



# NOTICE OF MEETING

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date and Time:</b>	<b>Thursday, 5 August 2010 at 7pm</b>
<b>Place:</b>	<b>Council Chamber, Civic Offices, Fleet</b>
<b>Telephone Enquiries to:</b>	<b>01252 774141 (Mrs G Chapman)</b> <a href="mailto:gill.chapman@hart.gov.uk">gill.chapman@hart.gov.uk</a>
<b>Members:</b>	<b>Crookes (Chairman), Appleton, Butler C, Kinnell, Parker and Singh</b>

G Bonner  
Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

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AND BRAILLE ON REQUEST**

### **1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of 1 July 2010 are attached to be confirmed and signed as a correct record. **Paper A**

### **2 APOLOGIES FOR ABSENCE**

### **3 CHAIRMAN'S ANNOUNCEMENTS**

**4 DECLARATIONS OF INTEREST (PERSONAL AND PERSONAL AND PREJUDICIAL)**

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

**6 HEALTH AND WELLBEING PARTNERSHIP BOARD**

To note the Minutes of the meeting of 17 June 2010. **Paper B**

**7 LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP**

To note the Minutes of the meeting of 12 July 2010. **Paper C**

**8 FOOD LAW ENFORCEMENT SERVICE PLAN 2010/11**

To recommend to full Council approval of the Food Law Enforcement Service Plan (FLESP). **Paper D**

**RECOMMENDATION**

That full Council be recommended to approve the Food Law Enforcement Service Plan (FLESP).

**9 PROPOSAL FOR A NEW SCHEME OF SOCIAL HOUSING PRIORITY**

To seek Cabinet approval to proceed to public consultation on a proposal to change the scheme of social housing priority from a points based scheme to a banding scheme. **Paper E**

**RECOMMENDATION**

That Cabinet agree to the Head of Housing Services proceeding to public consultation on the change to a banding scheme based on the principles outlined.

**10 S106 UNILATERAL UNDERTAKING – BERKELEY HOMES, HITCHES LANE, FLEET**

To consider a request from Berkeley Homes Plc to amend the terms and also defer the implementation of certain triggers within a Section 106 Unilateral Undertaking dated April 2004 in respect of a development at Hitches Lane, Fleet. **Paper F**

**RECOMMENDATION**

- 1 That minor alterations to the wording of the deliverability of the Community Plan as recommended by Capital Board in December 2008, and as set out in paragraph 4.1 of the report, be agreed
- 2 That on a without prejudice basis, a request from Berkeley Homes to defer in the short term, implementation of the revised triggers for the provision of

infrastructure be agreed, but only on those terms as set out in Head of Planning Services recommendations in Appendix A

- 3 That the amended triggers are reviewed again in the light of circumstances at the end of 2011.

## **11 MEDIUM TERM FINANCIAL STRATEGY**

To seek approval of the updated Medium Term Financial Strategy (MTFS), prior to the start of the 2011/12 budget process. **Paper G**

### **RECOMMENDATION**

- 1 That Cabinet agree the Medium Term Financial Strategy attached at Appendix 1 as the starting point for the 2010/11 estimates and the outline budget timetable attached at Appendix 2
- 2 That Cabinet debate the issues in section 4.7 and agree the principles to be included in the draft 2010/11 estimates.

## **12 2010-11 FIRST QUARTER BUDGET MONITORING**

To advise Members of the position on Revenue and Capital spending in the current financial year and to ask Members to note the write offs approved under delegated powers. **Paper H**

### **RECOMMENDATION**

- 1 To note the revised projections and reasons for the main variations shown in Appendix A
- 2 To note the write-offs approved under delegated powers shown at Appendix B
- 3 To note the current spending position on the Capital Programme shown at Appendix C
- 4 To note the updated reserves summary attached at Appendix D.

## **13 FLEET TOWN FOOTBALL CLUB – PROPOSED GRANT**

To seek Cabinet's approval to the offer of a grant and loan to Fleet Town Football Club to enable them to install modern floodlighting facilities at their ground. **Paper I**

### **RECOMMENDATION**

That Cabinet authorise the offer of a grant of £6,000 and a loan of £6,000 over ten years to Fleet Town Football Club to enable them to install new floodlighting at their ground in Fleet.

## **I4 CABINET WORK PROGRAMME**

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

**Date of Despatch: 27 July 2010**



**Minutes**  
**Hart Health & Wellbeing Partnership Board Meeting**  
 17 June 2010

- |   |  |
|---|--|
| In attendance   | Cllrs Butler C, Butler G, Crookes, Healey, Radley JR and Murr, Nigel Preston, Carl Westby, Martine Fulbrook, Nick Steevens, Nigel Wood, Valerie Cloke, Susan Hird, Dr Steven Clarke, Steve English, Gill Chapman   |
| 1 Apologies   | Cllr Street  |
| 2 Minutes of last meeting (29 April 2010) and matters arising | Minutes agreed. <ul style="list-style-type: none"> <li>• Presentation from HVA deferred to next meeting</li> <li>• Odiham Hospital update outstanding <b>Action GC</b></li> </ul>  |
| 3 Terms of Reference / Scoping Work                           | Members considered the new terms of reference that had been circulated. <ul style="list-style-type: none"> <li>• “A Partnership Approach to Tackling Health Inequalities” to be circulated - <b>Action GC</b></li> <li>• Concerns were expressed that the local services aspect would not be included in the Board’s remit and links with local services would be lost.</li> <li>• There was a discussion about how we could measure the standards of health care in Hart. <b>Action SH and SC</b> to think about how health care standards and access to services in the District could be quantified.</li> <li>• SH agreed to take away any comments/concerns on local services, and investigate with colleagues at the PCT to find solutions etc.</li> <li>• With a new government significant changes would be coming through, eg PCT priorities</li> <li>• To get a full picture of what was happening in the Hart area, a document had been circulated showing what Wellbeing activities and priorities were ongoing – it would be recirculated so that members could input their own organisation’s information. <b>Action EB</b></li> <li>• EB and SH to meet once the template was finalised and establish a baseline position from which priorities and a work programme could be set</li> </ul> |

Members agreed that this Board was looking to have an understanding of the quality of delivery of healthcare and the assurances that the delivery of that healthcare would be maintained .

- Work programme should reflect the question of how do we know we have good health?
- The Terms of Reference were agreed.

4 Healthy Workplace Award Scheme

NS presented information on the present status of the award scheme.

- The value of the awards, the criteria, schedule, and measurement were discussed.
- Agreement was reached that the awards ceremony would be in January. NW would be liaising with the Four Seasons. Once this was in place the timetable would be firmed up.
- Funding would be forthcoming from Frimley Park Hospital.
- The awards to take place in January
- **Action EB** to apply for additional funding from the HAT

5 Any Other Business

- NH Chamber of Commerce is now part of Hampshire Chamber of Commerce – [www.hampshirechamber.co.uk](http://www.hampshirechamber.co.uk)
- Alex Burn, Health and Wellbeing lead at HCC would like to attend to update the Board on progress.
- Hampshire PCT have appointed a new Director of Public Health, Dr Ruth Milton. Christine Jackson would be deputy director. SH confirmed she would continue to attend meetings as the public health representative.
- SC suggested that messages could be enforced from joint angles, and asked that joint communications be explored at a future meeting.
- NS reported that a smoking cessation study had been done in local schools. The report would be circulated when available. **Action NS**

6 Dates of Future Meetings

It was agreed that the Board should be held every other month. The next meeting would Thursday, 19 August 2010 at 2pm in Committee Room 1.

## LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP MINUTES

**Date:** 12<sup>th</sup> July 2010

**Time:** 7.00 – 9.00pm

**Venue:** Committee Room I, Civic Offices

**Present:**

**Councillors:** Richard Appleton (Chair), Graham Cockerill, Ken Crookes

**Officers:** Geoff Bonner, Daryl Phillips. Daniel Hawes, Rachel Scott, Robert Thain, Joanne Bettany

### 1. Apologies for Absence

- Cllr Chris Butler

### 2. Minutes of last Meeting (15<sup>th</sup> March 2010)

- Minutes agreed.

### 3. Revocation of Regional Spatial Strategies

- The Secretary of State announced the revocation of Regional Strategies on 6<sup>th</sup> July 2010 with immediate effect.
- The Steering Group considered CLG guidance to local planning authorities published the same day. The key points in the guidance are:
  - Saved local plan policies remain in force, as do Planning Policy Statements (PPSs). PPSs will be reviewed and consolidated.
  - Planning application reports should no longer refer to the South East Plan (SEP), though evidence which informed the SEP may be a material consideration;
  - Local Authorities (LAs) should continue to progress Local Development Frameworks.
  - LAs will be expected to calculate their own housing figures and will need an evidence base since these may be tested at the examination into soundness;
  - Where authorities will be undertaking a review of their housing figures, communities and land owners should be made aware.
  - There is still the need to produce a 5 year land supply in line with PPS3: Housing, reflecting any changes to the overall local housing ambition;
  - SEP review for Gypsy and Traveller provision has been abandoned. LAs will be responsible for determining the right level of provision for gypsies and travellers. Current *Gypsy and Traveller Accommodation Assessments* form a good starting point, but local authorities are not bound by them.

**Action:** Contact all agents/landowners who submitted a site for the Strategic Housing Land Availability Assessment stating a review of the housing figures is to be undertaken.

#### 4. Core Strategy Project Plan

- In light of the revocation of the SEP a revised programme for the core strategy was circulated to the group. Consultation on a draft plan (or 'preferred approach') had been scheduled for July 2010. The new programme shows a revised document to be considered by the Steering Group in January 2011 with consultation thereafter (subject to Cabinet approval).

#### Discussion:

- The outline project plan and timetable was agreed by the group, with the discussion heavily focussed on engagement with town and parish councils. Officers will consider further how to engage the parishes as effectively as possible within the proposed time frames.

#### 5. SPA Update

- Hawley Meadows SANG is progressing. A report is to be taken to September Cabinet once the final issues with the Memorandum of Agreement have been resolved.
- Strategic Access Management and Monitoring costs: it is understood that a contract is to be circulated in due course for all LAs to sign.

**Action:** It was agreed that the contract would need to be approved by Cabinet including the business plan for works.

#### 6. Dates of Future meetings

- Proposed dates for future LDF Steering Group meetings will be emailed to all Steering Group members.



**CABINET**

**DATE OF MEETING: 5 AUGUST 2010**

**TITLE OF REPORT: THE FOOD LAW ENFORCEMENT SERVICE PLAN**

**REPORT OF: Environmental Health Manager**

**PORTFOLIO HOLDER: Councillor Pritpal Singh, Environmental Health**

**1 PURPOSE OF REPORT**

The Council is obliged to produce a Food Law Enforcement Service Plan (FLESP). This report details the plan for the current year which will require formal adoption by the Council. Non-approval would result in the Council being in breach of National Food Safety Legislation.

**2 OFFICER RECOMMENDATION**

**2.1** That full Council be recommended to approve the Food Law Enforcement Service Plan (FLESP).

**3 BACKGROUND**

**3.1** The FLESP has been prepared in accordance with the Food Standards Agency (FSA) Framework Agreement was most recently reviewed in April 2010 and requires each Authority to produce a service plan dedicated to food safety enforcement. The Framework Agreement sets out the Agency's expectations on the planning and delivery of food law enforcement.

**3.2** The FLESP is an important part of the process to ensure national priorities and standards are addressed and delivered locally, but also to

- Focus debate on key delivery issues;
- Provide an essential link with financial planning;
- Provide objectives for the future and identify major issues that cross service boundaries; and
- Provide a means of managing performance and making performance comparisons.

**3.3** The FLESP seeks to improve food safety throughout the District.

**3.4** In the Framework Agreement, the FSA has published a list of standards for local authorities to comply with when formulating the FLESP. The FLESP is one of the plans and strategies recommended by the Secretary of State to form part of each local authorities' policy framework.

**3.5** The Plan sets out the Council's commitment to food law enforcement, and how it intends to meet the requirements set by the Food Standards Agency.

**3.6** The Food Safety Section of the Environmental Health Department discharges the Council's food law enforcement function.

- 3.7** The Food Safety Section carries out planned inspections of food businesses to ensure they comply with food safety laws, and takes appropriate enforcement as necessary. These inspections occur at a frequency determined by Food Law Code of Practice and in accordance with FSA/Local Authority Co-ordinating Body on Regulatory Services (LACORS) guidance.
- 3.8** In addition to the programme of these inspections in food business, 108 consumer complaints and 170 cases of food-borne illness were dealt with last year.
- 3.9** The Council's performance is subject to an external audit by the Food Standards Agency and the results are published on the Agency's website. Hart District Council underwent an audit in 2008 and improvements required in the previous FLESP were highlighted.
- 3.10** The team carried out 99.28% of planned food hygiene inspections. The performance target is 100%.
- 3.11** Following the publication of the Government report "Implementing Hampton: From Enforcement to Compliance" in 2006, the Food Safety Service has sought to provide a 'Hampton Friendly Approach' and reduce regulatory burden by offering a "one stop" service in that health and safety inspections, smoke free assessments and other relevant matters can be addressed when carrying out primary food hygiene inspections. This reduces the burden on businesses by avoiding unnecessary repeat visits.

#### **4. POLICY IMPLICATIONS**

- 4.1** The FLESP is one of the plans and strategies recommended by the Secretary of State to form part of each local authorities policy framework.
- 4.2** The Council's Constitution reserves the approval of the FLESP to full Council after consultation with Cabinet and any other relevant body. Such a plan, approved by Cabinet, not only commits the Council to its outlined priorities, but, also acts as a way of measuring its performance against agreed targets.
- 4.3** The Food Safety Act 1990 as amended by The Food Hygiene (England) Regulations 2006 makes the District a food law enforcing authority and creates an obligation to enforce the Act.
- 4.4** Central government holds default powers where local authorities fail to effectively undertake their food safety service.
- 4.5** Enforcing authorities must have regard to guidance from the Food Standards Agency when preparing and approving a FLESP.
- 4.6** There are specific qualification requirements for food inspectors which must be obtained in order to be authorised to undertake food hygiene enforcement. Typically Environmental Health Officers will complete a degree in Environmental Health and Technical Officers will have a lower level of qualification. Both grades of

enforcement officer must be registered with the Environmental health Officers Registration Board (EHRB)

- 4.7** Food law enforcement aims to control food-borne illness. Such diseases pose a greater threat to the very young, elderly people, and some people with pre-existing health problems. Good food law enforcement will particularly benefit those groups.
- 4.8** The Food Law Code of Practice was revised by the FSA in June 2008 to reflect the new principles of better regulation. The principal changes were to replace the inspection-focused approach to food law enforcement with a more flexible one whereby local authorities can use a wider range of interventions to monitor, support, and increase business compliance. The aim is to ensure that resources are directed at those food businesses that present the greatest risk to public health and to the consumer. The Service has considered carefully the implications of this in terms of alignment of service delivery and the resources required.
- 4.9** The function is statutory and the range of possible approaches is prescribed by regulations and statutory guidance.

## **5. RESOURCE IMPLICATIONS**

- 5.1** It is anticipated that the service will be achieved within current budget for 2010/11 unless additional constraints upon the service impact on budgets or officer time.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1** An equality impact assessment has been undertaken on the Food Law Service Enforcement plan. Overall the impact of the service will be a positive one on all groups. The assessment found that where there was scope for a negative impact, in particular for black and minority ethnic (BAME) groups in terms of enforcement action, this was minimised or eliminated by ensuring that prior to undertaking any enforcement action support and guidance was provided, taking into account language requirements of individuals to ensure there was a full understanding of what was required. Interpreters are used when visiting premises where needed, as well as providing service leaflets and important documentation in languages other than English.

## **7. MANAGEMENT OF RISK**

- 7.1** The FLESP describes the financial and resource implications for the Food Safety Service, which will be met from existing budgets. If adequate staffing resources are not available due to staff turnover or sickness absence, the Council may not be able to deliver an effective food safety service as required by the FSA.

## **8. RECOMMENDATIONS**

- 8.1** Cabinet is requested to recommend to full Council the approved Food Law Enforcement Service Plan in Appendix I. Adequate provision for food law enforcement is a legal obligation.

