

Public Document Pack



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 28th June, 2016 at 7.00 pm
in Concorde Room, Council Offices, Farnborough*

To:

Councillor D.E. Clifford, Leader of the Council
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation
Portfolio

Councillor Sue Carter, Leisure and Youth Portfolio
Councillor Barbara Hurst, Health and Housing Portfolio
Councillor G.B. Lyon, Concessions and Community Support Portfolio
Councillor P.G. Taylor, Corporate Services Portfolio
Councillor M.J. Tennant, Environment and Service Delivery Portfolio

Enquiries regarding this agenda should be referred to Chris Todd, Democratic
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A full copy of this agenda can be found here:
www.rushmoor.gov.uk/

A G E N D A

1. **MINUTES** – (Pages 1 - 14)

To confirm the Minutes of the Meeting held on 31st May, 2016 (copy attached).

2. **STREET HOMELESS SOLUTION - PROVISION OF A HOSTEL** – (Pages 15 - 46)
(Health and Housing)

To consider the Head of Environmental Health and Housing's Report No. EHH1607 (copy attached), which sets out a proposal relating to facilities to be offered to street homeless single people with drug and alcohol support needs in the Borough.

3. **TREASURY MANAGEMENT OPERATIONS 2015/16** – (Pages 47 - 60)
(Corporate Services)

To consider the Head of Financial Services' Report No. FIN1613 (copy attached), which sets out details of the main treasury management operations in 2015/16.

4. **FARNBOROUGH LEISURE CENTRE - CONSIDERATION OF OPTIONS FOR MAIN LIFT IN FOYER** – (Pages 61 - 64)
(Leisure and Youth)

To consider the Solicitor to the Council's Report No. LEG1607 (copy attached), which seeks approval to vary the 2016/17 Capital Programme to allow for the provision of a lift at the Farnborough Leisure Centre.

5. **GUILDFORD BOROUGH COUNCIL DRAFT LOCAL PLAN - CONSULTATION** –
(Pages 65 - 72)
(Environment and Service Delivery)

To consider the Head of Planning's Report No. PLN1621 (copy attached), which provides a summary of the content and issues that have been identified with Guildford Borough Council's Draft Local Plan, with regard to its potential impact on Rushmoor.

6. **MEETINGS AND DECISIONS MANAGEMENT SYSTEM** – (Pages 73 - 76)
(Corporate Services)

To consider the Head of Democratic and Customer Services' Report No. DCS1604 (copy attached), which sets out a proposal to license software to provide an end to end system for managing meetings.

7. **REVIEW OF PORTFOLIOS** – (Pages 77 - 78)
(Corporate Services)

To consider the Head of Democratic and Customer Services' Report No. DCS1603 (copy attached), which sets out a proposal to make adjustments to the Cabinet portfolios which have been agreed by the Leader of the Council.



RUSHMOOR BOROUGH COUNCIL

CABINET

Tuesday, 31st May, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

Councillor D.E. Clifford (Leader of the Council)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **14th June, 2016**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 26th April, 2016 were confirmed and signed by the Chairman.

2. **GENERAL FUND PROVISIONAL OUTTURN REPORT 2015/16 –**
(Leader of the Council/Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1610, which set out the provisional outturn position on the General Fund (revenue and capital) for 2015/16, subject to audit. The Report set out the General Fund Revenue Summary and Revenue Balances, with the principal individual variations between the current approved estimates and actual expenditure.

The Cabinet was advised that, in its original budget for 2015/16, the

Council had set a savings figure of £500,000 to be achieved through reductions in service costs and additional income generation, in addition to £315,000 of expected staff turnover savings. A significant proportion of these savings had been achieved during the first half of 2015/16 and the efficiencies identified had been built into the Council's revised budget, as set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent virements, supplementary estimates and use of the service improvement fund, to form the current approved budget, with estimated year-end balances of £1.47 million.

The provisional outturn showed an improvement in the Council's financial position, with a net underspend of approximately £473,000 against the current approved budget and a net underspend of £337,000 compared with the last budget monitoring position, before accounting for any change due to the operation of the business rates retention scheme. A list of the principal variations between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The effect of the net underspend was to increase the General Fund revenue balance to approximately £1.94 million, which was close to the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million).

The Report set out how the operation of the Business Rates Retention Scheme could cause large swings in the General Fund balance at the end of the financial year. Financial transactions in this respect would increase the General Fund balance from £1.94 million to £2.47 million, which would be above the approved range of balances. It was, therefore, proposed that a transfer of £473,000 should be made to the Stability and Resilience Reserve. The Report also gave details of financial risks to the Council which had been identified to date. These included the outcomes of the review of the Business Rates Retention Scheme, the uncertain future of the New Homes Bonus and the implications of legislation around welfare reform. As part of the outturn process, and, in line with proper accounting practices, all outstanding potential liabilities would be reviewed to ensure that the appropriate level of reserves was being held against the risks that the Council faced.

