climate change implications will be assessed for any successful projects.

ACTION

36. Subject to the decision of Cabinet, Hart District Council will progress work associated with implementing the local investment plan.

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

Appendices

Appendix 1: Financial Plan

Appendix 2: Programme Plan

| Programme Name | UKSPF | | Cost Centre | Funding Sources | DLUHC Grant | Programme Manager | Christine Tetlow | | |
|---|----------------------|----------------------|--------------------------------|--|----------------------------|--|--|---|---|
| | | | HAHSPF | | | | | | |
| Date: - July 2023 | Budget | | Expenditure and Profile | | | | | Totals and Differences | |
| Works / Budget Description | Original Budget £ | Latest Forecast £ | Year 1 Actual Expenditure £ | Year 2 Planned Expenditure 23/24 £ | Year 2 Actual to date £ | Year 2 Committed Expenditure 23/24 £ | Year 3 Projected Expenditure 24/25 £ | Total Expenditure (incl. Commitments) £ | Difference to Budget (+ = Overspend / (underspend)) £ |
| Expenditure (generally positive figures) | | | | | | | | | |
| Capital Works | | | | | | | | | |
| Community & Neighbourhood Infrastructure Projects - Capital | 190,500 | 190,500 | 0 | 14,300 | | 14,300 | 176,200 | 190,500 | 0 |
| Revenue Works | | | | | | | | | |
| Communities and Place | | | | | | | | | |
| Community & Neighbourhood Infrastructure Projects - Revenue | 436,700 | 436,700 | | 0 | 0 | 0 | 436,700 | 436,700 | 0 |
| Impactful volunteering and/or social action projects | 123,600 | 123,600 | | 0 | 0 | 0 | 123,600 | 123,600 | 0 |
| Relevant feasibility studies - Green Grid | 47,000 | 47,000 | 10,706 | 18,000 | 0 | 18,000 | 18,294 | 47,000 | 0 |
| Relevant feasibility studies - Data Mining | 57,600 | 57,600 | | 41,000 | 0 | 14,300 | 16,600 | 57,600 | 0 |
| Supporting Local Business | | | | | | | | | |
| Business support measures to drive employment growth | 66,600 | 66,600 | | 10,000 | 0 | 0 | 56,600 | 66,600 | 0 |
| Support relevant feasibility studies | 38,000 | 38,000 | | 0 | 0 | 0 | 38,000 | 38,000 | 0 |
| Administration | 40,000 | 40,000 | 25,129 | 0 | 0 | 0 | 14,871 | 40,000 | 0 |
| Total Expenditure | 1,000,000 | 1,000,000 | 35,835 | 83,300 | 0 | 46,600 | 880,865 | 1,000,000 | 0 |
| Funding (negative value) | | | | | | | | | |
| DLUHC Grant | (1,000,000) | (1,000,000) | (39,700) | (79,400) | | (79,400) | (880,900) | (1,000,000) | 0 |
| Total Programme Funding | (1,000,000) | (1,000,000) | (39,700) | (79,400) | 0 | (79,400) | (880,900) | (1,000,000) | 0 |
| Programme Cashflow | 0 | 0 | (3,865) | 35 | 35 | (32,765) | (32,800) | 0 | 0 |
| Set-up funding | (20,000) | | (20,000) | | | | | | |