**CONTACT:** Nick Steevens, Environmental Health Manager, ext 4296,  
[nick.steevens@hart.gov.uk](mailto:nick.steevens@hart.gov.uk)

**APPENDICES:**

Appendix 1 – Food Law Enforcement Service Plan 2010-11

Appendix 2 – Environmental Health Structure Chart

**BACKGROUND DOCUMENTS**

The Framework Agreement on Official Feed and Food Controls by Local Authorities,  
Amendment 5, April 2010

<http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementno5.pdf>

Implementing Hampton: From Enforcement to Compliance. November 2006

[http://webarchive.nationalarchives.gov.uk/+http://www.hm-treasury.gov.uk/d/hampton\\_compliance281106.pdf](http://webarchive.nationalarchives.gov.uk/+http://www.hm-treasury.gov.uk/d/hampton_compliance281106.pdf)

**FOOD LAW ENFORCEMENT SERVICE PLAN**

**2010- 2011**

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## Chapter I

### SERVICE AIMS AND OBJECTIVE

#### I.1 Aims and Objectives

I.1.1 The primary objective of the Food Safety Service (FSS) is:

**‘To protect and enhance the health and safety of the community’**

I.1.2 The Team has several secondary objectives, those relating to food safety are as follows:

- 1 To provide appropriate and timely advice and support to residents and businesses about food safety,
- 2 To maintain a targeted and effective food sampling programme,
- 3 To inspect all food premises due for inspection in accordance with statutory codes of practice,
- 4 To investigate incidents of foodborne disease and complaints about food products within the community and to take remedial action to reduce their frequency and severity
- 5 To take enforcement action proportionate to the risks involved where appropriate
- 6 To inform the public about environmental health issues, thereby promoting increased general knowledge and a culture of compliance with legislation and good practice, and in which informed choices could be made about individual lifestyles.
- 7 To ensure that staff are trained, competent and adequately resourced so that they are able to act quickly and accurately in achieving the above objectives
- 8 To ensure that support systems (such as IT, administration) are working effectively to facilitate the achievement of our objectives
- 9 To continue to improve the quality of the service

#### I.2 Links to Hart District Council Corporate Plan

Our Aim is to be an outward looking, high performing council, working closely with our residents and partners to keep Hart a clean, healthy and safe community, where quality of life matters, by:

- **Enhancing the Environment.**  
Enhancing our natural and built environment and ensuring clean, green and safe streets and public spaces

I.2.1 Enhancing the Environment is one of two key priorities detailed contained in Hart’s Corporate Plan. It can be seen that the FSS has a direct by the provision of an effective food safety enforcement function. The Commercial Environmental Health department is committed to ensuring clean environments in relation to its food hygiene and safety role but also carries out work in relation to wider health issues such as commercial drainage, refuse and pest complaints and environmental protection matters.

### 1.3 Key Performance Indicators (KPI's)

Hart's Performance Indicators contains performance targets for Food Safety as follows:

Indicator	Dimension	Target
<ul style="list-style-type: none"><li>The percentage of high-risk food premises inspections that should have been carried out that were carried out.</li></ul>	Effectiveness	100%
<ul style="list-style-type: none"><li>The percentage of unfit food complaints to be responded to within 1 working day</li></ul>	Effectiveness	100%

### 1.4 National Performance Indicators

In addition to the Key Performance indicators for the service, National Indicators (NI) that relevant to food safety are:

- NI 184 - Food establishments in the area which are broadly compliant with food hygiene law, and
- NI 182 – Satisfaction of Businesses with local authority regulation services

Following the 2010 Budget, from 1<sup>st</sup> April 2010 NI 184 has been removed from the National Indicator Set. This is in line with commitments made in the Putting the Frontline First: Smarter Government to remove indicators that were no longer relevant or needed. It is the intention of the Food Safety Service to continue to utilise the NI as a means of determining food business compliance within the District.

### 1.5 The Food Standards Agency's Strategy for 2010-2015

The Commercial Environmental Health Department supports the Food Standards Agency's (FSA's) objective to improve food safety and the balance of people's diets. The FSA's main priorities are:

- Food produced in the UK is safe to eat.**  
Our inspection regime and reactive work within the District ensures that consumers can be confident that the food they purchase is fit for consumption.
- Food products and catering meals are healthier.**  
Our work plan includes for 2010/11 a project within ethnic minority premises which will target salt and saturated fat reduction and encourage healthier menu options. This work will be undertaken in conjunction with Hampshire County Council Trading Standards.
- Consumers understand about safe food and healthy eating, and have the information they need to make informed choices.**  
Our website [safe2eat.com](http://safe2eat.com) advises consumers on which premises attain the highest standards in hygiene along with those that are deemed to be non-compliant. Safe2eat.com rates premises as either Excellent, Satisfactory or Unsatisfactory. The rating is determined by the most recent food hygiene inspection.

- **Imported food is safe to eat.**  
During inspections the Environmental Health department seek to identify imported foods which are either imported directly into the district or introduced by a third party.

## 1.6 Hampshire Sustainable Community Strategy

The purpose of the Hampshire Sustainable Community Strategy (HSCS) 2008-2018 is to ensure the future needs of Hampshire are met. The work of the Environmental Health department directly links into the stated “ambitions for ensuring that a sustainable Hampshire is achieved”.

The Food Safety Service actively contributes to the following elements of the HSCS ambitions:

- **Hampshire will provide a globally competitive environment for business growth and investment where everyone has the opportunity to develop their skills and play a full part in the county's success**

The Food Safety Service contributes to this ambition by ensuring fair and appropriate regulation and by supporting businesses to compliance with the aim of creating a safe and healthy Hampshire. Food production, its transport and sale at retail and catering establishments are very significant parts of the economy both locally and nationally. Up to 20% of a household disposable income is spent on food. Of this, 32% is spent on food consumed outside the home. By providing free and impartial advice to food businesses the FSS helps our local food economy to remain vibrant and offers practical support to businesses in difficult economic times.

- **Hampshire's communities are inclusive and cohesive**

The Food Safety Service contributes to this ambition by ensuring that we appropriately address issues of social exclusion. The Service is actively seeking to reduce social exclusion and inequality by seeking grants for food hygiene training in minority languages. The extended work of the Service includes a wide range of public health initiatives, for example, around our Smoke Free Hart work, which has bundled the smoke free legislation with the opportunities to support smokers who wish to quit to do so through our partners in the local PCT and NHS.

- **Hampshire's people can make choices to improve their health and well-being**

The Food Safety Service will seek to support resident choice by providing appropriate information and advice, and by signposting enquiries to the correct agencies. In addition, we will seek to make more information on the hygiene status of businesses available to the public in support of the Freedom of Information regime and through the Environmental Information Act, particularly through our safe2eat scheme which publicises such information on the web at [www.safe2eat.com](http://www.safe2eat.com)

The service recognises its role, and the greater potential within the role to support the wider public health agenda through support for campaigns targeting current



issues such as salt and saturated fat reduction, obesity, heart disease, diabetes, smoking and other issues largely affected by “lifestyle” choices. With our wider public health aspirations and close links with Hampshire Trading Standards the FSS is endeavouring to work with a wide range of partners to improve the health and well-being of local residents.

- **Hampshire's people and businesses adapt to and mitigate climate change**

Through the Food Safety Service, we have been able to demonstrate that we are capable of bundling a variety of different messages as part of our routine interventions. For example, we have carried smoke free and health & safety messages to commercial premises through our food interventions.

- **Hampshire's public services are high quality, accessible and responsive and provide value for money**

It is the continuing ambition of the Food Safety Service to provide our service in a high quality manner to be accessible and responsive and to provide value for money. We have demonstrated that we are able to work with a variety of partners to be innovative, to develop synergies and deliver our work to an extremely high standard. A 2008/9 service profile exercise undertaken by the Hampshire Chief Environmental Health Officers Group (CEHOG) examined the staffing levels and inspection data for all Hampshire food safety services. This showed that Hart has the second highest ratio of commercial food premises (category A-D) per member of field staff with 327 per inspector. Immediate neighbours Basingstoke and Rushmoor with 230 and 254 respectively. Due to changes in the structure of the service over the last 15 months and the redundancy of the Environmental Health & Licensing Manager, this ratio is now greater.

## Chapter 2

### BACKGROUND

#### 2.1 Profile of the Local Authority

Population: 90600 (Mid-2008 Population estimate)

Area: 83 sq.miles  
53,156 acres  
21,500 hectares

- 2.1.1 Hart District was formed in 1974 by the combination of Fleet Urban and Hartley Wintney Rural District Councils.
- 2.1.2 The District lies in the north-east corner of Hampshire and is approximately 83 square miles in extent. The overall impression is that the District is rural, with a varied landscape made up of woodland, heathland common and arable land. The urban areas are concentrated in the north-east and east of the District around Yateley, Blackwater and Fleet. Hook is a recently expanded village on the western boundary.
- 2.1.3 The rest of the District's settlements are villages, particularly notable for their historically and architecturally important buildings. There are 32 Conservation Areas and nearly 1,000 listed buildings in the District,
- 2.1.4 From Hart's northern boundary with Berkshire, the land rises to the North Downs in the south of the District. Three small rivers cross the area flowing northwards into the River Thames, one of these, the Blackwater, forming part of the boundary with Surrey and Berkshire. The Whitewater flows from the western side into the River Hart, from which the District takes its name.
- 2.1.5 The Basingstoke Canal winds through the southern half of Hart and after extensive restoration is now a popular recreation asset.

## **2.2 Food Safety Service**

The Food Safety Service is located within the Environmental Health department which also deals with:

- Pollution and Nuisance Complaints including the provision of a weekend out of hours noise service
- Health & Safety Enforcement
- Infectious Disease Control
- Community Burials and maintenance of closed graveyards
- Licensing of piercing, acupuncture, tattooing, hairdressing, riding establishments, pet shops and animal boarding establishments.
- Pest Control service
- Dog Warden service

2.2.1 Appendix 2 shows the current structure of the Environmental Health Department. Two members of the team (Environmental Health Manager and Senior Environmental Health Officer) are both deemed competent to carry out the full set of food safety interventions. A further officer is able to undertake routine food hygiene work, with the exception of seizure and detention of a food and the service of a Hygiene Prohibition Notice which orders a food business, operation or process to cease with immediate effect.

## **2.3 The scope of the Food Safety Service**

Includes:

- Inspections of food premises to ensure compliance with legal requirements
- Examination and sampling of foodstuffs for food safety
- Investigation of complaints about food
- Investigation of complaints about food premises
- Follow up of food alerts/ incidents within Hart DC area
- Advice to the public and local businesses about food safety
- Training of food handlers (to level 2 food hygiene)

## 2.4 Demands on the Food Safety Service

2.4.1 We have the following premises within the area:

Premises Type	Number
Producers	4
Manufacturers	5
Packers	1
Importers	1
Distributors	5
Retailers	139
Unclassified	10
Restaurants	562
<b>TOTAL</b>	<b>727</b>

Category	Number
<b>A</b>	2
<b>B</b>	35
<b>C</b>	301
<b>D</b>	88
<b>E</b>	197
<b>SUBTOTAL</b>	<b>623</b>
Plus unallocated	43
Plus Blackbushe (Cat. Cs)	50
<b>TOTAL</b>	<b>727</b>

The category of a premises can vary according to the standards found at the time of the inspection, the nature of the food produced and the number and type of customers it serves.

## 2.5 Enforcement Policy

2.5.1 Hart DC has signed up to the Central and Local Government Enforcement Concordat in addition to its own Enforcement Policy which covers all HDC enforcement functions.

2.5.2 We have a Food Safety Enforcement Policy which sits under the main Enforcement Policy, approved by HDC in June 2008. Food Safety enforcement decisions are made in accordance with these documents.

## **Chapter 3**

### **Food Safety Activity in 2009/10**

**3.1** In 2009/10 the Food Safety Service made the following achievements:

- 99.28% of high-risk inspections due were undertaken within the financial year.
- A figure of 89.2% was achieved for National Indicator (NI) 182 - Business Satisfaction with Regulatory Services, which was in excess of the targeted 80%
- A National Indicator (NI) 184 figure of 91.2% has been achieved for premises which are broadly compliant. The national average for broadly complaint premises is 80%.
- Achieved a 100% compliance with the response times for Performance Indicator PI EH3 – unfit food complaints responded to within 1 working day.
- Undertook enforcement action which amounted to 450 report of visits, 156 written warnings, 26 Hygiene Improvement Notices, 8 informal letters, 4 voluntary closures and 5 Simple Cautions.
- Presentations to local schools on handwashing and food safety.
- 60 people were trained to Chartered Institute of Environmental Health (CIEH) Level 2 in food hygiene for caterers.
- Undertook targeted inspections and environmental sampling in butchers premises in response to the Pennington report following the E. Coli outbreak in South Wales.

## Chapter 4

### Intervention program for 2010/11

#### 4.1 Inspections

In 2010/11 Hart District Council will have to routinely inspect 329 commercial food premises plus an estimated 40 new businesses which register or have changed proprietorship. On average about 25% of inspections require a revisit to check compliance with matters raised at the original inspection. This figure does not include visits that will arise as a result of complaints or legal intervention.

4.1.1 A breakdown of the routine inspections due in 2010/11 can be seen below:

Category	Number
<b>A</b>	0
<b>B</b>	30
<b>C</b>	199
<b>D</b>	42
<b>E</b>	58
<b>SUBTOTAL</b>	<b>329</b>
Plus new premises	50 (est)
Plus Blackbushe (Cat. Cs)	50
<b>TOTAL</b>	<b>429</b>

The actual inspection numbers will vary from this in any particular year because of the historic pattern of inspections, changes in the nature or ownership of a business which will result in a re-inspection or re-rating of a premises following a revisit to remove a premises from the Unsatisfactory category on safe2eat.com

- 4.1.2 The Food and Safety service currently approve both a meat products manufacturer and a meat processing plant which require more stringent enforcement than typical food premises. The service also has responsibility for a large Sunday Market at Blackbushe which has approximately 50 mobile food outlets, mostly within risk category C.
- 4.1.3 The inspection target is 100% for high risk premises (Category A to D). In 2009/10 we have achieved 100% of due inspections. Due to recent reorganisations of the service and the deletion of an Environmental Health & Licensing Manager and Housing and Environmental Health Manager post the food safety service now has less FTE than in 2008/09. To date this has not had an impact on the performance of the delivery of the food safety service.

- 4.1.4 On average, 25% of the inspections will generate a revisit. Those premises who repeatedly fail to comply with food safety legislation may receive numerous revisits and formal action such as formal notices, simple cautions or prosecution. In 2009/10 a total of 162 revisits were made to ensure that standards of food hygiene were being maintained.
- 4.1.5 The risk-based inspection approach in accordance with the FSA Food Law Code of Practice ensures that food premises servicing vulnerable groups of society (e.g. the very young or old), or where conditions are below standard are given a priority for inspections.

## 4.2 Food Complaints

- 4.2.1 An Environmental Health Standard Procedure exists for Investigation of Food Complaints. Staff members are aware of these procedures and are monitored in accordance with our monitoring procedure to ensure they are followed.
- 4.2.2 The value of investigating such complaints in identifying actual or potential hazards is recognized and a high priority given accordingly. The performance indicators for the food safety service ensure the complaint will be actioned within either 24 hours or 3 days from receipt, depending on the nature of the complaint.
- 4.2.3 Numbers of food complaints for the last 4 years: last financial year we received 102 complaints which is an increase on previous years.

2006/7	76
2007/8	92
2008/9	<b>87</b>
2009/10	<b>102</b>
<b>Average</b>	<b>88.5</b>

- 4.2.4 Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint arising, a range of actions will be considered in accordance with the Enforcement Policy.

### **4.3 Primary Authority Principle**

- 4.3.1 The Environmental Health Department supports the Primary Authority principle which came into effect in April 2009, in line with Food Standards Agency and LACORS (Local Authority Co-ordinating Body on Food and Trading Standards) guidance.
- 4.3.2 Such an arrangement allows for guidance to be given on food safety matters by one local authority (the 'Primary' authority) and overcomes the potential problem of inconsistencies in advice when a firm operates in several local authority areas. The Environmental Health Department has not yet entered into a Primary Authority Agreement but has been tentatively approached by two companies for this purpose.

### **4.4 Advice to business**

- 4.4.1 Hart's Enforcement Policy (including the Food Safety Enforcement Policy) concentrates on achieving compliance with legal requirements by informal methods. Formal action is reserved for the most difficult cases. Giving advice to food business proprietors and staff is a mainstay of this approach, and includes the following actions:
- Advice given during programmed or other inspections
  - Advice visits on request from the proprietor
  - Following complaints from the public
  - Distribution of leaflets, newsletters or other guidance notes
  - Putting on training courses, such as the Chartered Institute of Environmental Health Level 2 Food Hygiene Course
  - As a result of consultations from the planning or building control processes
  - The Hart Healthy Workplace Award Scheme
- 4.4.2 In any one year it is likely that in excess of 50 new food businesses will be registered with the Council, each potentially requiring informal advice and support together with a primary inspection within 28 days. In 2009/10 75 new food premises were added to the food safety service database. The increase over previous years is due to an influx of registrations from childminders and an initiative by the department to identify unregistered premises within the District.