Appendix C of the Report set out the Capital Outturn Summary and showed a total net underspend of £5,919,000 against the current approved budget. This underspend was due mainly to the re-scheduling of work on a number of projects with a consequent slippage of expenditure of £5,893,000 into 2016/17. After accounting for this slippage, the Capital Programme had underspent by around £26,000. The most significant variations in expenditure were listed in Appendix D to the Report.

The Cabinet discussed many aspects of the Report, including the effect of business rate appeals, the purpose of and contributions to the Stability and Resilience Reserve and how income generation could be maximised to help to close any budgetary gap

The Cabinet RESOLVED that

- (i) the General Fund provisional outturn for 2015/16 for both revenue and capital be noted; and
- (ii) the approach to reserves and balances, as set out in the Head of Financial Services' Report No. FIN1610, be approved.

3. **CORPORATE STRATEGY AND CORPORATE PLAN 2015/16 – QUARTER 4 AND END OF YEAR MONITORING REPORT –**
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1603, which gave an update on performance management monitoring information against the Corporate Plan for the fourth quarter and end of the 2015/16 financial year.

The Chief Executive highlighted strategic and performance management data in a few key areas, including education and skills, economic data and house prices. Members were informed that key initiatives and service measures were detailed in Section Three of the Corporate Plan, under the themes of people and communities, prosperity, place, leadership and good value services. In respect of key initiatives and service measures, it was noted that 82.8% were on target, 14.0% were unlikely to achieve the action or indicator and 3.2% had been unable to achieve elements of the target.

The Chief Executive explained that the Housing Team had been under particular pressure due to the significant increase in homeless people presenting.

The Cabinet NOTED the Directors' Management Board Report No. DMB1603 and the performance made against the Corporate Plan in the fourth and final quarter of the 2015/16 financial year.

4. **ALDERSHOT RAILWAY STATION AND SURROUNDS – VARIATION TO CAPITAL PROGRAMME –**
(Leader of the Council)

The Cabinet considered the Directors' Management Board's Report No. DMB1602, which sought approval to vary the 2016/17 Capital Programme in relation to Phase 6 (improvement works to the Aldershot Station area) of the Activation Aldershot project (No. 5404).

The Cabinet was informed that the station area had been identified in the emerging Local Plan and the Aldershot Town Centre Prospectus as a key regeneration site for the town. Funding had been obtained under the Activation Aldershot initiative and further financial commitments had been obtained from Hampshire County Council and South West Trains. A further

application had been made to the Local Growth Fund and this was currently being considered by the Enterprise M3 LEP's Local Transport Board. The project would deliver a number of changes, including to the existing forecourt, bus station and car park areas. A comprehensive consultation exercise would be carried out before commencement of any works.

The Cabinet RESOLVED that approval be given to a net reduction of £540,000 to the 2016/17 Capital Programme in respect of the Aldershot Railway Station and surrounds project (No. 5404), as set out in the Directors' Management Board's Report No. DMB1602.

5. **BUILDING CONTROL FEES AND CHARGES 2016 –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1606, which proposed a single scheme of fees and charges for building control services across the whole area covered by the recently formed Hart and Rushmoor Building Control Partnership.

The Cabinet was informed that, in view of competition for work from independent Approved Inspectors, the Council had not increased its fees for the previous six years. Hart had similarly not increased its fees for many years. Whilst the new shared service had been operating well, it was now proposed to eliminate discrepancies and confusion by introducing a harmonised schedule of fees and charges. The proposed scheme was set out in Appendix A to the Report and represented an average 7.5% increase in fees and charges. It was explained, however, that this put the level of the fees in line with neighbouring local authorities and these were still less than the charges made by Approved Inspectors. The scheme had also been simplified and made clearer for customers. This was part of a wide ranging review of the services offered and was aimed at delivering ongoing improvements.

The Cabinet was supportive of the proposals and was keen to ensure that all opportunities were explored to maximise the promotion of the Council's building control services.

The Cabinet RESOLVED that the new schedule of building control fees and charges, as set out in Appendix A to the Head of Planning's Report No. PLN1606, be approved to come into force from 1st June, 2016.

6. **RUSHMOOR LOCAL ENFORCEMENT PLAN –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1617, which set out the draft Rushmoor Local Enforcement Plan for approval.

Members were informed that Government advice was that local authorities should make a clear statement of their approach and commitment to the enforcement of planning control in a Local Enforcement Plan. It was

explained that the Council did have an adopted Planning Enforcement Charter but that this was now out of date, as it made reference to national and local policies that were no longer in force. The Council's Development Management Committee had considered the new policy at its meeting on 25th May and had expressed support for the document.