UKSPF Programme Plan

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25

| Project | Tasks/Sub Tasks | Progress | Start | End |
|---|--|----------|--------|--------|
| Feasibility Study - Green Grid | Commission and draft Signage Strategy for the Green Grid | 100% | Apr-22 | Oct-22 |
| Feasibility Study - Green Grid | Commission and draft evidence base for the Green Grid - LCWIP | 70% | Aug-22 | Dec-23 |
| Feasibility Study - Green Grid | Development of the Green Grid Strategy | 0% | Apr-24 | Mar-25 |
| Feasibility Study - Data Mining | Develop the Job Specification for Data Mining Resource | 100% | Feb-23 | Mar-23 |
| Feasibility Study - Data Mining | Recruit Data Mining Resource | 100% | Apr-23 | Jun-23 |
| Feasibility Study - Data Mining | Baseline data and GDPR review | 100% | Jun-23 | Sep-23 |
| Feasibility Study - Data Mining | Working with key stakeholders, draft Data Mining work plan | 100% | Jul-23 | Aug-23 |
| Feasibility Study - Data Mining | Here for Hart Working Group Collaboration initial scope of plan | 100% | Jun-23 | Jun-23 |
| Feasibility Study - Data Mining | Here for Hart Workshop to discuss areas and requirements for potential Community Hubs. Attendees from Parish Councils and local charity groups (20th June) | 100% | Jun-23 | Jun-23 |
| Feasibility Study - Data Mining | Carry out Data Mining work plan. Data mining 6-month contract to start which will include Surveys, Census Data Mining and close collaborative working with Parish clerks and local charity organisations | 40% | Jul-23 | Dec-23 |
| Feasibility Study - Data Mining | Information evening for Hart Councillors and Town & Parish Councillors | 0% | Oct-23 | Oct-23 |
| Feasibility Study - Data Mining | Output of Data Mining findings. Recommendation and evaluation of data findings. | 0% | Dec-23 | Jan-24 |
| Feasibility Study - Data Mining | Data Mining report of findings and recommendations to Overview & Scrutiny Committee | 0% | Jan-24 | Jan-24 |
| Feasibility Study - Data Mining | Data Mining report of findings and recommendations to Cabinet | 0% | Feb-24 | Feb-24 |
| Community Hubs | Select 'oven ready' Community Hub projects (for 2023/24) | 100% | Jun-23 | Jul-23 |
| Community Hubs | Approval of 'oven ready' Community Hub projects (for 2023/24) | 100% | Aug-23 | Aug-23 |
| Community Hubs | Procurement of 'oven ready' Community Hub projects by partner organisations (for 2023/24) | 100% | Jul-23 | Sep-23 |
| Community Hubs | Develop the Job Specifications for Project Managers | 100% | Sep-23 | Sep-23 |
| Community Hubs | Equality Impact Assessment and Health & Safety checks of 'oven ready' Community Hub projects (for 2023/24) | 0% | Sep-23 | Oct-23 |
| Community Hubs | Baseline of 'oven ready' Community Hub projects (for 2023/24) | 0% | Sep-23 | Oct-23 |
| Community Hubs | Allocation of funding for 'oven ready' Community Hub projects | 0% | Oct-23 | Oct-23 |
| Community Hubs | Recruit Project Managers | 0% | Oct-23 | Nov-23 |
| Community Hubs | Working with key stakeholders, implement 'oven ready' Community Hub projects | 0% | Nov-23 | Jan-24 |
| Community Hubs | Evaluation of 'oven ready' Community Hub projects | 0% | Jan-24 | Mar-24 |
| Community Hubs | Equality Impact Assessment and Health & Safety checks for Community Hub projects (for 2024/25 spend) | 0% | Jan-24 | Mar-24 |
| Community Hubs | Baseline for Community Hub projects (for 2024/25) | 0% | Feb-24 | Mar-24 |
| Community Hubs | Procurement for Community Hub projects by partner organisations (for 2024/25) | 0% | Feb-24 | Mar-24 |
| Community Hubs | Allocation of funding for Community Hub projects (for 2024/25) | 0% | Feb-24 | Mar-24 |
| Community Hubs | Working with key stakeholders, implement Community Hub projects (for 2024/25) | 0% | Feb-24 | Dec-24 |
| Community Hubs | Progress update to O&S/Cabinet | 0% | Sep-24 | Sep-24 |
| Community Hubs | Evaluation of Community Hub projects (for 2024/25) | 0% | Jan-25 | Feb-25 |
| Young Persons Engagement | Develop Young Person's Engagement Strategy & Plan | 0% | Oct-23 | Nov-23 |
| Young Persons Engagement | Commission Young Persons Engagement Activity | 0% | Dec-23 | Jan-24 |
| Young Persons Engagement | Allocation of funding for Young Persons Engagement Activity | 0% | Feb-24 | Mar-24 |
| Young Persons Engagement | Deliver Young Persons Engagement Activity | 0% | Mar-24 | Jan-25 |
| Young Persons Engagement | Evaluation of Young Persons Engagement Activity | 0% | Feb-25 | Mar-25 |
| Supporting Local Businesses | Arrange external resource to undertake Supporting Local Businesses projects, including project governance and terms of engagement | 70% | Apr-23 | Dec-23 |
| Supporting Local Businesses | Second Economic Development Officer to Hart | 0% | Jan-24 | Mar-25 |
| Attracting Investment | Business engagement benchmarking exercise | 0% | Jan-24 | Feb-24 |
| Attracting Investment | Stakeholder management/ project plans developed | 0% | Jan-24 | Mar-24 |
| Attracting Investment | EDO - delivery of business engagement project plan | 0% | Apr-24 | Mar-25 |
| Attracting Investment | Ad hoc - business engagement events | 0% | Apr-24 | Mar-25 |
| Attracting Investment | Communications, marketing activity and direct business engagement | 0% | Apr-24 | Mar-25 |
| Attracting Investment | Project Evaluation | 0% | Feb-25 | Mar-25 |
| Feasibility Study - Economic Development Strategy | Scope Hart economic profile report | 0% | Jan-24 | Mar-24 |
| Feasibility Study - Economic Development Strategy | Procurement of Hart economic profile report | 0% | Mar-24 | Apr-24 |
| Feasibility Study - Economic Development Strategy | Delivery of economic profile commission | 0% | Apr-24 | May-24 |
| Feasibility Study - Economic Development Strategy | Consultation on economic profile report/ emerging themes | 0% | May-24 | Jul-24 |
| Feasibility Study - Economic Development Strategy | Engage key stakeholders on emerging themes | 0% | Jun-24 | Jul-24 |
| Feasibility Study - Economic Development Strategy | Procure economic strategy | 0% | Jul-24 | Sep-24 |
| Feasibility Study - Economic Development Strategy | Delivery of economic strategy | 0% | Sep-24 | Nov-24 |
| Feasibility Study - Economic Development Strategy | HDC sign off process | 0% | Dec-24 | Jan-25 |
| Feasibility Study - Economic Development Strategy | Project Evaluation | 0% | Feb-25 | Mar-25 |

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OVERVIEW & SCRUTINY

DATE OF MEETING: 19 SEPTEMBER 2023

TITLE OF REPORT: SHAPLEY HEATH PROJECT ACTIONS REVIEW

Report of: Chief Executive

Cabinet Portfolio: Leader

Key Decision: No

Confidentiality: Non-Exempt

PURPOSE OF REPORT

1. The purpose of this report is not to review the background to the Shapley Heath project nor the issues associated with its reasons for closure. At the request of Audit Committee, the purpose is to review the implementation of all the agreed recommendations contained within the following reviews:
 - a) The Officer response to the management recommendations contained within the July 2022 tiaa Shapley Heath Audit Review report;
 - b) The response from Cabinet on lessons learnt; and
 - c) The Staffing Committee review of the exercise of officer management oversight over the Shapley Heath Garden Community project for the period from March 2021 to the closure of the Shapley Heath Garden Community project (November 2021).

RECOMMENDATION

2. That Overview & Scrutiny Committee notes the implementation of all the recommendations as agreed by Audit Committee in March 2023.