### **4.5 Food Inspection and Sampling**

- 4.5.1 Sampling is seen by Hart as a vital tool to verify the effectiveness of food safety within a food business.



- 4.5.2 Hart belongs to the Berkshire Sampling Group, comprising a number of local authorities surrounding the Reading Public Health Laboratory Service. The group co-ordinates a food-sampling programme which is then carried out by all group members. The use of swab sampling and food sampling as a means of verifying food safety practices and procedures has been increasingly used to good effect over the last 2 years. Sampling in this manner and has identified numerous issues involving inadequate cleaning techniques and food being produced which was deemed to be unfit for consumption due to microbiological contamination. The number of samples taken by the Environmental Health department has risen dramatically due to it's effectiveness as an inspection tool.
- 4.5.3 In 2009/10 124 samples were taken. These consisted of 56 food and water samples, 61 environmental swab samples and 5 cleaning cloths. The equated to 127% of Hart's allocated sampling allocation but has resulted in no additional cost to the service.

#### **4.6 Control and Investigation of Outbreaks and Food Related Infectious Disease**

- 4.6.1 The Food Standards Agency had a target of reducing food poisoning by 20% by 2010. The rigorous enforcement of legislation and training to food handlers will have an impact but the authority realises that many cases occur in the home. The authority has undertaken work to promote food hygiene messages through the it's visits to local schools and colleges promoting the importance of good food hygiene and handwashing.
- 4.6.2 In the financial year 2009/2010, there were 159 cases of food poisoning which required investigation by this department. This is a reduction of 12 on the previous year, but it is recognized that the level of unreported cases is very high.
- 4.6.3 These incidents are given the highest priority, with a 1 day response time as our target. It is expected that all Environmental Health staff would be called upon to assist in the event of a large-scale investigation where needed. Other work would be put on hold during the investigation period.
- 4.6.4 30 complaints directly alleging food poisoning suffered following a meal at a food premises were also received which involved varying degrees of investigations. This number has increased from 11 in the previous year.

## 4.7 Food Safety Incidents

- 4.7.1 The Food Standards Agency issues Food Alerts and are received through the computer-based EHC Net (Environmental Health Communications Net) system. The two categories of Food Alerts are 'For Information' and 'For Action'.
- 4.7.2 In 2009/2010 39 Food Alerts were received, which is a significant reduction in the 89 received in the previous year.
- 4.7.3 The Food Law Code of Practice provides guidance for actions to be taken following such incidents, and we follow this procedure. Action is then taken according to the type of Alert received and the Code of Practice.
- 4.7.4 Where a response is necessary, this has absolute priority. It may necessitate contacting or in some cases, visiting premises where relevant food is likely to be on sale and can therefore have a significant impact on resources.

## 4.8 Liaison with Other Organisations

The following links exist:

1	LACORS	Issues guidance and advice for food safety, to achieve consistency of enforcement across local authorities.
2	Food Standards Agency	The Food Standards Agency oversee the work of Local Authority food safety services to ensure that they provide appropriate and timely interventions to ensure food safety and standards.
3	Food Advisory Committee, Hants and Isle of Wight Branch, Chartered Institute of Environmental Health	Aim is to share experiences and ensure consistency of enforcement across the area. Representatives include all food authorities in Hants & IoW, Hampshire Scientific Services and Health Protection Agency.
4	Environmental Health Communications Net	A computer-based network between authorities to seek advice, promote liaison, activities, resources etc.
5	North East Hampshire Local Business Partnership	Provides a vehicle for consulting with local business on all aspects of local authority work, including food safety
6	Trading Standards	Close liaison with trading standards through the regional food advisory group to ensure consistency and close communication on food-related matters
7	Other Hart DC services	Consultations and input on Planning and Building Regulation Applications

## Chapter 5

### RESOURCES

#### 5.1 Financial Allocation

- 5.1.1 When considering the resources required to implement the Service Plan the Food Standards Agency Framework Agreement (2000) has been given due regard. Food safety resources are not separately identified as they are contained in the Environmental Health Commercial Cost Centre, which includes Health & Safety, in addition to Food. The total budget for 2010/2011 is £324,000. 2.0 Full Time Equivalents (FTE) are allocated to Food Safety work. The work of the department has steadily increased over the recent years.
- 5.1.2 The current allocation of budget for the service is £162,000 2010/11. Assuming there are no staffing issues such as long-term sickness absence or major investigations required, the service will be delivered. In order to determine the true cost of providing the food safety service benchmarking will be required.

#### 5.2 Staffing Allocation:

Approximately 2.0 FTE are allocated to food safety, including Administrative support. The allocated resource for food safety consists of the Environmental Health manager, a Senior Environmental Health Officer, a Senior Environmental Health Technical Officer, Environmental Health Technical Officer and administrative support.

#### 5.3 Staff Development Plan:

Training needs of each staff member is documented through the performance management process and recorded on each individuals work plan. Staff who are involved in food enforcement work are required to hold an approved formal qualification as detailed in the food safety statutory code of practice. The training structure for the service ensures that the officers are trained and receive up to date food enforcement training. The Food Standards Agency suggest that each food officer receives ten hours core training each year as a minimum to maintain competency. The service ensures this by using:

- In house documented competency based training
- Participation in relevant external learning and development courses
- Regular review against the service's own performance management learning and development scheme.

The Chartered Institute of Environmental Health (CIEH), which is the professional body for environmental health officers, requires its members to undertake twenty hours of training each year as part of the Continuing Professional Development (CPD) scheme. At least ten hours of this training must be on core work areas and officers failing to meet this requirement will lose membership of the professional body. While membership of the CIEH is not essential to delivering food safety enforcement work, the loss of membership caused by a failure to attain the required CPD training could undermine the officers' ability to undertake the range of related enforcement work, particularly if a legal matter is challenged.

## **Chapter 6**

### **QUALITY ASSESSMENT**

- 6.1 A full set of procedures has been produced to cover all aspects of Food Safety these are currently under review in line with Food Safety Codes of Practice.
- 6.2 Quality checks are carried out on a sample basis, records kept and remedial action taken so as to ensure that the procedures are followed and that the overall service is provided in accordance with Food Standards Agency standards, guidance and practice.
- 6.3 Arrangements exist through the Food Advisory Committee of the Hants and Isle of Wight Branch of the Chartered Institute of Environmental Health to carry out Inter-authority auditing of other authorities' Food Safety Services, covering compliance with the relevant legislation, guides and codes of practice.
- 6.4 In addition to the above the department undertakes the following:
  - Monitoring and support provided by experienced enforcement officers
  - Monitoring of notices and letters
  - Shadow inspections
  - Post inspection audits of records and enforcement decisions
  - Regular team meetings
  - Regular one-to-one work reviews

## Chapter 7

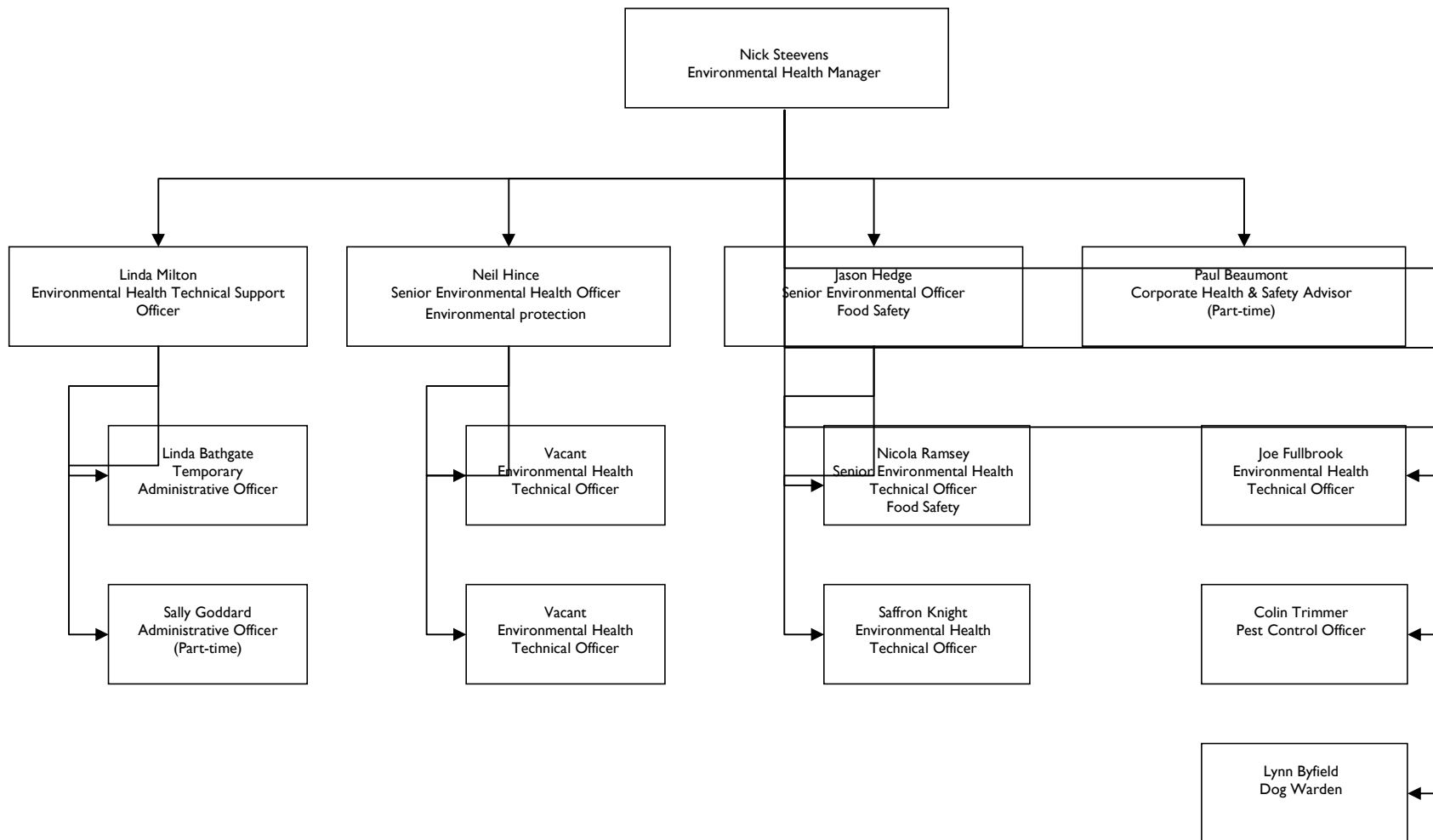
### Work Plan 2010/11

#### 7.1 Work Plan for 2010/11

In addition to the routine inspections and reactive work undertaken by the Food Safety Service a work plan has been produced to identify our priorities for the coming year.

Priority Item	Action	Due date
Safer Food Better Business (SFBB) implementation in Indian and Chinese food premises	To continue to search for funding for training to aid in the implementation of SFBB in Indian and Chinese food premises	31/03/11
Focus on Broadly Un-compliant premises	To reduce the number of revisits to broadly compliant premises and focus resource on our poor performers to attempt to improve standards.	Ongoing
To review the type of interventions made in Excellent rated premises and those with a good compliance history	To determine the effectiveness of 'light touch' inspections and earned autonomy in premises which are maintained excellent levels of hygiene.	30/09/10
Review of web content	A full review of the food safety web pages on hart.gov.uk to be undertaken	31/12/10
Hand washing and food hygiene in schools project	To undertake hand washing workshops in junior schools	31/05/2010
Production of a food safety newsletter	To produce a food safety newsletter to be distributed to all food premises within the District.	30/09/10

## Commercial Environmental Health Structure Chart



## CABINET

**DATE OF MEETING: 5 AUGUST 2010**

**TITLE OF REPORT: PROPOSAL FOR A NEW SCHEME OF SOCIAL HOUSING PRIORITY**

**Report of: Head of Housing Services**

**Cabinet Member: Councillor Christopher Butler, Housing & Health**

### **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Cabinet approval to proceed to public consultation on a proposal to change the scheme of social housing priority from a points based scheme to a banding scheme.

### **2 OFFICER RECOMMENDATIONS**

- 2.1 That Cabinet agree to the Head of Housing Services proceeding to public consultation on the change to a banding scheme based on the principles outlined in this report

### **3 BACKGROUND**

- 3.1 The Housing Act 1996 requires that all local housing authorities have a scheme for determining priorities in the allocation of housing accommodation. Overall priority must be given to those in greatest housing needs and priority for accommodation must be given to those who fall within the statutory **reasonable preference** categories, defined as:
- a) People who are homeless or threatened with homelessness (within the meaning of the Act), including those who are intentionally homeless, and those who do not have a priority need for accommodation.
  - b) People occupying “insanitary” or over-crowded housing or otherwise living in unsatisfactory housing conditions
  - c) People who need to move on medical or welfare grounds, including grounds relating to disability
  - d) People who need to move to a particular locality in the district of the local authority, where failure to meet that need would cause hardship (to themselves or to others).

The legislation also provides that additional preference can be given to those who fall into one of the above categories and who have an urgent housing need.

- 3.2 Hart’s current policy directing the allocation of social housing was agreed in October 2007. Section 18 of the Policy sets out the detailed definition of how points are

awarded. An applicant's position in the priority order is determined by the sum of all the points eligible to that household. This is called a cumulative preference scheme. Households are also categorised by the size of property for which they are eligible, the bedroom standard. When points have been awarded, applicants are considered according to the size of home they need. This is called the bedroom standard.

**3.3** Actual allocations for available homes are made through the Council's Choice-Based Lettings (CBL) scheme in which those on the housing register are able to express an interest in taking on the tenancy of a property. 90% of Hart's allocations are made to applicants on the Hart Housing Register and in those cases the applicant with the highest points level, having the correct bedroom need, will be the first one offered the property. The remaining 10% of allocations are awarded on a sub-regional basis through Homeselecta in partnership with Guildford BC, Rushmoor BC and Waverley BC, in which each of the 4 partner authorities makes 10% of its stock available. In these cases a simple banding scheme, agreed by the 4 councils, is used to determine priority.

**3.4** This banding scheme uses 3 Bands based on the following criteria:

- a) Additional Preference – those who have some urgent rehousing requirement, due particularly to medical reasons or those escaping violence
- b) Reasonable Preference – those who fall into the criteria outlined in 3.1 above
- c) No Preference – all other applicants

In June of the 1845 applicants on the Housing Register there were the following numbers in the bands:

- a) Additional Preference – 5
- b) Reasonable Preference – 1536
- c) No Preference – 304

**3.5** In December 2009, the Department of Communities and Local Government published their guidance on social housing allocation schemes and amongst the objectives which local authorities should seek to achieve are:

- a) Promoting greater choice and wider options for prospective and existing tenants,
- b) Creating more mixed and sustainable tenancies, it is worth noting that the guidance supports CBL schemes as a way of assisting in achieving this objective,
- c) Providing opportunities for greater mobility for social housing tenants,
- d) Making better use of the housing stock,
- e) Policies which are fair and considered to be fair,
- f) Supporting people in work or seeking work.

**3.6** The Guidance specifically reviews a recent House of Lord's judgement which effectively removed any requirement for local authorities to take account of cumulative preference. The document advises that removing cumulative preference gives "local authorities scope to develop simpler, more transparent systems of applicant prioritisation which are easier for applicants to understand".

**3.7** The Guidance also suggests that:

- the simplest way of determining priorities between those with a similar level of need is to take account of waiting time,
- local authorities can take account of good as well as bad behaviour,



- Some local authorities will wish to give more priority to those with a local connection.

**3.8** The guidance concludes by suggesting that a banding scheme could be an appropriate method to reflect priorities that simple banding schemes had a number of advantages over more complex systems and that simple banding schemes would also make it easier for local authorities to operate schemes on a sub-regional basis.

#### **4 DRAFT PROPOSAL**

**4.1** Banding schemes group together applicants into a number of broad bands, which reflect housing need and the priorities set out within the scheme. Applicants within each band will be prioritised based on the time they have waited for their need to be met. Hart’s proposed scheme is defined by the statutory reasonable preference categories as outlined in section 3.1

**4.2** The draft proposed Banding scheme suggests 5 Bands described below:

Band	Brief description	Time Limited
<b>A Additional Preference</b>	Applicants with reasonable preference and an urgent need to move. Local connection criteria will apply, but will be waived if supporting evidence shows that it is unsafe to remain in own district.  This Band is only granted in exceptional circumstances.	Yes  Review every 3 months
<b>B High Preference</b>	Applicants with reasonable preference which is considered to be a high priority, an identified housing need and a local connection.	Yes  Review every 6 months
<b>C Normal Preference</b>	Applicants with reasonable preference, an identified housing need and a local connection	No
<b>D Lower priority preference</b>	Applicants with a lower level of need than the statutory reasonable preference categories and a local connection	No
<b>E No reasonable preference and Demoted cases</b>	Applicants with no reasonable preference or circumstances make them unsuitable to take up a tenancy at the time e.g. they are demoted for reasons of debt or behaviour. Those with a local connection will have priority over those with no local connection.	No

**Please Note:** The annual review of all applications that the council currently operates will still apply to ensure an applicant’s Band reflects their current circumstances.