The Cabinet RESOLVED that the Rushmoor Local Enforcement Plan, as set out in the Head of Planning's Report No. PLN1617, be adopted and published.

7. **DELEGATION OF AUTHORITY – PRIMARY AUTHORITY –**
(Business, Safety and Regulation)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1611, which sought approval for the Council to authorise Primary Authority arrangements up to a value of £20,000. Members were informed that Primary Authority arrangements offered the Council, as regulator, the opportunity to work with businesses to offer advice and support, with full cost recovery. The Council had a longstanding Primary Authority relationship with the Army, which had since developed into supporting all three Military Services. It was explained that the work supported the Council's 8-Point Plan Income Generation strand.

Members were supportive of this work and discussed various matters, including the risks associated with ensuring that advice given was accurate and appropriate. Assurance was given that all advice and guidance given was thoroughly researched and checked, in order to minimise this risk.

The Cabinet RESOLVED that, in order to support the Council's development of Primary Authority relationships, the Head of Environmental Health and Housing be authorised to enter into Primary Authority arrangements, up to the value of £20,000.

8. **GARDEN WASTE COLLECTION SERVICE – CONTAINER CHOICE –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to replace reusable bags with wheeled bins and to replace the plastic single-use bags with compostable paper sacks.

The Cabinet was reminded that the garden waste collection service had been launched in 2005, when all customers were offered either reusable bags or plastic single-use bags. In 2010, a brown wheeled bin had been introduced and this had proved popular with customers. At present, only around 1,000 of the total of 7,300 customers still used the reusable bags, with around 300 using the plastic single-use bags. The range of containers currently offered presented logistical issues to the contractor collecting the garden waste, mainly due to the inability, on health and safety grounds, for one type of vehicle to collect the content of both reusable bags and wheeled bins.

Similarly, the disposal of the content of the current plastic single-use bags presented a similar problem, in that it was not possible to collect them using the same vehicle as that emptying the wheeled bins. For this reason and with the re-procurement of the contract for waste collection ongoing, it was now proposed to withdraw the use of reusable bags and also to replace the plastic single-use sacks with biodegradable paper single-use sacks. This would mean that, in future, all garden waste could be picked up at the same time using a single vehicle. It was proposed that existing reusable bag users would be given notice of the removal of the service at the end of the customer's current subscription period. At the same time, these customers would be offered a wheeled bin at a reduced rate for the first year, in order not to face a financial disadvantage.

The Cabinet discussed the proposal and clarified issues around the quality of the biodegradable bags to be used and whether these changes would have an effect on the contract re-procurement process.

The Cabinet RESOLVED that

- (i) for the reasons of health and safety and service efficiencies, the removal of the option of reusable bags and the replacement of the current plastic single-use sacks with biodegradable paper sacks be approved;
- (ii) the fees and charges for the scheme, as set out in the Head of Community and Environmental Services' Report No. COMM1611, be approved;
- (iii) a variation of £17,000 to the 2016/17 Capital Programme, in respect of the purchase of additional wheeled bins for the Garden Waste Service, be approved; and
- (iv) a supplementary estimate of £5,000, in respect of the purchase of paper single-use sacks, noting that the increased purchase costs would be covered by the proposed new charges, be approved.

9. QUEENS GATE ROUNDABOUT – SPONSORSHIP SIGNS –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to submit an application for consent to display sponsorship signs on the Queens Gate Roundabout, Farnborough.

The Cabinet was informed that the Council used the roundabout sponsorship scheme to support the Rushmoor in Bloom competition and its entry into the annual South and South East in Bloom competition. It was reported that there were, currently, sponsorship signs displayed at eighteen roundabouts around Aldershot and Farnborough. This generated an income of

around £17,000 per annum. The proposed advertisements would be located on the four entry points to the roundabout.

The Cabinet was supportive of the principle of raising revenue by increasing sponsorship and advertising in general and requested that other possibilities for this should be explored, with a view to increasing income to the Council.

The Cabinet RESOLVED that approval be given to the Head of Community and Environmental Services to seek advertisement consent for the display of four Rushmoor in Bloom sponsorship signs at Queens Gates Roundabout, Farnborough.

10. **ALPINE SNOWSPORTS – CONTRACT EXTENSION –**
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1613, which set out a proposal to extend the contract with Active Nation UK Limited for the management of the Alpine Snowsports by 22 months, to expire on 31st January, 2019, to bring it in line with the Council's other leisure contracts.