BACKGROUND

3. In July 2022 the Council received the independent [ttaa review](#) of the Shapley Heath Garden Community (SHGC) project. The review was considered by the Audit Committee on the [26th July 2022](#). Audit Committee decided:
 - A. Cabinet be asked to provide a response to the management recommendations contained within the Shapley Heath Audit Review report, and to review the application of project governance, financial controls, and reporting for the Shapley Heath project and to provide a response to Audit Committee on lessons learnt.
 - B. Staffing Committee be asked, for the period from March 2021 to the closure of the Shapley Heath project, to review the exercise of officer management oversight over the Shapley Heath project, including a review of officers' application of financial controls, risk management, monitoring, and reporting.
4. The [Cabinet](#) and [Staffing Committee](#) responses, with the officer response to the July 2022 ttaa Shapley Heath Audit Review recommendations were considered by [Audit Committee in March 2023](#).
5. The common theme throughout was that while the SHGC project's strategic governance arrangements were appropriate, if somewhat over elaborate, the governance arrangements were not actioned throughout the lifetime of the

project. This failure to adhere to the governance arrangements lies at the heart of the ttaa audit review findings.

6. The Staffing Committee's findings was that the project team's implementation of its tasks specifically from March 2021 to the close of the project in November 2021 were inadequate. It went on to highlight that the impact of the COVID pandemic could not be used as a reason for extremely poor communication, decision making outside of the Council's conventional executive decision-making structures, and the failure to act upon Opportunity Board instructions.
7. The other common theme was that Council must never again create a scenario whereby a major project is set up with governance arrangements that move the project outside the Council's normal scrutiny process. At no time should a major project continue without scrutiny being integral to its monitoring.
8. Finally, there was no suggestion of financial misappropriation. There was however, no good reason why proper and accurate accounts of income and expenditure could not have been produced in a timely manner or in accordance with the project's Opportunity Boards instructions. This heightened the need to ensure that all projects are properly managed in a transparent and accountable manner. This needs clear political and officer leadership and budgetary accountability.
9. Audit Committee agreed that the implementation of all the recommendations as recommended in March 2023 report will greatly enhance scrutiny and reduce the potential for major projects to go off track. It resolved to ask that in September 2023 Overview & Scrutiny Committee reviewed the implementation of the agreed recommendations contained within the respective reviews.

CONSIDERATIONS

10. All the agreed recommendations contained in the respective review responses have been accepted and where action was required, they have all been implemented. This is set out in Appendix 1.

ACTION

11. The monitoring review asked for by Audit Committee is now complete..

Contact Details: Daryl Phillips, Chief Executive

Appendices

Appendix 1: Audit Committee 28 March 2023, agreed by Cabinet April 2023 - Shapley Heath Management Review Action Plan

Audit Committee 28 March 2023, agreed by Cabinet April 2023

Shapley Heath Management Review Action Plan

FROM LGA ‘MANNY GATT’ REPORT

| ACTION | MANAGEMENT UPDATE |
|--|--|
| i. Cabinet roles and elected members responsibilities to protect and assure that the council operates effectively within its governance structures must not be altered by any future use of emergency powers. | Implemented. Constitution update March 2023 with the agreement of the three Group Leaders |
| ii. Informal and formal cabinet meetings should be structured so that portfolio holders keep cabinet members apprised of key projects, early alerts escalated and properly addressed through the council’s governance procedures. | Implemented. The Leader attends all monthly meetings of Project Board. All Cabinet Members receive a monthly updated major Project List. It is discussed as a standing item at informal Cabinet. Directors/Service Managers also go through the Project List with Portfolio Holders at monthly 1-2-1 service meetings |
| iii. Clear lines of accountability, separating the duties of cabinet/portfolio holder, accountable officer, and project manager for each significant project. | Implemented. The Project Initiation Document (PID) template has been reviewed and changed to address this. |
| iv. Portfolio holder, accountable officer and project manager must meet regularly so that early alerts can be flagged. This is an essential element of the governance arrangements. Trust is important, with lead members having ‘open book access’ to all the | Implemented. The Leader attends all monthly meetings of Project Board. All Cabinet Members receive a monthly updated major project List. It is discussed as a standing item at informal Cabinet. Directors /Service Managers also go through the project list with Portfolio Holders at monthly 1-2-1 service meetings |

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| information and be empowered to constructive challenge and ask 'awkward' questions of officers. | |
| v. All projects to operate within the existing governance arrangements including a more positive and proactive role for overview and scrutiny, using it to review outcomes, policy, and compliance to governance arrangements. | Agreed. |
| vi. vi. Expand the role of the Project Board so that cabinet members/portfolio members with major project responsibilities can be plugged in. | Implemented. The Leader attends all monthly Project Board meetings. All Cabinet Members receive a monthly updated major project List. It is discussed as a standing item at informal Cabinet. Directors/Service Managers also go through the project list with Portfolio Holders at monthly 1-2-1 service meetings |

FROM STAFFING COMMITTEE

| ACTION | MANAGEMENT UPDATE |
|--|--|
| A. The Council should review its Constitution and revisit the scheme of delegation to officers to ensure that in the event of a civil emergency, powers are used sparingly and only used to incur immediate expenditure, so as to provide support to the emergency services, and that there should be no prolonged or other use of emergency powers where the normal democratic structures of the Council are available and functioning. | Implemented. Constitution update March 2023 with the agreement of the three Group Leaders: |
| B. The Council must never again create a scenario where a major project is set up with governance | Agreed. |