- 4.3** Bands A and B are time limited, for Band A this is 3 months and for Band B it is 6 months. At the end of the time allowed the applications in these Bands will be reviewed and the time extended if no suitable properties have been made available for bidding or their priority reduced if properties have been advertised that would have been suitable for their housing needs.
- 4.4** Appendix A gives the framework of a 5 Band allocations scheme which has been the subject of discussions between officers of the 4 sub-regional Choice Based Lettings partners. This framework is in accordance with both the legislation and the statutory guidance, and also agrees with officers' views of who the authority ought, in practical terms, to be prioritising for social housing. Further work will be carried out to develop the scheme in detail following members' views at this meeting.

## **5 CONSIDERATIONS**

- 5.1** During 2009/10 two reviews of the housing service have taken place. One was led by Improvement & Efficiency South East (IESE) and looked at service improvement from the customer viewpoint. The second was by the Overview & Scrutiny Committee and was prompted by a certain amount of adverse feedback Members had received on the doorstep.
- 5.2** Both reviews separately came to the conclusion that the current points based scheme is complex and directly leads to significant levels of customer dissatisfaction and distrust of the overall allocations scheme.
- 5.3** Further confusion arises from the fact that 90% of social housing vacancies in Hart are allocated in accordance with the points system, but the remaining 10% are available to those on the housing registers of the 4 sub-regional partners based on the Banding scheme outlined in paragraph 3.4 above. The proposed new Banding scheme is also being discussed within the other three partner authorities and would replace both of these schemes.
- 5.4** Following the consideration of this matter by Cabinet it is proposed to go out to consultation to:
- all Ward Members and Parish Councillors
  - all those currently on the housing register
  - the wider community, potentially through the Citizens' Panel
  - the voluntary sector, including Hart Voluntary Action and the Citizens' Advice Bureau and
  - relevant stakeholders and partner organisations.

The consultation process will include a Member and Stakeholder Briefing Meeting.

It is expected that these consultations will take some two months to complete, with a view to a report coming back to Cabinet in the autumn. Part of this second report to Cabinet will be proposed transitional arrangements for the move to Banding.

- 5.5** As part of this review, the Bedroom Standard is also being considered and steps will be proposed to bring this in line with the standard used in Housing Benefit calculations.

## **6 POLICY IMPLICATIONS**

- 6.1** The potential change to a Banding scheme will have positive benefits from an equalities point of view by making the system simpler and more accessible. An equality impact assessment will be carried out prior to any new policy returning to Cabinet for approval.

## **7 FINANCIAL IMPLICATIONS**

- 7.1** There will be small revenue implications from a move from the current points based to a Banding scheme, in terms of minor changes to the IT system and some officer over-time to implement the change for all those on the register. These costs can be met within the existing budget.

## **8 MANAGEMENT OF RISK**

- 8.1** There is a significant risk that the consultation process could lead to expectations that more affordable housing will be available, care will need to be taken on how this consultation is approached.

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## **APPENDICES / CONFIDENTIAL APPENDICES**

Appendix A - Potential Banding Scheme.

Appendix B – Worked Examples of the effect of the move to Banding

## **BACKGROUND PAPERS:**

- Hart DC Joint Housing Register Choice-Based Lettings Allocations Policy
- Department of Communities & Local Government – Fair & Flexible: statutory guidance on social housing allocations for local authorities in England
- Overview and Scrutiny Committee Report – April 10

## APPENDIX A

<b>Band A</b>	<b>Additional Preference</b> Subject to review every 3 months
	<p><i>Applicants with reasonable preference and an urgent need to move. Local connection criteria will apply, but will be waived if supporting evidence shows that it is unsafe to remain in own district. This Band is only granted in exceptional circumstances.</i></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Emergency medical and/ or disability ground - because their current accommodation is wholly inappropriate to occupy no suitable adaptations can be made within a reasonable timescale</li> <li>• Exceptional need to move because to stay would be life threatening such as Domestic Violence, Sex or other high risk offenders, National Witness Mobility Service (supporting evidence required)</li> <li>• Severe Environmental Health grounds that cannot be rectified within a 12 month period e.g. Extreme disrepair, Closure / Demolition Order</li> </ul>

<b>Band B</b>	<b>High Preference</b> Subject to review every 6 months
	<p><i>Applicants with reasonable preference which is considered to be a high priority, an identified housing need and a local connection.</i></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Urgent need to move on medical or disability grounds; accommodation is not wholly inappropriate but it is unable to address a major proportion of their housing needs</li> <li>• Need to live within 5 miles of family or friends / specialist medical facility or special school to provide or receive essential support</li> <li>• Priority overcrowding (lacking 2 or more bedrooms)</li> <li>• Priority prevention of homelessness cases such as Loss of tied or forces accommodation, Former tenants that voluntarily gave up their tenancy for special reasons by agreement, Care leavers ready for rehousing</li> <li>• Move on from Supported Housing to make best use of supported accommodation available on a case by case basis Under occupation of general needs stock and wishing to take up accommodation for older persons</li> <li>• Under-occupation of social housing with nomination rights to resulting vacancy</li> </ul>

Band C	Normal Preference
	<p data-bbox="257 295 1321 327"><i>Applicants with reasonable preference, an identified housing need and a local connection</i></p> <p data-bbox="257 343 414 375"><b>Examples:</b></p> <ul data-bbox="302 399 2072 1109" style="list-style-type: none"> <li data-bbox="302 399 2072 510">• Need to move on medical grounds and/or disability where housing circumstances can be demonstrated to be having a significant effect on an applicant's medical condition but re-housing to alternative accommodation would only have a marginal impact on the long term improvement to the applicant's medical condition and there are no other suitable housing options.</li> <li data-bbox="302 526 2072 566">• Homeless households through no fault of their own or at risk of rough sleeping and actively engaging with the housing options team</li> <li data-bbox="302 582 873 622">• Overcrowding - one bedroom deficient</li> <li data-bbox="302 638 1713 678">• Those applicants living in social housing bedsit / studio accommodation after 2 years of holding a tenancy</li> <li data-bbox="302 694 963 734">• Unsatisfactory or insanitary housing conditions</li> <li data-bbox="302 750 1758 790">• Applicants in Supported Housing assessed as ready/ suitable for move on into general needs accommodation</li> <li data-bbox="302 805 1176 845">• Applicants assessed as suitable for sheltered/extra care housing</li> <li data-bbox="302 861 1803 901">• Applicants ready to move on from hostels or similar accommodation e.g. women's refuge, single person's hostel</li> <li data-bbox="302 917 2016 997">• Applicants who need to move to a particular locality in the district of the local authority, where failure to meet that need would cause hardship (to themselves or to others) eg employment</li> <li data-bbox="302 1013 1299 1053">• Tenants in Private Rented Accommodation (Assured Shorthold Tenants)</li> <li data-bbox="302 1069 985 1109">• Tied tenants seeking alternative accommodation</li> </ul>

<b>Band D</b>	<b>Lower priority preference</b>
	<p><i>Applicants with a lower level of need than the statutory reasonable preference categories and a local connection</i></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Applicants that are not engaging with Housing Options or other services including those of no fixed abode</li> <li>• Other transfer cases with limited need</li> <li>• Applicants in hostels or supported housing projects within the partner authorities area but without a local connection, (including those who were nominated placed/funded by another local authority/agency, with agreement that they would provide move on accommodation)</li> <li>• Permanent tenants of an RSL with an identified housing need – Where the Local Authority applied to has no nomination rights to the vacancy</li> <li>• Tied tenants not required to vacate their accommodation within 6 months</li> </ul>

<b>Band E</b>	<b>No reasonable preference and Demoted cases</b>
	<p><i>Applicants with no reasonable preference or circumstances make them unsuitable to take up a tenancy at the time e.g. they are demoted for reasons of debt or behaviour. Those with a local connection will have priority over those with no local connection.</i></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Applicants who do not qualify for reasonable preference but who would like to move and they have a local connection</li> <li>• An applicant assessed as intentionally homeless – will remain in this Band for 12 months from date of intentionality decision</li> <li>• Social housing tenants in breach of tenancy – will remain in this Band for a period of 12 months after the breach has been cleared</li> <li>• Demoted applicants for example, due to behaviour or if applicants have deliberately worsened their circumstances within the last 5 years - to get more priority on the housing register</li> </ul>

**APPENDIX B**

Brief synopsis of family status	Current points	Current points reasons	Likely Band														
<p>Accepted under homeless legislation, sleeping in a caravan as temp accommodation (through choice after declining temporary accommodation at Heathlands Court as does not want to leave rural area ) has 2 children and no access to bathroom facilities in caravan but utilising ,others bathroom. Local connection to Hart</p>	<p align="center">101</p>	<table border="1"> <tr><td>Local Resident</td><td align="right">15</td></tr> <tr><td>Time On List</td><td align="right">25</td></tr> <tr><td>Household Has Child under 10 and lacking Enclosed Garden</td><td align="right">5</td></tr> <tr><td>Non Household Member Shared Facility (bathroom/WC)</td><td align="right">5</td></tr> <tr><td>Bedroom Deficiency (current bedrooms: 1, required minimum bedrooms: 3)</td><td align="right">20</td></tr> <tr><td>Accepted As Homeless</td><td align="right">20</td></tr> <tr><td>Medical Needs</td><td align="right">11</td></tr> </table>	Local Resident	15	Time On List	25	Household Has Child under 10 and lacking Enclosed Garden	5	Non Household Member Shared Facility (bathroom/WC)	5	Bedroom Deficiency (current bedrooms: 1, required minimum bedrooms: 3)	20	Accepted As Homeless	20	Medical Needs	11	<p align="center">B</p>
Local Resident	15																
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Non Household Member Shared Facility (bathroom/WC)	5																
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Accepted As Homeless	20																
Medical Needs	11																
<p>Mother and Son in temporary accommodation provided by us since March 2009, adequately housed in regards to bedroom size. Local connection to Hart.</p>	<p align="center">60</p>	<table border="1"> <tr><td>Local Resident</td><td align="right">15</td></tr> <tr><td>Time On List</td><td align="right">5</td></tr> <tr><td>Shorthold Tenancy Will Not Be Renewed</td><td align="right">10</td></tr> <tr><td>Discretionary points (max 30)</td><td align="right">30</td></tr> </table>	Local Resident	15	Time On List	5	Shorthold Tenancy Will Not Be Renewed	10	Discretionary points (max 30)	30	<p align="center">C</p>						
Local Resident	15																
Time On List	5																
Shorthold Tenancy Will Not Be Renewed	10																
Discretionary points (max 30)	30																
<p>Fleeing domestic violence from out of area however has connections to district through family with she is staying with on a temporary basis, due to tensions they have also asked her to leave. Police support urgent need for moving as not safe to return to available accommodation out of area.</p>	<p align="center">45</p>	<table border="1"> <tr><td>Non Household Member Shared Facility (bathroom/WC)</td><td align="right">5</td></tr> <tr><td>Non Household Member Shared Facility (kitchen)</td><td align="right">5</td></tr> <tr><td>Non Household Member Shared Facility (living room)</td><td align="right">5</td></tr> <tr><td>Asked To Leave By Friends or Relatives</td><td align="right">10</td></tr> <tr><td>Domestic violence / hate crime</td><td align="right">20</td></tr> </table>	Non Household Member Shared Facility (bathroom/WC)	5	Non Household Member Shared Facility (kitchen)	5	Non Household Member Shared Facility (living room)	5	Asked To Leave By Friends or Relatives	10	Domestic violence / hate crime	20	<p align="center">A</p>				
Non Household Member Shared Facility (bathroom/WC)	5																
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Non Household Member Shared Facility (living room)	5																
Asked To Leave By Friends or Relatives	10																
Domestic violence / hate crime	20																

Brief synopsis of family status	Current points	Current points reasons	Likely Band								
Single person adequately housed in private housing sector. No medical needs. Local Connection to Hart, on waiting list for over 5 years.	40	<table border="1"> <tr> <td>Local Resident</td> <td>15</td> </tr> <tr> <td>Time On List</td> <td>25</td> </tr> </table>	Local Resident	15	Time On List	25	E				
Local Resident	15										
Time On List	25										
Couple living at home with parents, Local Connection to Hart, pregnant and needing 2 bedroom accommodations.	25	<table border="1"> <tr> <td>Local Connection</td> <td>10</td> </tr> <tr> <td>Non Household Member Shared Facility (bathroom/WC)</td> <td>5</td> </tr> <tr> <td>Non Household Member Shared Facility (kitchen)</td> <td>5</td> </tr> <tr> <td>Non Household Member Shared Facility (living room)</td> <td>5</td> </tr> </table>	Local Connection	10	Non Household Member Shared Facility (bathroom/WC)	5	Non Household Member Shared Facility (kitchen)	5	Non Household Member Shared Facility (living room)	5	C
Local Connection	10										
Non Household Member Shared Facility (bathroom/WC)	5										
Non Household Member Shared Facility (kitchen)	5										
Non Household Member Shared Facility (living room)	5										
Tenant of RSL out of area, no local connection and no nomination rights to resulting vacancy. Overcrowded by one room and above ground floor.	15	<table border="1"> <tr> <td>Household Has Child under 10 and lacking Enclosed Garden</td> <td>5</td> </tr> <tr> <td>Bedroom Deficiency (current bedrooms: 2, required minimum bedrooms: 3)</td> <td>10</td> </tr> </table>	Household Has Child under 10 and lacking Enclosed Garden	5	Bedroom Deficiency (current bedrooms: 2, required minimum bedrooms: 3)	10	D				
Household Has Child under 10 and lacking Enclosed Garden	5										
Bedroom Deficiency (current bedrooms: 2, required minimum bedrooms: 3)	10										



**CABINET**

**DATE OF MEETING: 5 AUGUST 2010**

**TITLE OF REPORT: S106 UNILATERAL UNDERTAKING – BERKELEY HOMES, HITCHES LANE, FLEET**

**Report of: Head of Planning Services**

**Cabinet Member: Councillor Richard Appleton, Planning**

**1. PURPOSE OF THIS REPORT**

**1.1** The purpose of this report is to consider a request from Berkeley Homes plc to amend the terms and also defer the implementation of certain triggers within a Section 106 Unilateral Undertaking dated April 2004 in respect of a development at Hitches Lane, Fleet.

**2. OFFICER RECOMMENDATION**

**2.1** It is recommended that Cabinet agrees:

- minor alterations to the wording of the deliverability of the Community Plan as recommended by Capital Board in December 2008, and as set out in paragraph 4.1 of the report;
- on a without prejudice basis, to a request from Berkeley Homes to defer in the short term, implementation of the revised triggers for the provision of infrastructure but only on those terms as set out in Head of Planning Services recommendations in Appendix A; and
- the amended triggers are reviewed again in the light of circumstances at the end of 2011.

**3. BACKGROUND**

**3.1** In April 2004 a Unilateral Undertaking pursuant to Section 106 of the Town and Country Planning Act 1990 for development that was to take place on land at Hitches Lane, Fleet was submitted to the Council. The development comprised 300 dwellings, community leisure facilities, country park, sports pitches, transitional open space, incidental open space, associated highway works, and off-site junction improvements. The purpose of the Unilateral Undertaking was to ensure the delivery of certain key infrastructure obligations.

**3.2** Development has started on site and has reached a critical stage where first occupations are now ready. Recently, alternative development opportunities have identified a possible window of opportunity which could deliver wide ranging community benefits, such as land and a significant contribution towards a possible new District sports centre, and also an opportunity to release land for much needed expansion of Calthorpe Park Secondary School.

- 3.3** To take advantage of this window of opportunity it is recommended that some of the triggers associated with the S106 Unilateral Undertaking be delayed to enable any future opportunities to be fully pursued through the emerging Local Development Framework (LDF).

## **4. THE PROPOSALS**

### **4.1 Capital Board**

In December 2008 Capital Board agreed a request that the April 2004 Undertaking be amended to delete reference to the following:

- Community Trust
- Community Plan
- Village Crèche
- Village Minibus
- Village network
- Community Police Officer
- Transfer of land for community buildings

Under the current Section 106 Planning Obligation, a maximum of £40,000 is due be paid to the Council to set up the community trust in addition to ongoing residents contributions. Capital Board agreed that this should be deleted and replaced with a fixed sum of £20,000 to support and organise community events and to provide concessions for local residents to use facilities at the site.