The Cabinet was reminded that the contracts for the management of the Aldershot Indoor Pools, Lido and the Farnborough Leisure Centre would expire on 31st January 2019, with the Southwood Golf Course expiring on 31st March 2019. It was felt that there would be time and cost savings from retendering all of these together, where a contractor may wish to bid for more than one of the facilities. Active Nation UK Limited had continued to provide a good level of service at Alpine Snowsports and had expressed its agreement to the proposed extension of the current contract, on the existing terms and conditions.

The Cabinet RESOLVED that, on the same terms and conditions, the extension of the current contract with Active Nation UK Limited to 31st January, 2019 be approved.

11. **IMPROVING EDUCATIONAL ATTAINMENT IN RUSHMOOR –**
(Leisure and Youth)

The Cabinet considered the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, which provided an update on the work of the Council in seeking to improve educational attainment in the Borough.

The Cabinet was reminded that, whilst Rushmoor's primary schools continued to perform well, the GCSE results of Rushmoor's secondary schools were not as high as the Hampshire and England averages and, in some, were significantly worse. Investigation had shown that recruitment of teachers, especially English teachers, was a significant problem for schools in the area. In this respect, Fernhill School had recently interviewed two

outstanding candidates to work as English teachers and expressed a wish to employ both. However, the school's challenging financial position meant that it was only able to fund one full time teacher and one for two days per week. The Council had been approached to contribute funding towards the remaining three days per week for the first year only. It was proposed that the cost of the additional three days, being around £60,000, should be split equally between the school, Hampshire County Council and Rushmoor Borough Council. It was further proposed that, if agreed, the teacher would teach at Fernhill for two days per week and would use the remaining three days to support improved teaching and learning of English in Fernhill and other Rushmoor Secondary Schools. It was reported that, in view of the urgency of this matter, the Chief Executive, in consultation with the previous Leader of the Council and the Cabinet Member for Leisure and Youth, had agreed that a grant of up to £20,000 should be made to Fernhill School from September 2016. In the meantime, officers would seek contributions from other organisations to offset the cost to the Council.

The Cabinet discussed the Report and the situation around educational attainment in general. Whilst support was shown for the Council's interventions in educational attainment, Crs. Hurst and Lyon did not support the decision to give financial assistance to Fernhill School, on the basis that this could be perceived as favouritism. Members did discuss what else might assist local schools and ideas included considering starting army cadet groups within schools and researching the Government initiatives called 'Troops to Teachers' and 'Teach Next'. It was also suggested that retired teachers could have a role to play in assisting local schools. It was agreed that educational attainment would be an ongoing issue for the Cabinet to engage with.

The Cabinet RESOLVED that

- (i) the action taken by the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Leisure and Youth, to provide up to £20,000 to be paid as a one-off grant to Fernhill School towards the recruiting of the teacher, as set out in the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, be confirmed and endorsed; and
- (ii) the process of seeking of financial contributions from other organisations towards improving educational attainment, be approved.

NOTE: Crs. D.E. Clifford and K.H. Muschamp declared prejudicial interests in this item, Cr. Clifford in respect of his company supplying goods to schools in the Borough and Cr. Muschamp in respect of his role as a Governor of Fernhill Secondary School and, in accordance with the Members' Code of Conduct, both left the meeting during the discussion and voting thereon.

12. **APPOINTMENTS –**
(All)

(1) **Budget Strategy Member Working Group**

The Cabinet RESOLVED that the following appointments be made to the Budget Strategy Member Working Group for the 2016/17 Municipal Year, on the basis of nine Members including the Leader of the Council, the Chairman of the Corporate Services Policy and Review Panel and seven Members (4 Conservative: 2 Labour: 1 UKIP):-

Cabinet Member for
Corporate Services -

Cr. P.G. Taylor

Chairman of the Corporate Services
Policy and Review Panel -

To be appointed

Conservative Group -

Crs. Mrs. D.B. Bedford, A.
Jackman, S.J. Masterson and
A.R. Newell

Labour Group -

Crs. A.H. Crawford and B.
Jones

UKIP Group -

Cr. D.M.T. Bell

(2) **Community Cohesion Task and Finish Group**

The Cabinet RESOLVED that the following appointments be made to the Community Cohesion Task and Finish Group for the 2016/17 Municipal Year, on the basis of eight Members including the Leader of the Council and seven Members (4 Conservative: 2 Labour: 1 UKIP):-

Leader of the Council -

Cr. D.E. Clifford

Conservative Group -

Crs. M.S. Choudhary, J.H.
Marsh, S.J. Masterson and
K.H. Muschamp

Labour Group -

Crs. A.H. Crawford and B.
Jones

UKIP Group -

Cr. D.M.T. Bell

(3) **Future Contracts Member Working Group**

The Cabinet RESOLVED that the following appointments be made to the Future Contracts Member Working Group for the 2016/17 Municipal Year, on the basis of six Members including the Cabinet Member for Environment and Service Delivery, the Chairman of the Environment