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| arrangements that move the project outside the Council's normal scrutiny process. | |
| C. All governance arrangements should make clear who has delegated authority and for what purpose. | Agreed |
| D. The Council's Whistleblowing Policy should be revised to ensure that there is confidentiality and the opportunity for independent assessment and review of any complaints made by a member of staff against any member of the Council's Strategic Leadership Team (SLT). | Implemented |
| E. Human Resources (HR), in consultation with Senior Management, should ensure that <ul style="list-style-type: none"> a) all roles within the Council have a current Job Description which is recorded on the relevant HR file b) internal secondments should be for a maximum of two years only, with a clear return to original post and salary management plan effective at the time of appointment c) no internal secondment opportunity should be agreed without a service and financial impact assessment being agreed with the 'donor' service. d) all internal secondments should be advertised within the Council with a record kept as to why the post has not been advertised externally | <p>Implemented</p> <p>Audit of JDs completed July 2023</p> <p>This is now part of the normal staff approval process – HR ensure compliance with this requirement</p> <p>This is now part of the normal staff approval process – HR ensure compliance with this requirement</p> <p>This is now part of the recruitment process – HR advise the recruitment managers who should ensure compliance with this requirement</p> |

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| e) any appointment (whether internal or external) should clearly state how the post holder meets the specifications of the job description. | This is now part of the recruitment process – HR advise the recruitment managers who should ensure compliance with this requirement |
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FROM TIAA REPORT

| Area identified in tiaa report | Recommendation from tiaa report | Management comment and action |
|---|---|--|
| Assurance over the risk management framework including governance and transparency. | 1. Governance arrangements to be reviewed and once established and approved to be followed at all times | Agreed. The tiaa report found that the bespoke arrangements for this project were appropriate and adequate, however, they were not adhered to. Major projects now follow a standard approach with oversight from the corporate Project Board and reporting through the normal governance routes |
| | 2. In line with good practice and the expectations set out in the Council's template PID document, action should be taken to ensure that a project risk register is produced and agreed for all projects, which is a live document and regularly reviewed and updated by the Project team. Significant risks and any mitigating actions should be appropriately reported and reviewed at the Project Panel. | Implemented. This is now in place for all projects meeting the criteria for Project Board, and for other minor projects where necessary |
| | 3. All projects to have a clearly defined project board/panel which should meet on a regular basis to review risks and mitigations with minutes and actions | Implemented for all projects meeting the criteria for Project Board, and for other minor projects where necessary. Document retention will be reviewed |

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| | <p>recorded and retained for a minimum of six years.</p> | <p>as part of wider policy taking into account GDPR and retention policies (Information Commissioners document retention policy to be followed at all times)</p> |
| <p>Assurance over the project management framework used.</p> | <p>4. A lessons learned report should be produced, along with a separate action plan to improve project management processes at the Council, including (but not limited to) the following considerations:</p> <ul style="list-style-type: none"> • Training needs should be identified to ensure that standard project documentation is utilised effectively in all cases, with additional guidance notes created where appropriate, in particular around monitoring risks, issues and budgets. • Where the standard project structure is not utilised, the PID should clearly set out the roles and responsibilities of each individual/team. Similarly, reporting lines should be clearly set out to enable at least the same level of review and scrutiny as there would be under the standard project structure. • Minutes of relevant project meetings should be formally recorded, and all relevant emails and other data should be maintained in project folders so that a full audit trail is maintained. | <p>Lessons learned reporting is now in place for all projects meeting the criteria for Project Board, and for other minor projects where necessary.</p> <p>The Terms of Reference for Project Board now specifically refers to lesson learned, and Project Board meetings consider reports from project leads during and at the close of projects.</p> <p>All the detailed suggested improvements under recommendation 4 have all been applied where necessary and proportionate to the project's size and complexity and all working practices reviewed and adjusted accordingly.</p> |

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| | <ul style="list-style-type: none">• The frequency, format and content of project reporting to the Corporate Project Board and to Members should be reviewed. Examples of good practice identified at other local authorities include:• Standardised monthly progress reports, with the level of details dependent on the complexity of the project.• For more complex projects, this may include: Details of approved budget, committed budget and actual spend; RAG ratings for key elements of the project (Time, Quality, Budget, Risks & Issues, Resources), along with an overview of the RAG status update; Activities completed within the last month, planned activities due for completion but not delivered, and activities scheduled for next month; An overview of the risks and issues, with the impact and mitigation measures; An outline of project milestones with target dates and actual completion dates.• For less complex projects, this may include RAG ratings for Time, Quality, Budget, Risks & Issues, and Resources, along with a general project progress update.• Project portfolio reporting including an overview of the progress of all corporate projects provided monthly to the Chief Executive. | |
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| Assurance over budgetary control and financial risks. | 5. Budgets to be clearly defined to include all income and expenditure (including any recharges). | Implemented. The Finance Business Partner implemented this to support the capital programme 2023/24 and the approach has been adopted for new schemes and future years' programmes. |
| Assurance over budgetary control and financial risks. | 6. Budgets to be regularly monitored clearly showing actuals as the project progresses. In addition: See recommendation 4 in relation to reviewing the format and content of project reporting, including in relation to financial information | Implemented. Standard template being reported to project managers and Project Board. Capital spend by project also included in qly monitoring to O&S and Cabinet |
| Assurance over the monitoring and reporting of financial information | 7. Standard template documentation be used for the management and monitoring of all projects. In addition: See recommendation 4 in relation to (i) identifying training needs for the effective use of standard project budget monitoring documentation and (ii) reviewing the format and content of project reporting, including in relation to financial information. | Implemented. The Finance Business Partner that supports Project Board has designed a standard template documentation and this was agreed for implementation by Project Board |
| Assurance over compliance with contract procedure rules and contract management arrangements. | 8. Procurement guidance and standard form evaluation documents should be reviewed to ensure that panel evaluation criteria are clearly set out and panel members are appropriately recorded. | Implemented Procurement guidance was reviewed in Dec 2022 and rolled out to Managers Group, this takes account of recommendation 8. |