### **4.2 Recent Section 106 Request**

More recently, the developer, Berkeley Homes has requested that other triggers to provide certain infrastructure obligations be delayed; possibly until 2016. This request and the Head of Planning Services recommendations are set out in Appendix A.

## **5. CONSULTATION**

- 5.1** The views of the Planning Committee have been sought. At its meeting on 14 July it resolved to recommend a deferral to Cabinet of the Section 106 triggers but only until 30 June 2011.

## **6. CONSIDERATIONS**

- 6.1** The proposed amendments that were discussed and agreed by Capital Board in December 2008 have little consequences and are reasonable in the light of current circumstances. The amendment agreed by Capital Board in 2008 secures a guaranteed revenue contribution of £20,000 which can then be used to the benefit of the community to provide wider more tangible community cohesiveness. It is therefore recommended that Capital Board's recommendations be agreed.
- 6.2** The scale of the proposed amendments proposed by Berkeley Homes in respect of the delay proposed in the trigger dates to 2016 however, are not all acceptable. The principle of deferring some of the triggers pending a review of the strategic

development options through the Local Development Framework (LDF) Core Strategy process has some merit. It allows the Council in considering future strategic development options to take into account all possible options which include wider benefits associated with enhanced Leisure and Sport Centre opportunities, including the possible provision of a new Sports Centre and also the delivery of additional land for the expansion of Calthorpe Park Secondary School.

- 6.3** A deferral of the trigger dates to 2016 as requested by Berkeley Homes is however, far too long. The Planning Committee has recommended that this be reduced to July 2011 but this is too soon and would not achieve any practical purpose. The Council would only just at this time have completed its consultation on possible preferred options and would still not have made any final commitment about which strategic development option it wished to pursue. In any event, given the relatively lengthy lead-in time to deliver some of the identified infrastructure, it is not practical to impose such a short time scale.
- 6.4** If any useful purpose is to be achieved, the minimum deferral of the trigger dates should be no later than the end of 2011, when the position can then be subject to further review.
- 6.5** It must be stressed however, that any agreement for deferral at this time should not be taken as agreement that land to the west of Fleet along Hitches Lane has been confirmed as comprising the Council's preferred option for strategic growth. A deferral at this stage is simply to enable the opportunities to be considered through the LDF Core Strategy process and consultation even if that were only to result in this possible strategic option being subsequently ruled out.

## **7. FINANCIAL IMPLICATIONS**

- 7.1** If the above terms are agreed there should be no significant adverse financial implications for the Council.

## **8.0 MANAGEMENT OF RISK**

- 8.1** Whilst there are no direct risks associated with these proposals there may be a loss of opportunity to secure wider community benefits if the recommendations contained within this report are not accepted.

## **9. CONCLUSION**

- 9.1** Berkeley Homes are offering a significant window of opportunity to explore the possibility of securing substantial community gain. However, it also has significant implications for the future strategic direction of possible growth within the District. This needs to be carefully considered and fully explored before any final decision is made. Time is therefore needed and so a deferral until the end of 2011 is considered appropriate, when the position can then be reviewed if necessary in the light of the position at that time.

**Contact Details: Daryl Phillips, Head of Planning Services, Ext 4492, email [daryl.phillips@hart.gov.uk](mailto:daryl.phillips@hart.gov.uk)**

SECTION 106 PROVISION	BERKELEY HOMES REQUEST	HEAD OF PLANNING SERVICES COMMENTS/RECOMMENDATION
<p>a) The transitional open space is currently due to be laid out for the 1<sup>st</sup> occupation of the development.</p>	<p>Provision should be moved to the 100<sup>th</sup> occupation in line with the current Country Park obligations</p>	<p>By the 100<sup>th</sup> occupation, <u>or by the end of 2011, whichever is the later</u>, the transitional open space must be laid out.</p>
<p>b) By 1<sup>st</sup> occupation, Berkeley Homes are currently committed to provide an access road, parking area and capped water supply to the allotment land</p> <p>[Officer Note – there is no trigger within the current S106 that requires the actual laying out of the allotment land].</p>	<p>Provision should be moved to 1<sup>st</sup> January 2016</p>	<p><u>By the end of 2011</u> Berkeley Homes must have provided an access road, parking area and capped water supply to the allotment land, and <u>to have provided the allotments themselves, and commenced the start of the 24 month maintenance period.</u></p> <p>[Officer Note – this amendment would guarantee the delivery of the allotment themselves within a reasonable timescale. This would not otherwise occur with the terms of the current S106].</p>
<p>c) By the 50<sup>th</sup> occupation, Berkeley Homes are currently committed to the provision of land and buildings for a Health Care Centre. They request that this obligation is moved to 1<sup>st</sup> January 2016</p>	<p>Provision should be moved to 1<sup>st</sup> January 2016</p>	<p>By the 50<sup>th</sup> occupation, <u>or by the end of 2011, whichever is the later</u>, Berkeley Homes shall have provided land and buildings for a Health Care Centre</p> <p>[Officer Note - This obligation however, should first be subject to prior confirmation from the PCT that they still wish to see the delivery of this element of the S106 obligation. <u>In the event that the PCT confirm they do not wish to see the delivery of either land or buildings for a Health Centre, Berkeley Homes shall as an alternative</u></p>

SECTION 106 PROVISION	BERKELEY HOMES REQUEST	HEAD OF PLANNING SERVICES COMMENTS/RECOMMENDATION
		<u>make a financial contribution in lieu of such provision to the provision or enhancement of locally equipped play areas.</u>
d) By the 50 <sup>th</sup> occupation community recycling facilities are to be provided near the community building.	Provision should be moved to 1 <sup>st</sup> January 2016	By the 50 <sup>th</sup> occupation, <u>or by the end of 2011, whichever is the later</u> , Berkeley Homes shall have provided the community recycling facilities on land near the community building.
e) By the 100 <sup>th</sup> occupation, Berkeley Homes are to have completed the laying out of the sports pitches (including the ATP & MUGA) and commenced the start of the 21" month maintenance period. The obligation also involves providing written notice of the practical completion of the sport pitches.	Obligation is moved to 1 <sup>st</sup> January 2016	By the 100 <sup>th</sup> occupation, <u>or by the end of 2011, whichever is the later</u> , Berkeley Homes shall have completed the laying of the sports pitches (including the ATP & MUGA) and commenced the start of the 21 month maintenance period. The obligation also involves providing written notice of the practical completion of the sport pitches
f) No less than 6 months prior to the end of the maintenance period, Berkeley Homes are to offer a formal transfer of the allotment land to the Council.	Obligation is moved to 1 <sup>st</sup> January 2016	No less than 6 months prior to the end of the maintenance period, Berkeley Homes shall offer a formal transfer of the allotment land <u>included rights of access parking and water supply to the Council or any other body as nominated by the Council.</u>
g) By the 150 <sup>th</sup> occupation, Berkeley Homes is due to have practically completed the community building.	Obligation is moved to 1 <sup>st</sup> January 2016	By the 150 <sup>th</sup> occupation, <u>or by the end of 2011, whichever is the later</u> , Berkeley Homes shall have practically completed the community building.

SECTION 106 PROVISION	BERKELEY HOMES REQUEST	HEAD OF PLANNING SERVICES COMMENTS/RECOMMENDATION
h) Berkeley Homes are required to transfer the allotment land at the end of the 24 month maintenance period.	Obligation is moved to 1 <sup>st</sup> January 2016	No change recommended as amendment is not necessary (see recommendation b) above).
i) No less than 6 months prior to the end of the maintenance period, Berkeley Homes is currently obliged to execute a transfer of the Country Park to a residents group determined by the Council and Berkeley Homes.	Obligation is moved to 1 <sup>st</sup> January 2016	No less than 6 months prior to the end of the maintenance period, Berkeley Homes shall execute a transfer of the Country Park along with all rights of access and parking <u>to the Council or another body as nominated by the Council.</u>
j) No less than 6 months prior to the end of the maintenance period, Berkeley Homes is currently obliged to transfer the sports pitch land to a residents group determined by Berkeley Homes or the Council.	Obligation is moved to 1 <sup>st</sup> January 2016	No less than 6 months prior to the end of the maintenance period, Berkeley Homes shall transfer the sports pitch land <u>to the Council or another body as nominated by the Council.</u>
k) With regard to the triggers and payments currently associated with the end of the 24 month maintenance periods for the Country Park and SANGS land, Berkeley Home's thoughts are:	Once these facilities are laid out in accordance with the current triggers, a legal body should be formed by Berkeley Homes to receive the first, second, third and fourth Country Park management contributions. Berkeley Homes would then manage this fund and the Country Park until its future transfer post 2016 with the remaining funds	Once the County Park facilities are laid out in accordance with the current triggers, Berkeley Homes shall make all Country Park management contributions <u>to the Council or another body as nominated by the Council.</u>
l)	Finally, Berkeley Homes believe they may need to add a new clause within the agreement that would allow them to alter the approved layout	No change recommended at this time. The need for such a clause can be reviewed in the light of circumstances at the end of 2011.

SECTION 106 PROVISION	BERKELEY HOMES REQUEST	HEAD OF PLANNING SERVICES COMMENTS/RECOMMENDATION
	<p>of the Country Park and SANGS land should this be required to accommodate any revised open space/or sports pitch strategy as a result of any revised applications on the sports pitch land or transitional land.</p>	

**CABINET**

**DATE: 5 AUGUST 2010**

**TITLE OF REPORT: MEDIUM TERM FINANCIAL STRATEGY**

**Report of: S151 Officer and Corporate Director**

**Cabinet Member: Councillor Ken Crookes, Leader of the Council**

**1. PURPOSE OF REPORT**

1.1 To seek approval of the updated Medium Term Financial Strategy (MTFS), prior to the start of the 2011/12 budget process.

**2. OFFICER RECOMMENDATION**

2.1 That the Cabinet agrees the MTFS attached at Appendix 1 as the starting point for the 2011/12 estimates and the outline budget timetable attached at Appendix 2

2.2 That the Cabinet debate the issues in section 4.7 and agree the principles to be included in the draft 2011/12 estimates.

**3. BACKGROUND**

3.1 The Council will soon begin consideration of the 2011/12 budget, and needs to be aware of the budget pressures facing it in the coming years. The MTFS provides the starting point for the budget preparation process.

3.2 The MTFS forms part of the Budget Framework. The final budget will be approved by full Council in February 2011.

3.3 An update to the MTFS was provided in the 2010/11 budget report to Cabinet on 4 February 2010.

3.4 This report further updates that MTFS, taking into account known and estimated changes, the most significant of which relate to the change in Government. However because of the extreme uncertainty at present the scope has been limited to providing an update in order to start the 2011/12 budget preparation process.

**4. CONSIDERATIONS**

4.1 The projections used are based on a series of assumptions and forecasts about future events that have yet to be determined. As is generally the case with forecasting, some elements will no doubt prove to be more accurate than others.

4.2 This year it is particularly difficult to estimate the likely position with any certainty, due to the change in Government. The Comprehensive Spending Review (CSR) is due to be announced on 20 October 2010, followed by the Formula Grant settlement



in November/December. This is when the Council will learn the full impact of the changes on its income from Government.

- 4.3 Appendix I shows the estimated changes to the position reported in February, with a best, most likely and worst position for both 2011/12 and 2012/13. Members will note the large variance between best and worse scenarios indicating the significant amount of uncertainty over Local Government finance at present.
- 4.4 At best case, savings of £354,000 will be required in 2011/12, rising to £2,068,000 at worst case. It is difficult to predict but the most likely savings target will be in the region of £800k - £1m. This is dependent on some unknowns, including the potential government funding of a Council tax freeze and stability in fees and charges income.
- 4.5 The largest variable is the impact of the transfer of concessionary fares administration to the County Council. The figures are based on exemplifications provided by the Formula Grant Settlement Working Group. However, these date back to March 2010 and no doubt will be affected by the overall review of Local Government finance to be done as part of the CSR and the consequent reductions in Formula Grant.
- 4.6 Three scenarios have been included for formula grant reductions – 3% (best), 6% (likely) and 10% (worst). It is thought to be unlikely that the Council will be faced with both a 10% reduction in formula grant and a net loss of £875k on concessionary fares. In addition, it is not clear at present whether grant reductions will apply to the whole of the Formula Grant (as has been assumed), or just to the Revenue Support Grant element, which is £449k of the total.
- 4.7 In addition to the unknowns, there are some choices the Council need to make. In particular views are requested on the following:
- 4.7.1 Should an allowance be made for the £250 pay award announced by the Government for those earning under £21,000 per annum? Overview & Scrutiny Committee have recommended that allowance should be made for the £250 payment to those earning under £21,000 per annum
- 4.7.2 Should a general allowance for inflation be allowed for, or should budgets be cash limited at the 2010/11 except for contractual inflation? Overview & Scrutiny Committee have recommended that inflation should be cash limited wherever possible (i.e. where it is not contractual)
- 4.7.3 What level of fee increase should be assumed? The options modelled are 1%, 2% and 3%? Overview & Scrutiny Committee have recommended that fees should be looked at individually in terms of elasticity with a view to maximising income without reducing demand.
- 4.8 In addition to making decisions about the above, the Council will may wish to undertake a review of the services it provides and the way in which it provides them. This will include a review of all non statutory services, the level of provision of statutory services and exploration of further shared service opportunities. This process commenced on 2 July at a management team and Cabinet away day and Officers will progress the work over the summer/autumn.

**5. POLICY IMPLICATIONS**

- 5.1 The MTFS is the main financial tool to ensure the council has sufficient resources to deliver its priorities and objectives over the medium term. It links together the Council's service delivery capabilities/objectives with the financial resources available, and other council policies such as IT and HR.

**6. FINANCIAL IMPLICATIONS**

- 6.1 These are contained within the report and appendices.

**7. MANAGEMENT OF RISK**

- 7.1 The MTFS sets the financial framework for the council for the medium term. Failure to set and adhere to the MTFS will result in poor financial management and peaks and troughs experienced when setting future years budgets and Council tax.

**8. CONCLUSION**

- 8.1 Based on the assumptions and predictions used in this projection, it is clear that the Council faces a significant financial challenge over the next two years.

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**Appendices:**

Appendix 1 – Medium Term Financial Strategy 2011/12-2012/13

Appendix 2 – Outline Budget Timetable – Key Dates

**Background Papers:**

Cabinet paper February 2010.

Medium Term Financial Strategy 2011/12 – 2012/13

	2011/12 £000 Feb-10	2011/12 £000 Best	2011/12 £000 Worst	2011/12 £000 Likely	2012/13 £000 Feb-10	2012/13 £000 Best	2012/13 £000 Worst	2012/13 £000 Likely
Base Budget	9,631	9,631	9,631	9,631	9,639	9,633	9,176	9,518
Remove one off items	15	15	15	15	0	0	0	0
Pay Inflation (inc NI & pension)	238	0	37	37	180	0	37	37
Pension Fund revaluation	0	0	0	0	0	43	86	43
Pay Increments	100	100	100	100	100	100	100	100
Other Inflation	181	87	181	181	217	51	217	217
Fees & Charges income	(132)	(198)	(66)	(132)	(168)	(252)	(84)	(168)
Allowance for loss of future HPDG grant	170	164	164	164	0	0	0	0
Allowance for future concessionary fares changes	250	25	875	280	0	0	0	0
Allowance for other future grant/income loss	150	163	163	163	0	0	0	0
Council tax freeze not funded	0	0	144	0	0	0	144	0
<b>Estimated Budget Requirement</b>	<b>10,603</b>	<b>9,987</b>	<b>11,244</b>	<b>10,439</b>	<b>9,968</b>	<b>9,575</b>	<b>9,676</b>	<b>9,747</b>
<b>Contribution to Reserves</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<u>Met By</u>								
Government Formula Grant	(3,738)	(3,738)	(3,469)	(3,623)	(3,626)	(3,626)	(3,122)	(3,406)
Council Tax freeze funded by Government up to 2.5%	0	(144)	0	(144)	0	(144)	0	(144)
Collection Fund Surplus	(44)	(44)	0	(44)	(44)	(44)	0	(44)
Council Tax	6,871	6,111	7,825	6,678	6,348	5,811	6,604	6,203
Council tax available	5,907	5,757	5,757	5,757	6,061	5,757	5,757	5,757
<b>Saving Required</b>	<b>(964)</b>	<b>(354)</b>	<b>(2,068)</b>	<b>(921)</b>	<b>(287)</b>	<b>(54)</b>	<b>(847)</b>	<b>(446)</b>
Band D Council Tax	155.79	151.84	151.84	151.84	159.86	151.84	151.84	151.84
Band D increase on previous year	2.6%	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%
<u>Assumptions</u>								
Pay Inflation		None	£250 flat payment <£21k	£250 flat payment <£21k		None	£250 flat payment <£21k	£250 flat payment <£21k
Other Inflation		Contract only	Range 1% - 3%	Range 1% - 3%		Contract only	Range 1% - 3%	Range 1% - 3%
Fees & Charges income			3%	1%			3%	1%
Government Grant			-3%	-10%			-3%	-10%

**Outline Budget Timetable – Key Dates**

	<b>Date</b>
Medium Term Financial Strategy to Cabinet	5 August 2010
Budget setting discussions with Heads of Service	September 2010
Preparation of initial overall budget	October/November 2010
Update to Cabinet. Capital programme, service prioritisation	2 December 2010
Initial Consideration of draft budget by Overview and Scrutiny Committee	14 December 2010
Draft budget to Cabinet. Tax Base set.	6 January 2011
Update to Overview & Scrutiny if required	15 February 2011
Final budget to Cabinet. Council Tax recommended to Council.	3 February 2011
Final budget to Council & Council Tax set.	24 February 2011.