Policy and Review Panel and four Members (2 Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Environment and Service Delivery -	Cr. M.J. Tennant
Chairman of Environment Policy and Review Panel -	To be appointed
Conservative Group -	Crs. A. Jackman and J.H. Marsh
Labour Group -	Cr. C.P. Grattan
UKIP Group -	Vacancy

Standing Deputy:

Labour Group -	Cr. K. Dibble
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(4) **Hackney Carriage Fares Review Task and Finish Group**

The Cabinet RESOLVED that the following appointments be made to the Hackney Carriage Fares Review Task and Finish Group for the 2016/17 Municipal Year, on the basis of five Members including the Cabinet Member for Business, Safety and Regulation, the Chairman of the Licensing and General Purposes Committee and three Members (1 Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Business, Safety and Regulation -	Cr. K.H. Muschamp
Chairman of Licensing and General Purposes Committee -	Cr. A. Jackman
Conservative Group -	Cr. M.J. Tennant
Labour Group -	Cr. L.A. Taylor
UKIP Group -	Cr. M. Staplehurst

(5) **Member Development Group**

The Cabinet RESOLVED that the following appointments be made to the Member Development Working Group for the 2016/17 Municipal Year, on the basis of seven Members including the Cabinet Member for Corporate Services, one Cabinet Member, the Chairman of the Corporate Services Policy and Review Panel and four Members (1 Conservative: 2 Labour: 1 UKIP):-

Cabinet Member for Corporate Services -	Cr. P.G. Taylor
Cabinet Member -	Vacancy
Chairman of Corporate Services Policy and Review Panel -	To be appointed
Conservative Group -	Vacancy
Labour Group -	Crs. B. Jones and L.A. Taylor
UKIP Group -	Cr. D.M.T. Bell

(6) **Aldershot Regeneration Group**

The Cabinet RESOLVED that

- (i) the establishment of an Aldershot Regeneration Group be approved;
- (ii) the Group's meeting arrangements and Terms of Reference be agreed by the Chief Executive, in consultation with the Leader of the Council; and
- (iii) the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make appointments to the Group.

13. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
14	3	Information relating to financial or business affairs

14. **ACQUISITION OF COMMERCIAL PROPERTIES –**
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1606, which set out a proposed procedure for the acquisition of commercial properties.

Members heard how making better use of property and assets was one of the projects forming part of the 8-Point Plan. The Council had been receiving help and advice from Eastleigh Borough Council for some time to help to develop an approach to property investment and refresh the Council's Asset Management Strategy. This work had enabled officers to identify commercial property opportunities where acquiring such assets would provide a better return for the Council than having the money in a bank.

It was reported that, with many property deals, it was necessary to move swiftly. In those cases, it would be necessary to use the Urgency Procedure that was already in place. On every occasion, the Directors' Management Board would have approved the transaction and any proposed action would then have been agreed with both the Leader of the Council and the Cabinet Member for Corporate Services before proceeding. Any such decisions would then be reported to the Cabinet at its following meeting. Such a report was made to the Cabinet at the meeting, concerning an offer made by the Council on 28th April 2016 to purchase the freehold of Nos. 100 – 106 Church Road, Addlestone, which comprised a pre-let retail unit to Co-operative Southern Limited and five flats. It was confirmed that, on this occasion, the offer had been unsuccessful.

The Cabinet was advised of the details of two potential commercial acquisitions where negotiations were currently ongoing and delicately poised. Progress on these two cases would be brought to Members in due course. It was reported that both of the properties were outside of the Borough.

The Cabinet discussed the principle of the Council acquiring commercial properties as investments and expressed strong support for this approach. When considering the relative values of commercial properties, especially in a rural location, Members felt that broadband coverage was an important issue and it was agreed that this would be taken up with the Enterprise M3 Local Enterprise Partnership.

The Cabinet RESOLVED that

- (i) the use of the Urgency Procedure to make future offers on commercial properties be approved;
- (ii) the unsuccessful offer to acquire the Co-operative premises in Addlestone be noted;
- (iv) the offers made in respect of the two premises, on the terms set out in the Solicitor to the Council's Exempt Report No. LEG1606, be approved; and
- (v) appropriate variations be made to the Capital Programme in respect of the acquisition costs of the two premises.

The Meeting closed at 8.59 p.m.