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| | | New Contract Procedural Rules (CPR) were approved by Council in Feb 2023. |
| Assurance over compliance with contract procedure rules and contract management arrangements. | 9. Training needs for project managers/buying managers in relation to procurement processes should be identified, to ensure that standard procedures are followed in all cases and full audit trails are maintained. | <p>The new CPRs and accompanying guidance were presented to Managers Group in Jan 2023.</p> <p>Internal Audit on procurement completed in March 2023 undertook a sample check of procurements and found no CPR compliance issues.</p> |
| Assurance over information governance arrangements to include FOI, Transparency and GDPR | 10. As emails are only retained for one year, FOI processes should be reviewed to ensure that relevant data is moved from email folders to SharePoint folders so that a full audit trail of FOI requests and responses is maintained for a minimum six-year period from when the project ends. | <p>Action not agreed by Audit Committee.</p> <p>There is no legal or operational justification for holding FOI information of 6 years. The relevant information is currently transferred from the email folder to Idox and the Retention and Disposal Schedule says that information relating to FOI/EIR requests is kept on Idox for 3 years from when the case is closed. There is no need to duplicate this in SharePoint. No change is therefore necessary. The current retention policy is longer than Information Commissioner Guidance which states that all records should be deleted 12 months from the last substantive action. The Council otherwise has no</p> |

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| | | <p>lawful or operation reason to hold FOI data for longer – it would breach GDPR obligations. GDPR and operational necessity reasons would be required before any further document retention changes are considered.</p> |
| <p>Assurance over information governance arrangements to include FOI, Transparency and GDPR</p> | <p>11. Training needs for project managers in relation to FOI responses should be identified, to ensure that full and accurate responses are provided in all cases</p> | <p>Agreed. Annual FOI, Data governance, including GDPR, training is already in place for both members and offices. In this case, notwithstanding biennial refresher training, procedures were simply not followed.</p> |

Hart District Council, Overview and Scrutiny Committee Fly Tipping Task & Finish Group: Terms of Reference

1 Purpose

The purpose of the Fly Tipping Task and Finish Group (T&FG) is to consider the current anti-fly tipping strategies for Hart district, and make any recommendations for improvements..

2 Membership

Membership of the T&FG:

- Up to 4 members of the current Overview and Scrutiny (O&S) Committee drawn: 1 from each of the 3 political groups + independent(s).

Selected:

| | | | |
|------|------|------|------|
| Cllr | Cllr | Cllr | Cllr |
|------|------|------|------|

The T&FG may invite officers to join meetings, including:

- Executive Directors of Services
- Environmental Promotions Manager
- And key members of their teams

The T&FG will be largely self-contained, but may draw upon modest support from Committee Services to assist with meeting arrangements and finalisation of outputs.

The Members should be prepared to do the leg work (like the Conservation Area appraisal T&F Group) - Officers can provide data etc that we hold etc.

3 Authority

The T&FG is authorised by the O&S committee meeting of 19th September 2023.

The T&FG is accountable to O&S Committee for the successful completion of its activities.

The T&FG is not a constituted committee of Hart District Council. There is no requirement to meet in public or to make public any notes or minutes.

4 Activities

The T&FG shall (method):-

- Understand the scale of fly tipping and how much is it costing the Council
- Gather member views
- Understand existing arrangements (including limitations)
- Research best practice and other council's operational experience

- Consider possible improvements in technology, changes to legislation
- Draft and agree a report summarising the activities undertaken and recommendations for consideration at O&S on 14th November 2023
- Revise and update following the meeting
- Publish the report to O&S Members and Director of Place Services.

The T&FG shall consider (scope):-

- Assess current situation and capability
 - Hart District Council's current anti-fly tipping strategies
 - Current practice in adjacent districts (including displacement effects)
 - National conversations and best practice suggestions
 - Evidence gathering and prosecution processes at Hart
 - Understanding the full cost of the service, taking into account disposal and enforcement
- Possible improvements
 - Integration with Hart's CCTV (including specialised cameras)
 - Deterrence and education (including campaigns)
 - Improved cross-border working
- Listed recommendation with expected benefit, costs, timescales and key risks
- Any other issues that become known to the T&FG as they progress with their work

5 Decision Making

The T&FG has no formal decision making powers.

The final report should be a broad consensus, suitable for direct submission to Cabinet, following debate at O&S. Minority views should be included.

6 Meeting Protocols

The T&FG is free to decide its own schedule of meetings, their content, attendees and locations.

Members of the T&FG shall treat information noted as being operationally or commercially sensitive appropriately. Additional constraints or controls may be required to share this with other Cllrs, Committee Services should be consulted to ensure data breaches are avoided.

There is no formal quorate number or proportion for the T&FG meetings (be they internal discussions or meetings with key external organisations or personnel). T&FGs are intended to be collaborative self-organising arrangements to work together professionally to achieve a common aim. Hence, attendees should brief their fellow T&FG members if attendance is difficult.

7 Reporting Structure

A brief, verbal update is requested at O&S on a monthly basis.

The main output will be a single focussed report (~20 pages) in Hart District Council document style.

Annex A – Background

Fly tipping has always been a troubling issue for residents and has increased in recent years.

This T&FG is concerned with the more major and persistent offenders, based on the common definition that “fly tipping” is larger than a single bag of rubbish and includes an element of intent, to distinguish its focus from “littering”. Not that either is acceptable or attractive.

The T&FG is also not concerned with bring sites, not kerb site waste.