**CABINET**

**DATE OF MEETING: 5 AUGUST 2010**

**TITLE OF REPORT: 2010 – 11 FIRST QUARTER BUDGET MONITORING**

**Report of: S151 Officer and Corporate Director**

**Cabinet Member: Councillor Ken Crookes, Leader of the Council**

**1. PURPOSE OF REPORT**

1.1 To advise Members of the position on Revenue and Capital spending in the current financial year and to ask Members to note the write offs approved under delegated powers.

**2 OFFICER RECOMMENDATION**

2.1 To note the revised projections and reasons for the main variations shown in Appendix A

2.2 To note the write-offs approved under delegated powers shown at Appendix B

2.3 To note the current spending position on the Capital Programme shown at Appendix C

**3 REVENUE BUDGET MONITORING**

3.1 Appendix A shows the first quarter budget monitoring exercise for the revenue account. The original budget is shown plus any virements and adjustments that have been made since the budget was approved. This year there have been several adjustments necessary as a result of budgets initially being included in the incorrect service. The result is shown as the current budget – the one that service officers are now working with. Members will note that the effect of the virements and adjustments is to move budgets from one service to another – the overall total remains the same.

3.2 The remainder of the report shows the budget and actual for the year to date and a forecast of the outturn position – i.e. the final position for the year. Variances are given between the forecast outturn and current budget and for the movement between the current and previous month's forecast.

3.3 Overall the outturn is forecast to be £344k above budget. The major reasons (variances over £25k) for this are:

Reductions in net expenditure

- Housing & Council Tax benefits - £34k reduction due to change to in-house monitoring of contract and out of hours contract ceasing.
- Leisure Strategy – salary savings due to vacant posts £34.5k
- Planning – increased income and salary savings £50k

- Refuse collection – expected expenditure on contractors less than budget £35k

Increases in net expenditure

- Housing needs service – budgeted reduction in bad debt provision not now thought to be achievable £30k
- Open spaces – loss of income contribution from developer £69k
- Planning – £70k budgeted income from Housing & Planning Delivery Grant will not be received, due to in year cuts made by the Government
- Car Parking – car park income below estimate £58k
- Accounting - Reduction in interest from investments £55k
- Loss of grants due to in-year cuts announced by the Government; Local Performance Service Agreement (LPSA) £123k and Local Authority Business Grant Incentive (LABGI) £40k

3.4 The major variances within each service area are shown in Appendix A. These variations have been the subject of detailed scrutiny in recent weeks and will continue to be kept under review as the year progresses. Managers are aware that the budget is cash limited and they are expected to manage within it. The in year cuts made by the government, totalling £233k have made that task significantly harder.

#### **4. WRITE OFFS/WRITE ONS**

4.1 Under delegated powers, a total of £10,451.52 has been written off for Council Tax debts and £6,853.86 for sundry debts. Write ons totalling £4,801.87 have been made for Council Tax. A summary of these write ons/offers is provided at Appendix B for information purposes.

#### **5 CAPITAL EXPENDITURE MONITORING**

5.1 A summary of Capital expenditure against budget is attached at Appendix C. The summary shows an overall spending position as at 30<sup>th</sup> June of £91k, and forecast expenditure for the year of £869k. The Capital Board is regularly monitoring the situation and will continue to do so for the remainder of the year.

#### **6. FINANCIAL IMPLICATIONS**

6.1 The financial implications are contained within this report.

#### **7. MANAGEMENT OF RISK**

7.1 The monthly budget monitoring process examines all income and expenditure against budgets in order that significant variances are highlighted immediately and to identify areas where expenditure is being incurred but where insufficient or no budgetary provision exists. This allows officers to take corrective action to maintain overall expenditure within budgets. Page 1 of Appendix A identifies the impact on balances should this not be achieved.

## **8. CONCLUSION**

- 8.1 Managers are projecting an overspend of £344k in the current financial year although this will be subject to continued scrutiny and monitoring as the financial year progresses.

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### **BACKGROUND PAPERS:**

Budget report to Cabinet/Council February 2010

### **APPENDICES:**

Appendix A Revenue budget summary

Appendix B Write-off summary

Appendix C Capital monitoring

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>OVERALL SUMMARY</b>									
Community and Partnership	1,250.9	28.4	1,279.4	236.7	281.1	1,238.8	( 40.5 )	( 65.3 )	24.8
Corporate Management	824.3	( 5.3 )	819.0	527.6	525.5	875.0	56.0	62.8	( 6.8 )
Democratic Services	724.6	5.3	729.9	152.9	197.9	722.1	( 7.8 )	( 9.1 )	1.3
Finance	1,030.6	0.0	1,030.6	2,576.2	( 880.6 )	1,020.2	( 10.4 )	( 18.6 )	8.2
Housing	1,297.4	( 211.7 )	1,085.6	205.7	114.1	1,118.1	32.5	23.7	8.8
Leisure	1,991.7	( 0.0 )	1,991.7	515.8	242.6	2,018.7	27.0	3.3	23.7
Planning	1,151.0	6.7	1,157.7	184.0	185.5	1,174.9	17.2	( 89.0 )	106.2
Regulatory Service	560.5	250.4	810.9	161.8	131.4	836.3	25.5	15.0	10.5
Technical	2,758.0	30.0	2,788.0	837.8	1,012.9	2,837.5	49.5	63.1	( 13.6 )
<b>Operating Costs</b>	<b>11,588.9</b>	<b>103.8</b>	<b>11,692.6</b>	<b>5,398.5</b>	<b>1,810.3</b>	<b>11,841.8</b>	<b>149.1</b>	<b>( 14.1 )</b>	<b>163.2</b>
Accounting Treatment	( 11,616.4 )	( 103.8 )	( 11,720.2 )	( 2,313.9 )	68.1	( 11,524.9 )	195.3	165.4	29.9
Withdrawal/(Contribution) to General Reserve	( 27.5 )	0.0	( 27.5 )	3,084.6	1,878.5	316.9	344.4	151.3	193.1

## HART DISTRICT COUNCIL - GENERAL FUND BALANCES SUMMARY 2010/11

### General Reserve Statement

Balances b/fwd at 1st April 2010	( 1,246.0 )	( 2,045.0 )	( 2,045.0 )
Use of Balances	( 27.5 )	( 27.5 )	316.9
Projected Balances at 31st March 2011	<u>( 1,273.5 )</u>	<u>( 2,072.5 )</u>	<u>( 1,728.1 )</u>
Recommended Minimum Level of Balances	( 950.0 )	( 950.0 )	( 950.0 )
Excess General Fund Balance above minimum requirement	<u>( 323.5 )</u>	<u>( 1,122.5 )</u>	<u>( 778.1 )</u>



## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>COMMUNITY (Manager - Caroline Ryan)</b>									
Partnership Support	387.5	0.0	387.5	151.2	126.0	346.6	( 40.9 )	( 46.9 )	6.0
Licenses	103.0	0.0	103.0	6.5	11.5	103.0	( 0.1 )	( 0.1 )	0.0
P Fleet Town Centre	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0
Hackney Carriages	39.4	0.0	39.4	( 8.6 )	( 10.0 )	39.4	0.0	0.0	0.0
CCTV	361.1	0.0	361.1	61.1	93.8	367.6	6.5	6.5	0.0
LSP	3.4	0.0	3.4	0.0	( 9.9 )	( 6.5 )	( 9.9 )	( 9.9 )	( 0.0 )
ABG	126.6	28.4	155.0	( 21.8 )	28.1	155.0	( 0.0 )	( 18.7 )	18.7
Community and Safety	230.0	0.0	230.0	48.3	41.2	233.8	3.8	3.8	0.0
	1,250.9	28.4	1,279.4	236.7	281.1	1,238.8	( 40.5 )	( 65.3 )	24.8

### TOP FORECAST VARIANCE INFORMATION FOR COMMUNITY & PARTNERSHIPS

£'000

1	Partnership Support- £40k salary saving due to loss of Community & Partnerships Manager post. This was budgeted in Corporate which is showing the overspend	( 40.0 )
2	CCTV overtime running over budget	6.5
3	LSP - £10K contribution received in 2010/11 for 2009/10	( 10.0 )
4	Community and Safety - Acting up allowance for deputy	3.8
	Miscellaneous	( 0.8 )
		( 40.5 )

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>CORPORATE MANAGEMENT (Manager - Emma Broom)</b>									
Representing Local Interests	90.9	( 5.3 )	85.7	7.2	18.3	86.5	0.8	0.0	0.8
Corporate Communication	54.5	0.0	54.5	16.3	5.0	55.5	1.0	0.0	1.0
Corporate Policy Making	417.9	0.0	417.9	74.6	132.4	466.0	48.1	36.3	11.8
Corporate Performance	79.9	0.0	79.9	22.7	20.5	88.8	8.9	8.1	0.8
External Audit & Inspection	168.4	0.0	168.4	41.3	0.8	168.4	0.0	0.0	0.0
Proportion of External Audit Fee Charged to Fleet and Church Crookham	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Special Expenses									
Climate Change	12.7	0.0	12.7	0.2	15.3	17.0	4.3	4.3	0.0
Customer Services Contract - Expenditure	301.7	0.0	301.7	64.5	49.0	301.7	0.0	0.0	0.0
Customer Services Contract - Income	( 301.7 )	0.0	( 301.7 )	0.0	0.0	( 301.7 )	0.0	0.0	0.0
IT Contract - Expenditure	437.9	0.0	437.9	92.1	71.9	458.4	20.5	20.5	0.0
IT Contract - Income	( 437.9 )	0.0	( 437.9 )	0.0	0.0	( 458.4 )	( 20.5 )	( 20.5 )	( 0.0 )
HR Contract - Expenditure	238.1	0.0	238.1	49.2	28.2	238.2	0.1	0.0	0.1
HR Contract - Income	( 238.1 )	0.0	( 238.1 )	0.0	( 0.5 )	( 238.1 )	0.0	0.0	0.0
Internal Audit - Expenditure	182.4	0.0	182.4	32.1	32.4	160.6	( 21.8 )	0.0	( 21.8 )
Internal Audit - Income	( 182.4 )	0.0	( 182.4 )	0.0	0.0	( 182.4 )	0.0	0.0	0.0
Legal Services - Expenditure	428.2	0.0	428.2	24.0	27.4	430.0	1.8	1.7	0.1
Legal Services - Income	( 428.2 )	0.0	( 428.2 )	( 12.6 )	( 12.3 )	( 428.1 )	0.1	0.1	0.0
Customer Services Client - Expenditure	47.7	0.0	47.7	9.1	6.6	48.7	1.0	17.0	( 16.0 )
Customer Services Client - Income	( 47.7 )	0.0	( 47.7 )	( 0.5 )	( 0.6 )	( 47.7 )	0.0	( 17.0 )	17.0
IT Client - Expenditure	268.0	0.0	268.0	76.1	93.9	281.1	13.1	13.2	( 0.1 )
IT Client - Income	( 268.0 )	0.0	( 268.0 )	0.0	( 0.1 )	( 268.1 )	( 0.0 )	0.0	( 0.0 )
HR client - Expenditure	171.5	0.0	171.5	31.5	37.3	170.2	( 1.3 )	( 0.9 )	( 0.4 )
HR client - Income	( 171.5 )	0.0	( 171.5 )	0.0	0.0	( 171.5 )	0.0	0.0	0.0
	824.3	( 5.3 )	819.0	527.6	525.5	875.0	56.0	62.8	( 6.8 )

### TOP FORECAST VARIANCE INFORMATION FOR CORPORATE

£'000

1	Corporate Policy Making - Overspend on budgeted redundancy. Saving shown in Partnership Support	48.0
2	Corporate Performance - Senior Performance & Improvement post saving not fully achieved	8.0
3	Climate Change - No budget for Contribution to Local Area Agreement theme, climate change vision for Hampshire	4.3
4	Internal Audit - salary saving due to restructure	( 21.8 )
5	IT Client - Increase in salary due to job evaluation	5.0
6	IT Client - Increased costs for fees and licenses	8.0
	Miscellaneous	4.5
		56.0

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>DEMOCRATIC SERVICES (Manager - Andy Tiffin)</b>									
Register of Electors	79.3	0.0	79.3	25.9	17.4	79.3	0.0	0.0	0.0
Rechargeable Elections	0.0	0.0	0.0	0.0	48.9	1.0	1.0	0.0	1.0
Elections	129.3	0.0	129.3	26.8	40.1	129.3	0.0	0.0	0.0
Parish Petition	13.4	0.0	13.4	0.0	0.0	9.6	( 3.8 )	( 3.8 )	0.0
Setting up New Parish	0.0	0.0	0.0	0.0	0.5	0.5	0.5	0.3	0.2
Members Allowances	271.4	0.0	271.4	56.8	53.4	271.4	0.0	0.0	0.0
Democratic Services	231.2	5.3	236.4	30.0	29.5	241.7	5.2	5.2	0.0
Print Room - Expenditure	101.5	0.0	101.5	13.8	8.1	90.7	( 10.8 )	( 10.8 )	( 0.0 )
Print Room - Income	( 101.5 )	0.0	( 101.5 )	( 0.3 )	0.0	( 101.5 )	0.0	0.0	0.0
	<b>724.6</b>	<b>5.3</b>	<b>729.9</b>	<b>152.9</b>	<b>197.9</b>	<b>722.1</b>	<b>( 7.8 )</b>	<b>( 9.1 )</b>	<b>1.3</b>

### TOP FORECAST VARIANCE INFORMATION FOR DEMOCRATIC

£'000

1	Parish Petition - Saving on professional fees	( 3.8 )
2	Democratic Services - Vacancy saving in Committee services will probably not be met.	5.2
3	Print room - Expected printing charges to be less than budget.	( 10.0 )
	Miscellaneous	0.8
		( 7.8 )

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>FINANCE (Manager - Jo Laurie)</b>									
Revenues & Benefits Contractor Costs - Expenditure	1,077.4	0.0	1,077.4	179.4	209.0	1,117.7	40.3	12.2	28.1
Revenues & Benefits Contractor Costs - Income	( 1,077.4 )	0.0	( 1,077.4 )	0.0	( 12.2 )	( 1,117.7 )	( 40.3 )	( 12.2 )	( 28.1 )
Revenues & Benefits Client Costs - Expenditure	418.2	0.0	418.2	34.2	65.4	395.2	( 23.0 )	31.2	( 54.2 )
Revenues & Benefits Client Costs - Income	( 418.2 )	0.0	( 418.2 )	( 128.3 )	( 99.0 )	( 395.2 )	23.0	( 31.2 )	54.2
Housing/Council Tax Benefits	1,014.7	0.0	1,014.7	2,357.0	( 1,139.8 )	980.5	( 34.3 )	( 28.6 )	( 5.7 )
Meals on Wheels	13.1	0.0	13.1	0.2	( 4.2 )	13.1	0.0	0.0	0.0
Housing Act Advances	2.8	0.0	2.8	( 0.2 )	0.1	3.3	0.5	0.5	0.0
Finance Client - Expenditure	156.1	0.0	156.1	33.7	35.0	179.4	23.3	9.5	13.8
Finance Client - Income	( 156.1 )	0.0	( 156.1 )	( 1.2 )	( 1.3 )	( 156.1 )	0.0	0.0	0.0
Finance Contractor - Expenditure	407.4	0.0	407.4	101.4	70.6	412.1	4.8	4.2	0.6
Finance Contractor - Income	( 407.4 )	0.0	( 407.4 )	0.0	( 4.2 )	( 412.1 )	( 4.8 )	( 4.2 )	( 0.6 )
	1,030.6	0.0	1,030.6	2,576.2	( 880.6 )	1,020.2	( 10.4 )	( 18.6 )	8.2