CR. D.E. CLIFFORD
LEADER OF THE COUNCIL

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STREET HOMELESS SOLUTION – PROVISION OF A HOSTEL

Use of former Army Barrack at Ordnance Road Aldershot for a homeless hostel and request for Capital Funding

1 Introduction

- 1.1 Members will be aware of the current levels of street homelessness within the borough. Currently the Council is supporting eight street homeless people. This group require time-consuming support. Ideally, they require specialist housing and intervention to be able to access mainstream accommodation.
- 1.2 Grainger Trust has offered the Council the use of an empty, former barrack building on the Wellesley site to provide accommodation for rough sleepers. The project will provide nine bed spaces for a three-year period with specialist support being provided by the Society of St. James Housing Association. Clients will be provided with care and support to address their drug, alcohol and mental health problems, with the objective of them being able to move into mainstream accommodation. The purpose of this report is to seek Cabinet approval to proceed with the project.

2 Building Proposal and Capital Costs

- 2.1 The building identified is located on Ordnance Road Aldershot opposite Mike Jackson House, it is well screened and far enough from residential properties not to impact upon them. A lease agreement between the Council, Grainger Trust and the MOD will be in place for a three-year term. The lease will contain a conditional break clause with a 6 month notice to mitigate reputational risk to all parties by allowing the project to close should there be serious behaviour problems from the client group that impact on the local community. The building in its current form is sub-standard and a Capital budget of £20,000 is needed to meet the cost of building materials and associated planning fees. Our proposal is for nine bedrooms with communal kitchen, bathing and living space. The Council will project manage the build through Skilled Up and in partnership with the Army Training Centre. This provides free labour for the project and appropriate training opportunities for Skilled Up and Army trainees. Materials will be purchased in accordance with the Councils procurement procedures. A breakdown of the budget is attached as Appendix A.
- 2.2 A change of use planning application from Army Barracks to Supported Residential Accommodation is required. The project will also be subject to pre-application discussion before an application is prepared or submitted. Implementation of the development will not be permitted until Planning

Permission is granted and any associated conditions have been discharged. Associated external alterations, should they be necessary, may also require planning permission. Cabinet is asked to approve the submission of a planning application.

3 Environmental Survey

3.1 The site was used in the 1950s for tipping so an Environmental Survey has been carried out to ascertain levels of contamination and provide assurance that the site is suitable for residential use. The survey report and risk assessment is attached as Appendix B, and concludes that there is no significant contamination, which would pose a risk to human health.

3.2 An asbestos survey was carried out in October 2015 and shows that there is no asbestos present within the building. A copy of the survey is attached as Appendix C.

4 Partnership support and financial commitment

4.1 Interest and funding offers have been confirmed from a number of partners:

- Grainger Trust to provide use of the building at a discounted rent.
- The Society of St James to manage the project and provide CCTV and out of hours security cover.
- NHS- Surrey and Borders Partnership (Mental Health) to fund and manage a specialist mental health worker with a monetary value of circa £30k to the project each year to help residents engage with health related support.
- NHS Inclusion Team- to facilitate specialist Drug and Alcohol support.
- Hampshire County Council to invest a total of £18k from their Drug and Alcohol Action Grant to assist with set up costs and to provide a break out/ garden room for counselling and quiet space.
- Hart DC and SHBC have agreed to pay £60 per night per person to fill any empty bed spaces. This equates to a mid-range Bed and Breakfast cost and ensures the scheme's viability.

Project backing from partners equates to £108,000.00.

5 Revenue funding

5.1 The Society of St James will manage the hostel with the Council having 100% nomination rights. They currently manage 35 wet hostel bed spaces in Southampton, which RBC officers have visited and already have a presence in this borough at Brighstone, Mulberry and Aspen community houses where they manage our homeless households.

5.2 The Council's Revenue and Benefits team have provided advice on the implications of Universal Credit (UC). As this model complies with DWP's definition of Exempt Specified Accommodation, tenants moving into the hostel will claim Housing Benefit and not Universal Credit. This model is also being used in the other community houses and the rent proposed by Society of St.

James is fully eligible for Housing Benefit. The rent will be collected by the Society of St. James and covers their staffing and management costs.

- 5.3 There is no requirement for the Council to provide any funding for the day-to-day running of the Hostel, however there is a requirement for the Council to cover the annual rent and insurance costs of £2,200 each year and a further £2600 in year 1 to cover the contribution to the Strategic Access Management and Monitoring Measures (SAMM) related to the Special Protection Area. These costs are being fully covered by the grant from Hampshire County Council. The Society of St. James will bear the financial risk of any void and repairs costs, although voids are unlikely as Hart and Surrey Heath are able to nominate to any rooms we cannot fill.