Fly Tipping is a pan-Hart District Council resource issue, with different Service Areas having various responsibilities:-

- Place – investigation, enforcement and prosecution where there is evidence of the responsible person,
- Community – clearing up (through Streets and Grounds Maintenance team), deterrents??
- Corporate – oversight of the Waste Collection service

The Place Service Plan for 2023/24 includes Service Priority 11 which is to review the Council-wide fly tipping activity and to establish best practice. It notes that the Council is involved in fly tipping across all service areas:

- deterrents
- reporting
- detection
- collection
- investigation
- prosecution / warnings

The expected outcome of this review is to ensure a fully coordinated approach, and assessment against best practice elsewhere. This is work in progress and due to report in March 2024.

The T&FG will proceed in parallel with this and synergies should be sought. But the expectation is that the 2 processes will report separately and independently, with any differences being resolved through the definition of the FY2024/25 Service Plans.

The Council has recently received legal advice on the scope of its fly tipping work and will share that with the T&FG. This will provide some guidance on requirements, but it understood that Member and resident’s expectations may exceed that legal minima. To what extent, at what cost and to what effectiveness will be a key topic for the T&FG.

Following staff changes, the legal process for prosecutions is currently provided by East Hants DC. It is noted that this is a specialist skill area to prepare suitable documents with legal services and appearance in Court. The T&FG may want to look are more integrated options, but practicality and resources should be reviewed with Officers beforehand.

It is noted that nationally (and even locally), the statistics for fly tipping vary considerably:

- In the manner of reporting (some are reported several times)

- The nature of reporting (who classes it as fly tipping or other issues via the reporting tools)
- The extent of reporting (definition of size)

The T&FG may need to take care with these issues when looking at the overall scale of the problem and comparing the “less but large” vs “small and frequent” nature of the problem.

<Ends>

CABINET

KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

September 2023

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 |
|--|---|----------|--------------------------|-------------------------------|------------------|---|
| Q1 Budget monitoring report and forecast outturn for 2023/24 | Report to Cabinet the latest projections of expenditure and income, including capital, for 2023/24 for review and approval of any action necessary | 7 Sep | No | Portfolio Holder - Finance | CS | Open |
| Public Spaces Protection Order (Dog Fouling) | <p>Cabinet to agree that consultation on the Public Spaces Protection Order (PSPO) be commenced as soon as possible.</p> <p>Cabinet to agree that the Portfolio Holder for Regulatory to be granted delegated authority to agree the PSPO subject to the outcome of consultation.</p> | 7 Sep | No | Portfolio Holder - Regulatory | PL | Open |

| 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 |
|--|---|--------------------|--------------------------|--|------------------|---|
| Roundabout Sponsorship Environmental Grant Funding - Delegated Authority | To seek Cabinet's approval to use funding raised through roundabout sponsorship to provide environmental enhancements in the local community | 7 Sep | Yes | Leader and Portfolio Holder - Strategic Direction and Partnerships | COM | Open |
| Review and Project Plan Flood Schemes | Review and project plan the flood schemes at Kingsway, Blackwater Mill Corner, North Warnborough Phoenix Green, Hartley Wintney. A full review of the current schemes, new project plans, project management, resources and timeframes | 5 Oct | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Corporate Risk Register (Half Yearly Review) | Cabinet to review the Corporate Risk Register and pass any comments to officers. | 5 Oct 4 Apr | No | Portfolio Holder - Climate Change and Corporate Services | CS | Open |

| 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 |
|--|---|----------|--------------------------|--|------------------|---|
| UK Shared Prosperity Fund (UKSPF) resources and programme update | To consider proposals for the necessary resources to deliver the UKSPF programme, as approved in the Investment Plan, and to note the updated timetable | 5 Oct | No | Leader and Portfolio Holder - Strategic Direction and Partnerships | CS | Open |
| Winchfield Neighbourhood Plan 2022-2037 | To receive Inspector's report and consider whether to proceed to referendum. | 5 Oct | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Civic Regeneration Update | To report to Cabinet the outcome of the updated financial appraisal for the Civic Regeneration scheme and to agree next steps | 5 Oct | No | Portfolio Holder - Finance | CS | Open |
| Butterwood Homes Report from Scrutiny Panel | To consider adopting any proposals recommended by the Butterwood Homes Scrutiny Panel | 2 Nov | No | Portfolio Holder - Climate Change and Corporate Services | CS | Open |

| 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 |
|--|---|----------|--------------------------|--|------------------|---|
| Medium Term Financial Strategy Mid Year Review and Headline Budget Strategy for 2024/25 | To note emerging pressures on the Council's finances and agree a budget strategy for the coming year and consider changes to the MTFS | 7 Dec | No | Portfolio Holder - Finance | CS | Open |
| Q2 Budget monitoring report and forecast outturn for 2023/24 - incorporating treasury activity | Report to Cabinet the latest projections of expenditure and income, including capital, for 2023/24 for review and approval of any action necessary. Report to include treasury activity and adherence to approved policy. | 2 Nov | No | Portfolio Holder - Finance | CS | Open |
| Supplementary Planning Document - Cycle and Car Parking in New Developments | Following public consultation, Cabinet to consider adopting the Supplementary Planning Document on Cycle and Car Parking in New Developments | 2 Nov | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Supplementary Planning Document - Viability Appraisals for New Developments | Following public consultation, Cabinet to consider adopting the Supplementary Planning Document on Viability Appraisals for New Developments | 2 Nov | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Settlement Capacity and Intensification Study | To consider the Settlement Capacity & Intensification Study produced by consultants. The study was commissioned to review the potential capacity within the district's settlements to accommodate future growth | 7 Dec | No | Portfolio Holder - Planning Policy and Place | PL | Open |