### TOP FORECAST VARIANCE INFORMATION FOR FINANCE

£'000

1	Housing and Council tax benefit - Havant contract to manage Revenues & Benefits will cease in Aug 2010, replaced in-house. Out of hours contract ceasing.	( 34.0 )
2	Finance Misc - S151 costs	23.0
	Miscellaneous	0.6
		( 10.4 )

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>HOUSING (Manager - Nigel Preston)</b>									
Dog Warden	62.0	( 62.0 )	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Pest Control	51.8	( 51.8 )	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Private Sector Housing	420.8	( 121.5 )	299.3	46.9	39.1	294.6	( 4.8 )	0.1	( 4.9 )
Strategic Housing	260.8	0.0	260.8	32.0	42.1	255.2	( 5.6 )	0.0	( 5.6 )
Housing Needs Service	501.9	38.7	540.5	80.1	( 32.9 )	534.1	( 6.5 )	( 25.8 )	19.3
Contact Centre	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Photocopying	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Housing & Customer Services Support - Expenditure	289.1	( 15.1 )	274.1	46.8	65.7	323.5	49.4	49.4	( 0.0 )
Housing & Customer Services Support - Income	( 289.1 )	0.0	( 289.1 )	0.0	0.0	( 289.1 )	0.0	0.0	0.0
	1,297.4	( 211.7 )	1,085.6	205.7	114.1	1,118.1	32.5	23.7	8.8

### TOP FORECAST VARIANCE INFORMATION FOR HOUSING

£'000

1	Housing needs service - Homelessness grant is £114K greater than budget, offset by associated costs (In Period 2 this was £74k, an increase of £40k. This increase is due to the inclusion of the 2009/10 grant.	( 6.0 )
2	Housing needs service - Bad debt provision saving not achievable as reviewed in 2009/10.	30.0
3	Housing needs service - Grant funding to cover salary spend in Housing and Customer Svc Support	( 30.0 )
4	Housing and Customer svc support - Reflects salary costs that are funded by grant funding currently within Housing needs	47.0
	Miscellaneous	( 8.5 )
		32.5

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>LEISURE (Manager - Carl Westby)</b>									
Land Repossession	7.5	0.0	7.5	0.0	0.0	7.5	0.0	0.0	0.0
Leisure Strategy	260.9	0.0	260.9	61.4	49.6	226.3	( 34.6 )	( 23.2 )	( 11.4 )
Fleet Pond	100.8	0.0	100.8	14.5	16.7	103.7	3.0	1.6	1.4
Commons	101.8	0.0	101.8	20.2	11.9	139.7	37.8	36.7	1.1
Odiham Common	68.7	0.0	68.7	13.7	16.3	70.0	1.4	0.0	1.4
Elvetham Heath Nature Reserve	36.7	0.0	36.7	8.3	12.3	40.0	3.4	2.0	1.4
Hart Leisure Centre	443.9	0.0	443.9	161.4	58.2	440.9	( 3.0 )	( 10.6 )	7.6
HLC Catering	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Frogmore Leisure Centre	304.6	0.0	304.6	37.2	8.9	301.9	( 2.6 )	( 20.1 )	17.5
Outdoor Sports-Southwood	0.0	27.2	27.2	0.0	0.6	27.2	0.0	0.0	0.0
Velmead Outdoor Sports	0.0	0.0	0.0	0.0	0.5	0.5	0.5	0.0	0.5
P Peter Driver Outdoor Sports	0.0	0.0	0.0	0.0	( 1.1 )	0.0	0.0	0.0	0.0
Basingbourne Outdoor Sports	0.0	0.0	0.0	0.0	( 1.0 )	0.0	0.0	0.0	0.0
Calthorpe Outside sports	0.0	( 0.0 )	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Oakley Park Outdoor Sports	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0
P Elvetham Heath Outdoor Sports	0.0	0.0	0.0	0.0	( 0.1 )	0.0	0.0	0.0	0.0
P Parks and Play areas(Fleet and CC)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Parks & Play Areas (Outside Fleet)	83.5	0.0	83.5	57.0	19.5	83.7	0.2	0.2	0.0
P Harlington Centre	115.0	0.0	115.0	0.0	( 10.7 )	115.0	0.0	0.0	0.0
P Harlington Centre-Catering	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Velmead Community Centre	21.5	0.0	21.5	10.2	7.6	18.5	( 3.0 )	( 7.4 )	4.4
P Elvetham Heath Community Centre	0.0	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.0
Open Spaces	446.9	( 27.2 )	419.7	29.6	20.6	491.4	71.8	71.8	( 0.0 )
Grounds Maintenance - Expenditure	517.4	0.0	517.4	120.0	45.2	594.0	76.6	76.6	0.0
Grounds Maintenance - Income	( 517.4 )	0.0	( 517.4 )	( 17.6 )	( 13.4 )	( 641.7 )	( 124.3 )	( 124.3 )	( 0.0 )
	1,991.7	( 0.0 )	1,991.7	515.8	242.6	2,018.7	27.0	3.3	23.7

### TOP FORECAST VARIANCE INFORMATION FOR LEISURE

£'000

1	Leisure Strategy -Salary saving due to vacant position that will not be filled, Sporting lifestyles post filled Oct-March	( 34.5 )
2	Fleet Pond, Commons and Nature Reserve overspends recovered in Grounds Maintenance	( 2.0 )
3	Open spaces income insufficient due to loss of Developers income contribution.	69.0
4	Hart Leisure centre - loss of free swimming grant	52.1
5	Hart Leisure Centre - increase in income resulting from charging for swims as result of loss of grant (£36k); staff savings (£8k)	( 53.0 )
	Miscellaneous	( 4.6 )
		27.0

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>PLANNING (Manager - Daryl Phillips)</b>									
Local Land Charges	( 48.6 )	0.0	( 48.6 )	( 25.5 )	( 26.9 )	( 48.5 )	0.1	0.0	0.1
Development Control	359.4	0.0	359.4	( 3.7 )	39.9	390.9	31.5	( 2.6 )	34.1
Planning Delivery Grant	241.5	0.0	241.5	55.8	42.9	225.0	( 16.5 )	( 16.5 )	( 0.0 )
Building Control (Fee)	( 80.6 )	0.0	( 80.6 )	1.9	( 29.0 )	( 96.9 )	( 16.3 )	( 68.9 )	52.6
Building Control (Non-Fee)	110.0	0.0	110.0	( 0.4 )	( 4.9 )	107.3	( 2.6 )	( 2.6 )	( 0.0 )
Landscape and Conservation	210.7	6.7	217.4	33.8	32.6	215.3	( 2.1 )	5.1	( 7.2 )
Planning Policy	358.6	0.0	358.6	59.3	54.4	381.8	23.2	( 3.5 )	26.7
Planning Support - Expenditure	369.1	0.0	369.1	62.9	76.4	387.1	18.0	17.9	0.1
Planning Support - Income	( 369.1 )	0.0	( 369.1 )	0.0	0.0	( 387.1 )	( 18.0 )	( 17.9 )	( 0.1 )
	1,151.0	6.7	1,157.7	184.0	185.5	1,174.9	17.2	( 89.0 )	106.2

### TOP FORECAST VARIANCE INFORMATION FOR PLANNING

£'000

1	Development Control - Government decision not to advertise in local papers was made in 2009/10 but then reinstated in 2010/11, no budget for these costs	24.0
2	Development Control - income increased based on year to date actuals (£40k) and salary savings (£10k)	( 50.0 )
3	Development Control - Loss of 2010/11 Planning delivery grant, proportion of which accounted for here	58.0
4	Planning Del grant - Balance carried forward from 2009/10 - no grant for 2010/11 expected	( 17.0 )
5	Building Control - salary savings, increased income projection less additional costs on contractors and agency staff.	( 16.0 )
6	Planning policy - loss of planning delivery grant	23.0
	Miscellaneous	( 4.8 )
		17.2

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>REGULATORY SERVICES - (Nick Steevens)</b>									
Dog Warden	0.0	62.0	62.0	8.4	15.0	73.1	11.1	11.8	( 0.7 )
Pest Control	0.0	51.8	51.8	0.6	8.3	52.0	0.1	0.1	0.0
Environmental Health (Pollution)	125.0	112.7	237.6	47.5	20.3	238.0	0.4	( 15.0 )	15.4
Environmental Health (Commercial)	324.1	15.1	339.2	57.8	48.3	353.0	13.8	13.8	( 0.0 )
Churchyards	8.1	0.0	8.1	0.5	1.9	8.1	0.0	0.0	0.0
Environmental Health (Public)	87.1	8.8	95.9	25.5	26.0	94.3	( 1.6 )	2.6	( 4.2 )
Out of Hours Noise Service	16.2	0.0	16.2	3.2	0.6	17.9	1.7	1.7	( 0.0 )
Health & Safety - Expenditure	92.0	0.0	92.0	18.2	11.1	92.0	0.0	0.0	0.0
Health & Safety - Income	( 91.9 )	0.0	( 91.9 )	0.0	0.0	( 91.9 )	0.0	0.0	0.0
	<b>560.5</b>	<b>250.4</b>	<b>810.9</b>	<b>161.8</b>	<b>131.4</b>	<b>836.3</b>	<b>25.5</b>	<b>15.0</b>	<b>10.5</b>

### TOP FORECAST VARIANCE INFORMATION FOR REGULATORY

£'000

1	Dog Warden - Service incorrectly budgeted for bringing back in house	12.0
2	Env Health Commercial - Salary saving not met and contractor costs greater than budgeted.	13.0
	Miscellaneous	0.5
		25.5



## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>TECHNICAL (Manager - John Elson)</b>									
Emergency Planning	60.3	0.0	60.3	24.3	10.3	60.3	0.0	0.0	0.0
Refuse Collection	1,732.3	10.0	1,742.3	285.2	327.3	1,707.8	( 34.5 )	28.3	( 62.8 )
Green Waste Collection	( 35.0 )	0.0	( 35.0 )	( 37.8 )	21.1	( 35.2 )	( 0.2 )	0.1	( 0.3 )
Glass Waste Collection	264.1	0.0	264.1	28.3	52.6	274.5	10.4	10.4	( 0.0 )
Public Conveniences	18.0	0.0	18.0	( 0.0 )	11.8	18.0	0.0	0.0	0.0
Amenity Cleaning	677.8	59.0	736.7	155.0	190.8	737.5	0.7	( 33.8 )	34.5
Waste Management & Recycling	( 48.9 )	( 39.0 )	( 87.9 )	18.9	( 0.1 )	( 105.2 )	( 17.3 )	( 10.3 )	( 7.0 )
Hart Drainage	132.8	0.0	132.8	19.8	17.0	133.4	0.6	1.2	( 0.6 )
Street Furniture	18.9	0.0	18.9	2.2	( 0.6 )	18.7	( 0.3 )	0.0	( 0.3 )
Highways Traffic Management	87.6	0.0	87.6	27.4	36.8	87.4	( 0.2 )	( 0.2 )	( 0.0 )
HCC Development Control	( 25.1 )	0.0	( 25.1 )	12.7	( 4.1 )	( 25.0 )	0.1	0.0	0.1
Community Buildings	75.9	0.0	75.9	1.4	( 1.8 )	83.7	7.8	7.8	( 0.0 )
Corporate Buildings Maintenance - Expenditure	258.1	0.0	258.1	50.6	37.3	258.1	0.0	0.0	0.0
Corporate Buildings Maintenance - Income	( 258.1 )	0.0	( 258.1 )	0.0	0.0	( 258.1 )	0.0	0.0	0.0
Car Park Management	( 691.5 )	15.3	( 676.2 )	( 62.7 )	( 9.1 )	( 619.5 )	56.7	44.7	12.0
DPE	186.7	( 33.4 )	153.3	( 3.7 )	6.4	163.0	9.7	( 15.0 )	24.7
Concessionary Travel	301.3	0.0	301.3	70.6	86.1	293.6	( 7.6 )	( 7.9 )	0.3
Community Transport	2.9	0.0	2.9	0.0	0.0	2.9	0.0	0.0	0.0
Administrative Buildings - Expenditure	763.6	18.0	781.6	221.6	214.8	810.0	28.3	38.3	( 10.0 )
Administrative Buildings - Income	( 763.6 )	0.0	( 763.6 )	( 12.4 )	( 10.8 )	( 764.2 )	( 0.6 )	( 0.5 )	( 0.1 )
Hartley Wintney Depot - Expenditure	112.8	0.0	112.8	27.1	23.5	114.3	1.5	5.5	( 4.0 )
Hartley Wintney Depot - Income	( 112.8 )	0.0	( 112.8 )	0.0	0.0	( 118.3 )	( 5.5 )	( 5.5 )	0.0
Office Services (Procurement) - Expenditure	63.2	0.0	63.2	9.3	3.7	63.2	0.0	0.0	0.0
Office Services (Procurement) - Income	( 63.2 )	0.0	( 63.2 )	0.0	0.0	( 63.2 )	0.0	0.0	0.0
	<b>2,758.0</b>	<b>30.0</b>	<b>2,788.0</b>	<b>837.8</b>	<b>1,012.9</b>	<b>2,837.5</b>	<b>49.5</b>	<b>63.1</b>	<b>( 13.6 )</b>

### TOP FORECAST VARIANCE INFORMATION FOR TECHNICAL

£'000

1	Refuse Collection - Projeted underspend on contractors	( 35.0 )
2	Glass Waste Collection - Budgeted saving on Vehicle Mtn costs not achievable	10.0
3	Waste Management - Recycling credits greater than budget	( 17.0 )
4	Community Buildings - New estates management contract	7.0
5	Car Park Management Fees - Actual car park income below budget profile, £10k overspend in salaries due to budget error.	58.0
6	On street Car Parking - Reduced income from Penalty charge notices	10.0
7	Concessionary Travel - Forecast reduction in token claims to reflect 09/10 actual.	( 9.0 )
8	Admin Buildings - Forecast is over budget - work is ongoing to identify savings	18.0
9	Admin Buildings - Forecast is over budget - work is ongoing to identify savings	10.0
	Miscellaneous	( 2.5 )
		<b>49.5</b>

## HART DISTRICT COUNCIL - REVENUE BUDGET MONITORING STATEMENT 2010/11 - Period 3 (1st quarter)

	Original Budget	Virements & Adjustments	Current Budget	YTD Budget	Actual To Date	Forecast Outturn	Forecast Variance to Current Budget	Prev Month Variance	Forecast movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>ACCOUNTING TREATMENT (Manager - Jo Laurie)</b>									
Accounting Adjustments	( 13,591.4 )	12,037.4	( 1,554.0 )	20.0	64.5	( 1,552.4 )	1.5	( 11,902.8 )	11,904.3
Parish Precepts	2,218.6	0.0	2,218.6	1,109.3	1,127.0	2,218.6	0.0	0.0	0.0
Interest Income	( 243.6 )	0.0	( 243.6 )	( 60.9 )	217.4	( 190.0 )	53.6	53.6	0.0
Grants and taxes	0.0	( 12,037.4 )	( 12,037.4 )	( 3,356.4 )	( 1,237.0 )	( 11,897.2 )	140.2	12,014.6	( 11,874.4 )
Reserve Transfers	0.0	( 103.8 )	( 103.8 )	( 25.9 )	( 103.8 )	( 103.8 )	0.0	0.0	0.0
	<b>( 11,616.4 )</b>	<b>( 103.8 )</b>	<b>( 11,720.2 )</b>	<b>( 2,313.9 )</b>	<b>68.1</b>	<b>( 11,524.9 )</b>	<b>195.3</b>	<b>165.4</b>	<b>29.9</b>

TOP FORECAST VARIANCE INFORMATION FOR ACCOUNTING TREATMENT		£'000
1	Finance Misc - Reduction in interest income from investments	55.0
2	Finance Misc - LPSA2/LABGI grant will not be received. Area based grant £22k was not in budget	140.2
	Miscellaneous	0.1
		<b>195.3</b>

## Council Tax and NNDR Write Off/On Summary 2010/11

First quarter April - June 2010

### COUNCIL TAX

Year	Number	£	Average
2008	1	847.78	847.78

Aged

Year	Number	£	Average
2004	2	1908.64	954.32
2006	2	3758.94	1879.47
2007	2	3936.16	1968.08
TOTAL	6	9603.74	1600.62

### NNDR

Year	Number	£	Average
none done			

### WRITE ONS

Council Tax

Year	Number	£	Average
2004	1	-954.32	-954.32
2006	1	-1879.47	-1879.47
2007	1	-1968.08	-1968.08
2008	0	0.00	
2009	0	0.00	
TOTAL	3	-4801.87	-1600.62

NNDR

Year	Number	£	Average
none done	0	0.00	0.00

### COUNCIL TAX

	Number	£	Average
First Quarter Total Write Offs	7	10451.52	1493.07
First Quarter Total Write Ons	3	-4801.87	-1600.62

### NNDR

First Quarter Total Write Offs	0	0	0.00
First Quarter Total Write Ons	0	0.00	0.00