6 On Site Support and Staff resources

- 6.1 The project enables specialist outreach work to be contained in one place. As well as accommodation, the Hostel will provide:

- On-site support for addictions and mental health problems
- Money management skills training
- Support into skills and employment training
- Life skills including preparing to manage your tenancy
- Befriending and fellowship

- 6.2 The Society of St James will recruit and manage appropriately skilled housing management and security staff. The Council has secured additional funding from the North East Hampshire and Farnham Clinical Commissioning Group to cover the cost of employing a specialist part time mental health support worker. Funds are in place to cover the first 20 months of the project. The Society of St James will bid directly to the CCG for funding the remaining 16 months of the project once bid rounds are open for 2017/18 and 2018/19.

7 Member Consultation

- 7.1 North Town and Wellington members have been briefed and are supportive of this project.

8 Supporting the wider street homelessness strategy

- 8.1 Subject to approval, the project could be occupied from October 2016 until October 2019, it will complement the Winter Night Shelter but also has the potential to replace it with further savings to the Council. This facility would not only reduce the pressure on the Council, but also the local Police and NHS services in dealing with challenging cases of street homelessness.

9 Financial Implications

- 9.1 The project requires a one off Capital investment of £20,000 to cover the costs of building materials.
- 9.2 Financial risks to the Council have been mitigated because:

- There is no further financial contribution required by the Council to run the project;
- The financial model meets the Exempt, Specified Accommodation criteria
- The risk of voids and the costs of repairs are being carried by the Society of St. James.
- Grant funding has been secured to cover associated rent and insurance costs

10 Conclusion

10.1 The capital investment required to set this project up will allow additional inward investment to secure this innovative housing solution for the next three years. The hostel will create an appropriate place for people to address their underlying health problems and addictions with tailored support to allow them to step out of street homelessness and into mainstream accommodation in the social or private sector. The Hostel will reduce the demands on the Council of dealing with this extremely challenging client group.

11 Recommendation

11.1 We recommend that Cabinet:

1. Approve the submission of a change of use planning application.
2. Agree a variation to the Capital Programme of £20,000 for 2016/17.
3. Agree a Supplementary Estimate of £34,700 for 2016/17 to reflect costs in the table below (for which we already have grant funding):

	2015/16 costs	2016/17	2017/18	2018/19	total costs
		£	£	£	£
Environmental survey	1400				1,400
Annual rent & insurance		2,200	2,200	2,200	6,600
SAMM contribution		2,600	0	0	2,600
Support to provide breakout / garden room		7,400			7,400
Total	1,400	12,200	2,200	2,200	18,000
Funding received from HCC		-18,000			-18,000
Grant to support costs of a Mental Health Support worker		22,500	27,500		50,000
Funding received from CCG		-50,000			-50,000
TOTAL SPENDING 2016/17		34,700			

APPENDIX A

ATC HUT MATERIAL SPEC			
Demolition		Sub total	Total
Skips	£550		
		£550	£550
Floor			
Insulation	£650		
Floor boards	£655		
Covering cushion flooring	£896		
		£2201	£2751
Walls			
Studwork	£875		
Insulation	£1895		
Wall board	£1,212		
Door carcass	£700		
Doors and furniture	£480		
		£5162	£7913
Electrical			
Re-wire inc cable and sockets/ lights	£600		
Heaters	£300		
Water heater	£400		
		£1300	£9213
Kitchen			
Units, cooker, fridge, microwave	£ 1800		
Extractor	£80		
		£1880	£11093
Bathrooms			
Shower cubicles	£600		
Toilets/ basins	£400		
Extractors	£160		
		£1160	£12253
Ancillary items			
Nails, screws, adhesives, paint etc	£4000		
		£4000	£16253
Groundworks			
Membrane	£120		
Aggregate	£400		
Sharp sand	£120		
Plant hire	£50		
		£690	£16943
Contingency		£2557	£20000
		GRAND TOTAL	£20000



Ref: A096591

16th March 2016

John Trusler

Council Offices
Farnborough Road
Farnborough
Hampshire
GU14 7JU

Dear John,

RE: ATC Hut at 259 North Lane, Aldershot

WYG Consultants Dr. Cecilia MacLeod and Ms. Izzie Peters attended site on the 15th March 2016 to undertake a radiation survey. It is understood that the site was formerly under military ownership as part of a wider site. The site was subject to tipping activities since WWII resulting in some areas becoming contaminated with radium, mainly in the form of ash and clinker. Remediation was undertaken across a wider site area, to reduce radium to agreed Environment Agency target levels of 0.37Bq/g; however records are unclear as to whether remediation included the ATC hut site.

It is understood that Rushmoor Council intend to ultimately include this site as part of a larger housing development, but consideration is being given to the refurbishment of the ATC hut in the short term so that it can be used as temporary accommodation for the homeless.

The survey was conducted using a Tracerco T201 Contamination Monitor and a Tracerco PED-IS. The Tracerco T201 is a Geiger counter which counts alpha, beta and gamma radiation which may be emitted from a substance. The Tracerco PED-IS is a dosimeter which measures the radiation dose.