| 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 |
|---|---|----------|--------------------------|--|------------------|---|
| Planning Local Enforcement Plan | To consider and adopt an updated Planning Local Enforcement Plan. The current Planning Local Enforcement Plan was adopted in January 2016, and this review is to ensure it reflects current best practice and to bring it up to date. | 7 Dec | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Adoption of Local Cycling and Walking Infrastructure Plan (LCWIP) | Following the end of the consultation period, to consider adopting the updated LCWIP. | 7 Dec | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Review of CCTV Service | To review the CCTV service, including any requirement for additional funding for replacement cameras/additional maintenance as required | 4 Jan | No | Portfolio Holder - Communities | COM | Open |
| Climate Change Update | Cabinet to receive an update on progress against the Climate Change Action Plan | 4 Jan | No | Portfolio Holder - Climate Change and Corporate Services | CS | Open |

| 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 |
|---|--|----------|--------------------------|--|------------------|---|
| Draft Budget 2024/25 | To consider and recommend to Council, the revenue and capital budget for 2024/25 including revised Medium Term Financial Strategy and any proposed changes to council tax discretions. | 1 Feb | No | Portfolio Holder - Finance | PL | Open |
| Q3 Budget monitoring report and forecast outturn for 2023/24 | Report to Cabinet the latest projections of expenditure and income, including capital, for 2023/24 for review and approval of any action necessary. | 1 Feb | No | Portfolio Holder - Finance | FIN | Open |
| Treasury Management Policy and Capital Strategy annual statutory review | To consider and recommend to Council the revised Treasury Management Policy including Investment Strategy, prudential indicators and Capita Strategy, having regard to O&S comments | 1 Feb | No | Portfolio Holder - Finance | FIN | Open |
| Draft Service Plans 2024/25 | Cabinet to review and approve draft service plans for 2024/25 having regard to O&S comments and the approved budget. | 4 Apr | No | Chief Executive | ALL | Open |
| Cron dall Conservation Area Appraisal | Cabinet to consider adopting the updated Cron dall Conservation Area Appraisal | | No | Portfolio Holder - Planning Policy and Place | PL | Open |

| 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 |
|--|---|----------|--------------------------|--|------------------|---|
| Crookham Village Conservation Area Appraisal | Cabinet to consider adopting the updated Crookham Village Conservation Area Appraisal | | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Hartley Wintney Conservation Area Appraisal | Cabinet to consider adopting the updated Hartley Wintney Conservation Area Appraisal | | No | Portfolio Holder - Planning Policy and Place | PL | Open |
| Ongoing Items throughout the year | | | | | | |
| Climate Change updated and request for funding allocations for projects to deliver Action Plan | To update Cabinet on progress against Hart's Climate Change Action Plan | | No | Portfolio Holder - Climate Change and Corporate Services | 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**

| | |
|--------------|---|
| D Neighbour | Leader and Strategic Partnerships |
| J Radley | Deputy Leader and Finance |
| A Oliver | Development Management and Community Safety |
| T Clarke | Digital and Communications |
| T Collins | Regulatory |
| R Quarterman | Climate Change and Corporate |
| S Bailey | Community |
| G Cockarill | Planning Policy and Place |

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Note 3**Service:**

| | | | | | |
|-----|-----------------------|-----|--------------------|----|----------------|
| CX | Chief Executive | CS | Corporate Services | PL | Place Services |
| CSF | Community Safety | PP | Planning Policy | | |
| FI | Finance | COM | Community Services | | |
| SLS | Shared Legal Services | MO | Monitoring Officer | | |

| 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 |
|--------------|------------------------------------|----------|--------------------------|-------------------------|------------------|---|
|--------------|------------------------------------|----------|--------------------------|-------------------------|------------------|---|

Note 4

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

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME - September 2023

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Service | *This item may contain Exempt information |
|--|---|------------------|-------------------|--|--------------------|---|
| Review Progress on the Shapley Heath Actions | To review the progress against the Shapley Heath audit report, as reported to Audit Committee in March 2023 | 19 Sep 2023 | | Report prepared within existing resources | Chief Executive | |
| Presentation by Core Grant Recipients | Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation – Fleet Phoenix | 19 Sep 2023 | | External Partner presentation | Community Services | |
| UK Shared Prosperity Fund (UKSPF) resources and programme update | To consider proposals for the necessary resources to deliver the UKSPF programme, as approved in the Investment Plan, and to note the updated timetable | 19 Sep 2023 | | Report identities additional resources needed to deliver programme | Corporate Services | |
| Corporate Risk Register (Half-yearly Review) | To review the Corporate Risk Register and pass any comments to Cabinet. | 19 Sep 2023 | | Within existing staff resources | Finance | |
| Fly Tipping Task and Finish Group | To elect a Chairman and agree the Terms of Reference for the Task and Finish group | 19 Sep 2023 | | Staff time to support group | | |
| Butterwood Homes Scrutiny Panel Report | To receive a report from the Scrutiny Panel on Butterwood Homes | 17 Oct 2023 | 19 Sep 2023 | Within existing staff resources | | |

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Agenda Item 12

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Contact | *This item may contain Exempt information |
|---|---|-------------------------|--------------------------|--|----------------|--|
| CCTV Task and Finish Group | To report back on the findings of the Task and Finish Group. | 17 Oct 2023 | | Participation by Safer Communities Manager | | |
| Conservation Area Appraisal Task and Finish Group | To update the committee on the actions following the Conservation Area Appraisal Task and Finish Group | 17 Oct 2023 | | Within existing resources | | |
| Q2 Budget monitoring report and forecast outturn for 2023/24 – incorporating treasury activity. | Q2 Budget monitoring report and forecast outturn for 2023/24 – the latest projections of expenditure and income, including capital, for 2023/24 for review including of any action necessary. Report to include treasury activity and adherence to approved policy. | 17 Oct 2023 | | Staff time to prepare report and monitor during the year | Finance | |
| Feedback from Service Panel members | To receive feedback from Members on the Service Panels. | 17 Oct 2023 | | Set out in Service Plans | All | |
| Supplementary Planning Document- Cycle and Car Parking in new developments | To provide an update on the draft document following public consultation, prior to consideration by Cabinet | 17 Oct 2023 | | In the 2023/24 Service plan Within existing resources | Place Services | |
| Supplementary Planning Document - Viability appraisals for new developments | To provide an update on the draft document following public consultation, prior to consideration by Cabinet. | 17 Oct 2023 | | In the 2023/24 Service plan Within existing resources | Place Services | |