### Housing and Council Tax Benefit Write-Offs

Q1 - 2009/10	Housing Benefit		Council Tax Benefit	
	No	£	No	£
Apr	none done			
May				
June				
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

### Sundry Debtors Write-Offs

Q1 - 2009/10	Sundry Debtors		
	Number	£	Average
Apr	0	0.00	
May	1	749.69	749.69
June	9	6,104.17	678.24
<b>Total</b>	<b>10</b>	<b>6,853.86</b>	<b>685.39</b>

## CAPITAL FUNDING STATEMENT 2010/11

	Capital receipts		External contribution £'k	S106					TOTAL £'k
	Capital Receipts general £'k	Capital receipts housing £'k		Housing £'k	Leisure £'k	NEHTS £k	Education £k	SPA £'k	
Capital resources available as at 1st April 2010	(1,872)	(1,894)	0	(557)	(777)	0	(82)	(88)	(5,270)
Funding used to Finance Capital programme	207	610	18		34				869
Social Housing Easement - Odiham Byways	(50)	50							0
External contributions (Monteagle Lane)			(18)						(18)
Capital Resources available as at 1st April 2011	(1,715)	(1,234)	0	(557)	(743)	0	(82)	(88)	(4,419)

## Capital Programme 2010/11

	Budget	Brought forward from 2009/10	New schemes approved in year	Current Budget	Actual	Forecast Expenditure	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Corporate Management	22	24	0	46	5	46	0
Community & Partnerships	30	0	0	30	0	30	0
Housing & Customer Services	500	0	191	691	74	610	81
Leisure & Environmental Promotion	669	7	0	676	4	145	531
Planning & Environmental Regulation	0	0	0	0	0	0	0
Technical Services	112	30	0	142	8	38	104
Capital Programme provisions	255	0	(191)	64	0	0	64
<b>TOTAL CAPITAL PROGRAMME</b>	<b>1,588</b>	<b>61</b>	<b>0</b>	<b>1,649</b>	<b>91</b>	<b>869</b>	<b>780</b>

Service Area	Scheme	Budget	Brought forward from 2009/10	New schemes approved in year	Current Budget	Actual	Forecast Expenditure	Variance	Reason for variance
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Corporate Management	IT Equipment Replacement (Desktop Refresh)	22			22	0	22	0	
	Future of Fleet Town Centre		24		24	5	24	0	
Community & Partnerships	Provision to support Parish Schemes	30			30		30	0	
		30	0	0	30	0	30	0	
Housing	Private Sector Renewal	60			60	0	60	0	
	Social Housing - Step by Step			50	50	50	50	0	
	Social Housing - HCC-Contribution to empty houses			31	31	0	0	31	Awaiting confirmation from NP that this will be spent in year
	Social Housing - I Green Lane			30	30	0	30	0	
	Social Housing - Odiham Byways			50	50			50	Awaiting confirmation from NP that this will be spent in year
	Social Housing - Ewshot Land Sale			30	30	0	30	0	
	Disabled Facilities Grants	440			440	24	440	0	
		500	0	191	691	74	610	81	
Leisure & Environmental Promotion	C/Side Workshop	16			16		0	16	Carried from 2009/10, waiting for confirmation from CW if
	Public Art		5		5		0	5	Carried from 2009/10, waiting for confirmation from CW if
	Velmead Coms		0		0	4	4	(4)	No budget was carried forward for Velmead, £4 will be the
	Calthorpe Park		2		2		2	0	
	Harlington Centre - Planned Maintenance	60			60			60	Waiting for confirmation about the MTFs and grant aid
	<b>Frogmore Leisure Centre</b>	35		(35)	0			0	Waiting for confirmation about the MTFs and grant aid
	Extend and upgrade Fire Alarm			13	13		13	0	
	Install heating to outer changing area			15	15		15	0	
	<b>Hart Leisure Centre</b>	523		(69)	454			454	Waiting for confirmation about the MTFs and grant aid
	UpGradeFire Escape			5	5		5	0	
	Paths to Hall Nos1&2 for fire escape to meet regs			35	35		35	0	

Service Area	Scheme	Budget	Brought forward from 2009/10	New schemes approved in year	Current Budget	Actual	Forecast Expenditure	Variance	Reason for variance
	Upgrade Fire Alarm System			11	11		11	0	
	The Workshop - Fleet Pond Staff/shower and ventilation	35		25	60		60	0	
		669	7	0	676	4	145	531	
Technical Services	Disability Discrimination Act	86			86			86	Waiting for confirmation about the MTFS and grant aid
	Car Park Improvements - Monteagle Lane, Yateley		30		30		30	0	£18k funded from external sources
	Depot Improvements				0	3	3	(3)	No budget was carried forward for The Depot, £3K will be
	Car Parking				0	5	5	(5)	No budget was carried forward for Car Parking, £5K will be
	Civic Offices - Planned Maintenance	26			26			26	Waiting for confirmation about the MTFS and grant aid
		112	30	0	142	8	38	104	
Capital Programme Provisions	Social Housing initiatives	195		(191)	4			4	See above allocation
	Hart Leisure Centre	60			60			60	
		255	0	(191)	64	0		64	
	<b>TOTAL CAPITAL PROGRAMME</b>	<b>1,588</b>	<b>61</b>	<b>0</b>	<b>1,649</b>	<b>91</b>	<b>869</b>	<b>780</b>	

**CABINET**

**DATE OF MEETING: 5 AUGUST 2010**

**TITLE OF REPORT: FLEET TOWN FOOTBALL CLUB – PROPOSED GRANT**

**Report of: Chief Executive**

**Portfolio Holder: Councillor Ken Crookes, Leader**

**I PURPOSE OF REPORT**

- 1.1 To seek Cabinet's approval to the offer of a grant and a loan to Fleet Town Football Club to enable them to install modern floodlighting facilities at their ground.

**2 RECOMMENDATION**

- 2.1 That Cabinet authorise the offer of a grant of £6,000 and a loan of £6,000 over ten years, to Fleet Town Football Club to enable them to install new floodlighting at their ground in Fleet.

**3 BACKGROUND INFORMATION**

- 3.1 Cabinet will be aware that for many years Fleet Town Football Club were tenants of the District Council occupying land at Calthorpe Park in Fleet. With the formation of Fleet Town Council in April this year, the ownership of Calthorpe Park, and hence the freehold of the football ground, have now passed to Fleet Town Council. The Club are therefore now tenants of the Town Council.
- 3.2 Members will also be aware that for at least the last fifteen years there have been complaints from residents neighbouring the football ground about nuisance, particularly noise, and light spillage from the floodlights. Over the years there have been various proposals for tackling this nuisance, although little practical action has resulted.
- 3.3 Over the last two or three years discussions have taken place between the District Council, the football club and residents over the problems caused by light pollution, and during the course of those discussions indications were given that the District Council might be willing to help fund replacement floodlighting at the ground. Replacement lighting would end the problems of light spillage into neighbours gardens and in particular the nuisance caused by glare from the lights.
- 3.4 It has taken a long while for those discussions to reach fruition, but recently the club have indicated that they would like to proceed with installing the replacement lighting. Estimates have been obtained for the cost of replacement, which amounts to £20,000. Of that sum, the club believe they can obtain 40% (ie £8,000) from the Football Foundation, providing the application is made quickly.

- 3.5 In previous discussions Council representatives have indicated, without prejudice, that the Council would probably be willing to fund 50% of the remaining cost (ie £6,000). This would leave the club to raise the remaining £6,000 itself. Unfortunately, the club has recently run into financial difficulties and will struggle to raise this sum in the near future. Given the desirability of obtaining the Football Foundation's funding, it is now suggested that the Council should confirm its offer of a £6,000 grant, but add to this a £6,000 loan to the club, repayable over the next ten years at normal interest rates, to allow the work to proceed.
- 3.6 Cabinet are asked to approve that offer of a grant/loan package.
- 3.7 It should be emphasised that the Council is not obliged to make either the grant or the loan. However, given the Council's relative lack of action over the last fifteen years it is suggested that there is at least a moral duty to do so, and thereby end a significant source of nuisance to local residents.

#### **4 FINANCIAL IMPLICATIONS**

- 4.1 It is proposed to fund the cost of the grant from the Parish Schemes Support Grant Capital Fund, which currently has an outstanding balance of £22,500

Geoff Bonner  
Chief Executive

23 July 2010

Contact: Geoff Bonner, x 4108, email [geoff.bonner@hart.gov.uk](mailto:geoff.bonner@hart.gov.uk)



## CABINET

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

#### August 2010

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 Scrutiny Committee also notes the Programme, which is subject to regular revision. *Items in italics denote changes to a previously published Plan.* **All items are key decision unless stated otherwise.**

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Decision Deadline	Cabinet Member (Note 2)	Service (Note 3)
2010/11 Quarterly Budget Monitoring	Quarterly	Quarterly Monitoring	Aug 10 Nov 10 Feb 11			KC	F
Medium Term Financial Strategy	Annual	Update on 2010/11 Medium Term Financial Strategy	Aug 10			KC	F
Food Law Enforcement Service Plan	Jun10	Statutory requirement	Aug 10			NS	EH
Fleet Town Football Club	July 10	Consideration of a grant	Aug 10			KC	CX
Social Housing Priority	Jan 10	Proposals to amend the scheme of social housing priority from a points based scheme to a banding scheme prior to undertaking public consultation.	Apr 10	Aug 10		CB	HS
Environmental Maintenance Service Enforcement Policy and Procedures	Oct 09	To comply with the Clean Neighbourhoods and Environment Act	Dec 09	Sept 10		SP	TS&EM
Older Persons Housing Strategy	July 10		Sept 10			CB	HS
Social Housing Priority	Aug 10	Proposals to amend the scheme of social housing priority	Nov 10			CB	HS
2011/12 Outline Budget Report	Annual	Update on current position	Jan 11			KC	F
Setting the Council Tax Base	Annual	Approval	Jan 11			KC	F
2011/12 Revenue Budget,	Annual	Approval	Feb 11			KC	F

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Decision Deadline	Cabinet Member (Note 2)	Service (Note 3)
Capital Programme and Council Tax Proposals							
Communications and Consultation Policy	Mar 08	Review	Sept 08	TBA		JK	CX
Older Persons Housing Strategy	Mar 09	Revised strategy	Jun 09	TBA		CB	HS
LDF Core Strategy	Mar 09	Preferred option document for consultation	June 10	TBD		RA	P&ER
Natural Greenspace Proposal	Jun 10	Proposal for Suitable Alternative Natural Greenspace at Hawley Meadows and Blackwater Park	Aug 10	TBD		RA	P&ER

Notes:

1 Date added to Programme

2 Cabinet Members:

KC Crookes

RA Appleton

CB Butler C

SK Kinnell

SP Parker

NS Singh

3 Service:

CX Chief Executive

CD Corporate Director

P&ER Planning and Environmental Regulation

CS Community Safety

HS Housing and Customer Services

L&EP Leisure and Environmental Promotion

F Finance

DS Democratic Services

TS & EM Technical Services and Environmental Maintenance

SLS Shared Legal Services

MO Chief Solicitor & Monitoring Officer

EH Environmental Health

## EXECUTIVE DECISIONS

23 July 2010 Councillor Kinnell Release of Section 106 funds to South Warnborough Parish Council Call in period ends 30 July 2010

23 July 2010 Councillor Kinnell Release of S106 funds to Rotherwick Play Development Group Call in period ends 30 July 2010

## **CABINET**

**Date and Time:** Thursday, 5 August 2010 at 7pm

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

**Present:**

## **COUNCILLORS**

Crookes (Chairman)

Appleton, Kinnell, Parker,

In attendance: Axam, Davies, Ive, Kennett, Neighbour, Radley JE, Wheale

Officers Present:

Geoff Bonner	Chief Executive
Emma Broom	Corporate Director
Sue Reekie	S151 Officer
Nigel Preston	Head of Housing and Customer Services
Daryl Phillips	Head of Planning Services
Nick Steevens	Public Protection Manager

### **30 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of 1 July 2010 were confirmed and signed as a correct record.

### **31 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Butler and Singh.

### **32 CHAIRMAN'S ANNOUNCEMENTS**

None.

### **33 DECLARATIONS OF INTEREST (PERSONAL AND PERSONAL AND PREJUDICIAL)**

None.

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

None.

### **35 HEALTH AND WELLBEING PARTNERSHIP BOARD**

The Minutes of the meeting of 17 June 2010 were noted.

**36 LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP**

The Minutes of the meeting of 12 July 2010 were noted.

*Councillor Parker entered the meeting during this item.*

**37 FOOD LAW ENFORCEMENT SERVICE PLAN 2010/11**

Cabinet were asked to recommend to full Council approval of the Food Law Enforcement Service Plan (FLESP).

**RESOLVED**

That full Council be recommended to approve the Food Law Enforcement Service Plan (FLESP).

**38 PROPOSAL FOR A NEW SCHEME OF SOCIAL HOUSING PRIORITY**

Approval was sought to proceed to public consultation on a proposal to change the scheme of social housing priority from a points based scheme to a banding scheme.

**RESOLVED**

- 1 That the Head of Housing Services proceed to public consultation on the change to a banding scheme based on the principles outlined.
- 2 That the Plain English Campaign be asked to assist in the drafting of the consultation documentation.

**39 S106 UNILATERAL UNDERTAKING – BERKELEY HOMES, HITCHES LANE, FLEET**

Cabinet considered a request from Berkeley Homes Plc to amend the terms and also defer the implementation of certain triggers within a Section 106 Unilateral Undertaking dated April 2004 in respect of a development at Hitches Lane, Fleet.

Members considered a tabled amended recommendation and Appendix A . A further amendment to Appendix A (a) was made, to read 'By the end of 2011 the transitional open space must be laid out'.

**RESOLVED**

- 1 That minor alterations to the wording of the deliverability of the Community Trust and Community Plan as below:
  - Community Trust  
The developer shall establish a Community Trust prior to first occupation of any residential unit and to transfer control of the Community Trust to its members (being residents, local people, and the Parish Council) as soon as reasonably practicable with funding of £20,000 to enable the Community

Trust to support and organised community events and to provide concessions for local residents to use facilities at the site.

- Community Plan

The S106 requirement to write a Community Plan be deleted.

- 2 That on a without prejudice basis, a request from Berkeley Homes to defer in the short term, implementation of the revised triggers for the provision of infrastructure be agreed, but only on those terms as set out in Head of Planning Services recommendations in amended Appendix A
- 3 That the amended triggers are reviewed again in the light of circumstances at the end of 2011.

#### **40 MEDIUM TERM FINANCIAL STRATEGY**

Cabinet considered the updated Medium Term Financial Strategy (MTFS), prior to the start of the 2011/12 budget process.

##### **RESOLVED**

- 1 The Medium Term Financial Strategy attached at Appendix 1 be agreed as the starting point for the 2010/11 estimates and the outline budget timetable attached at Appendix 2
- 2 The views of the Overview and Scrutiny Committee as recommended in section 4.7 of the report be supported:
  - a That an allowance should be made for the £250 payment to those earning under £21,000 pa
  - b That inflation should be cash limited wherever possible (ie where it is not contractual)
  - c That Fees should be looked at individually in terms of elasticity with a view to maximising income without reducing demand

#### **41 2010-11 FIRST QUARTER BUDGET MONITORING**

Members were advised of the position on Revenue and Capital spending in the current financial year and Members were asked to note the write offs approved under delegated powers.

##### **RESOLVED**

- 1 The revised projections and reasons for the main variations shown in Appendix A be noted
- 2 The write-offs approved under delegated powers shown at Appendix B be noted

- 3 The current spending position on the Capital Programme shown at Appendix C be noted
- 4 The updated reserves summary attached at Appendix D be noted.

#### **42 FLEET TOWN FOOTBALL CLUB – PROPOSED GRANT**

Approval was sought to the offer of a grant and loan to Fleet Town Football Club to enable them to install modern floodlighting facilities at their ground. After consideration the Chairman moved:

That the offer of a grant of £6,000 be authorised to Fleet Town Football Club to enable them to install new floodlighting at their ground in Fleet, subject to their paying the balance of funding necessary from other sources, the grant to be drawn down by the end of this financial year.

On being put to the vote, there were 2 votes for the Motion and 2 votes against, and the Chairman cast his vote in favour of the Motion. It was therefore:

#### **RESOLVED**

That the offer of a grant of £6,000 be authorised to Fleet Town Football Club to enable them to install new floodlighting at their ground in Fleet, subject to their paying the balance of funding necessary from other sources, the grant to be drawn down by the end of this financial year.

#### **43 CABINET WORK PROGRAMME**

The Cabinet Work Programme was considered and amended.

The meeting closed at 9.55 pm