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Contact | *This item may contain Exempt information |
|---|--|------------------|-------------------|--|--------------------|---|
| Local Cycling and Walking Infrastructure Plan (LCWIP) | To provide an update on the draft LCWIP following public consultation prior to consideration by Cabinet. | 14 Nov 2023 | | In the 2023/24 Service Plan, Within existing resources | Place Services | |
| Presentation by Core Grant Recipients | Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation.- Citizens Advice Bureau | 14 Nov 2023 | | External Provider presentation | Community Services | |
| Outcome of Trial of New Parking Machines | To review the trial of the new machine, and consider future options for their use | 14 Nov 2023 | | Within existing staff resources | Community Services | |
| Settlement Capacity & Intensification Study | To provide an update on the Settlement Capacity & Intensification Study and seek views of the Overview & Scrutiny Committee prior to its consideration by Cabinet. | 14 Nov 2023 | | In the 2023/24 Service Plan, Within existing resources | Place Services | |
| Planning Local Enforcement Plan | To provide an update on the draft Planning Local Enforcement Plan prior to its consideration by Cabinet. | 14 Nov 2023 | | In the 2023/24 Service Plan, Within existing resources | Place Services | |
| Review of CCTV Provision | To review the first six months of operation of the CCTV provision from Runnymede | 19 Dec 2023 | | Within existing staff resources | Community Services | |
| Authority Monitoring Report (AMR) | To consider the draft Authority Monitoring Report for 2022/23 prior to its completion and publication. | 19 Dec 2023 | | Within existing staff resources | Place Services | |

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Contact | *This item may contain Exempt information |
|---|---|------------------|-------------------|---|--------------------|---|
| Feedback from Service Panel members | To receive feedback from Members on the Service Panels | 16 Jan 2024 | | Set out in Service Plans | All | |
| Draft Budget 2024/25 | To consider and pass comments to Cabinet, the revenue and capital budget for 2024/25 including revised Medium Term Financial Strategy and any proposed changes to council tax discretions | 16 Jan 2024 | | Significant staff resource in Finance and Service teams Within existing staff resource | Finance | |
| Treasury Management Policy and Capital Strategy Annual statutory review | To consider and pass comments to Cabinet on the revised Treasury Management Policy including Investment Strategy, prudential indicators and Capital Strategy, having regard to O&S comments | 16 Jan 2024 | | Staff time and external advisors Within existing staff resource | Finance | |
| Q3 Budget monitoring report and forecast outturn for 2023/24 - incorporating treasury activity. | To consider the latest projections of expenditure and income, including capital, for 2023/24 for review and any action necessary. Report to include treasury activity and adherence to approved policy. | 20 Feb 2024 | | Staff time to prepare report and monitor during the year | Finance | |
| Presentation by Core Grant Recipients | Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation - Hart Voluntary Action | 20 Feb 2024 | | External Partner presentation | Community Services | |

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Contact | *This item may contain Exempt information |
|--|--|------------------|-------------------|---------------------------------|--------------------|---|
| Draft Service Plans 2024/25 | To review and approve draft service plans for 2024/25 and pass comments to Cabinet | 19 Mar 2024 | | Within existing staff resources | All | |
| Presentation by Core Grant Recipients | Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation - Hampshire Inclusion | 19 Mar 2024 | | External Partner presentation | Community Services | |
| Half-yearly Complaints Analysis | To analyse and review the number and type of complaints received by the Council for the previous period. | 16 Apr 2024 | 19 Dec 2023 | Within existing staff resources | Corporate Services | |
| Feedback from Councillor Representatives on External Organisations | To review the work of members on External Organisation Committees | 16 Apr 2024 | | None | | |
| Corporate Risk Register (Half-yearly Review) | To review the Corporate Risk Register and pass any comments to Cabinet. | 16 Apr 2024 | | Within existing staff resources | Finance | |
| Feedback from Service Panels | To receive feedback from members on the Service Panels | 16 Apr 2024 | | Set out in Service Plans | All | |
| Overview and Scrutiny Chairman's Report | Report of the work completed by Overview and Scrutiny 2023/24 | 16 Apr 2024 | | None | Chief Executive | |

| Report Title | Outline/Reason for Report/Comments | Meeting Due Date | Original Due Date | Resources Required | Contact | *This item may contain Exempt information |
|---|--|------------------|-------------------|-----------------------------|---------|---|
| Fly Tipping Task and Finish Group | To report back on the findings of the Task and Finish Group. | TBC | | Staff time to support group | | |
| Civic Regeneration Update | To review the Civic Regeneration plans | TBC | | Unsure at this stage | | |
| Gypsy and Traveller Temporary Pitches Task and Finish Group | To elect a Chairman and agree the terms of reference for the Task and Finish group | TBC | | Staff time to support group | | |
| Gypsy and Traveller Temporary Pitches Task and Finish Group | To report back on the findings of the Task and Finish Group. | TBC | | Staff time to support group | | |
| On Street Parking | To invite representatives from Hampshire County Council to come to a future meeting to outline any changes to on-street parking enforcement provision in the District since the changeover | TBC | | Unsure at this stage | | |
| Hampshire Waste Partnership | | TBC | | | | |