The survey was divided into two portions, the first part undertaken within the building itself and the second in the grounds of the building.

The building

Maximum Geiger Counter readings and dose were recorded for each room, see appended Drawing 1. For the overall building the maximum dose was 0.13 $\mu\text{S}\cdot\text{hour}^{-1}$ and the Geiger Counter recorded up to 1.15 counts per second (cps).

The grounds

It is clear that the site has been subject to excavation and soil has been removed as the area of the site on which the hut is located and extending across the yard to the 'garage' the ground is lower than the land at the site boundaries. It was noted during the walkover that there were a number of drums which no longer

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Registered Office: Arndale Court, Headingley, Leeds, LS6 2UJ





have identifiable markings and tyres in the shrubbery on the site boundary. We also noted that a significant volume of fly tipped waste has been dumped in the area between the 'garage' and the site fence. There may be a requirement by the Local Authority Environmental Health officer to undertake some limited investigation of these areas following appropriate removal and disposal of this waste to show that these areas are free of contamination (not necessarily radioactive but rather heavy metals, solvents, petroleum hydrocarbons). A walkover was then conducted around the grounds, with peak readings being roughly marked on a site plan, see appended drawing 2. The maximum dose recorded was $0.09\mu\text{S}\cdot\text{hour}^{-1}$ and the Geiger Counter recorded up to 1.69cps. Where some higher cps were measured, predominantly on the northern boundary of the site, Becquerel/s/square centimetre were recorded with a maximum of $0.08\text{Bq}\cdot\text{cm}^{-2}$.

Discussion

The screening results show an overall maximum dose of $0.13\mu\text{S}\cdot\text{hour}^{-1}$ and Geiger Counter reading of 1.69cps or 101.4cpm. The warning threshold of potential levels of radioactivity indicative of greater than background is 100 cpm on the Geiger counter, which is equivalent to the maximum background concentration on the Geiger Counter.

If we were to assume potential homeless users of the site to be older than 18 years old and present at the site for a maximum of 24 hours a day every day for a maximum of 6 months, a maximum exposure would be approximately 0.57mS per year. This is considerably less than 5 mS per year allowed as a maximum dose to the general public and the UK average background exposure is 2.7mS per year. The RCL Statutory Guidance (2012), under Part IIA for Radioactive Contaminated Land states that a local authority should determine whether harm is being caused and whether the site is subsequently considered to be radioactive contaminated land. Harm is considered to be lasting exposure giving rise to doses that exceed either: (a) an effective dose of 3mS per year, (b) an equivalent dose to the lens of the eye of 15mS per year, or (c) an equivalent dose to the skin of 50mS per year. The measurement of radioactivity in Sieverts is measurement of an effective dose, as such the estimated maximum exposure is less than the effective dose of 3 mS per year. As such under this statutory guidance, if the site were to be utilised for the housing of homeless people, it is not considered to be radioactive contaminated land.

Conclusions and Recommendations

With regards to radioactivity, the site is considered to pose minimal risk to the proposed site users. Areas of locally higher counts per second may be excavated to reduce this risk further prior to capping.

It is not known whether the radiation within the building is due to contamination beneath the hut or from radiation outside the hut which has been brought into the hut through the movement of contaminated dirt on shoes of visitors. The latter can be remediated by washing the inside of the building with RADCON to decontaminate it at regularly intervals.

This investigation solely reviews the potential for radioactive materials to be present at the site, however no intrusive investigation has been undertaken to assess the potential levels of ground gases, presence of asbestos and heavy metals which have previously be indicated to be at the site, by Enviros Aspinwall in November 1999. This is also pertinent given the presence of fly tipping and drums on the site. It has been indicated to WYG that the site is proposed to be capped, which would break pathways of contamination within the soil to human receptors onsite. If capping is undertaken, the risk to temporary site users is considered to be low, however if a cap is not installed an investigation of onsite would be required to assess risks to site users from non-radioactive contamination.



Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Izzie Peters'.

Izzie Peters

Geo-Environmental Consultant

For and on behalf of WYG

Enclosed: Report Conditions
Drawing 1 and 2
Site Walkover Photographs

A handwritten signature in black ink, appearing to read 'Cecilia MacLeod'.

Dr. Cecilia MacLeod

Director



Report Conditions

SITE INVESTIGATION

*This report is produced solely for the benefit of **Rushmoor Council** and their Consultant partners and no liability is accepted for any reliance placed on it by any other party unless specifically agreed in writing otherwise.*

This report refers, within the limitations stated, to the condition of the site at the time of the inspections. No warranty is given as to the possibility of future changes in the condition of the site.

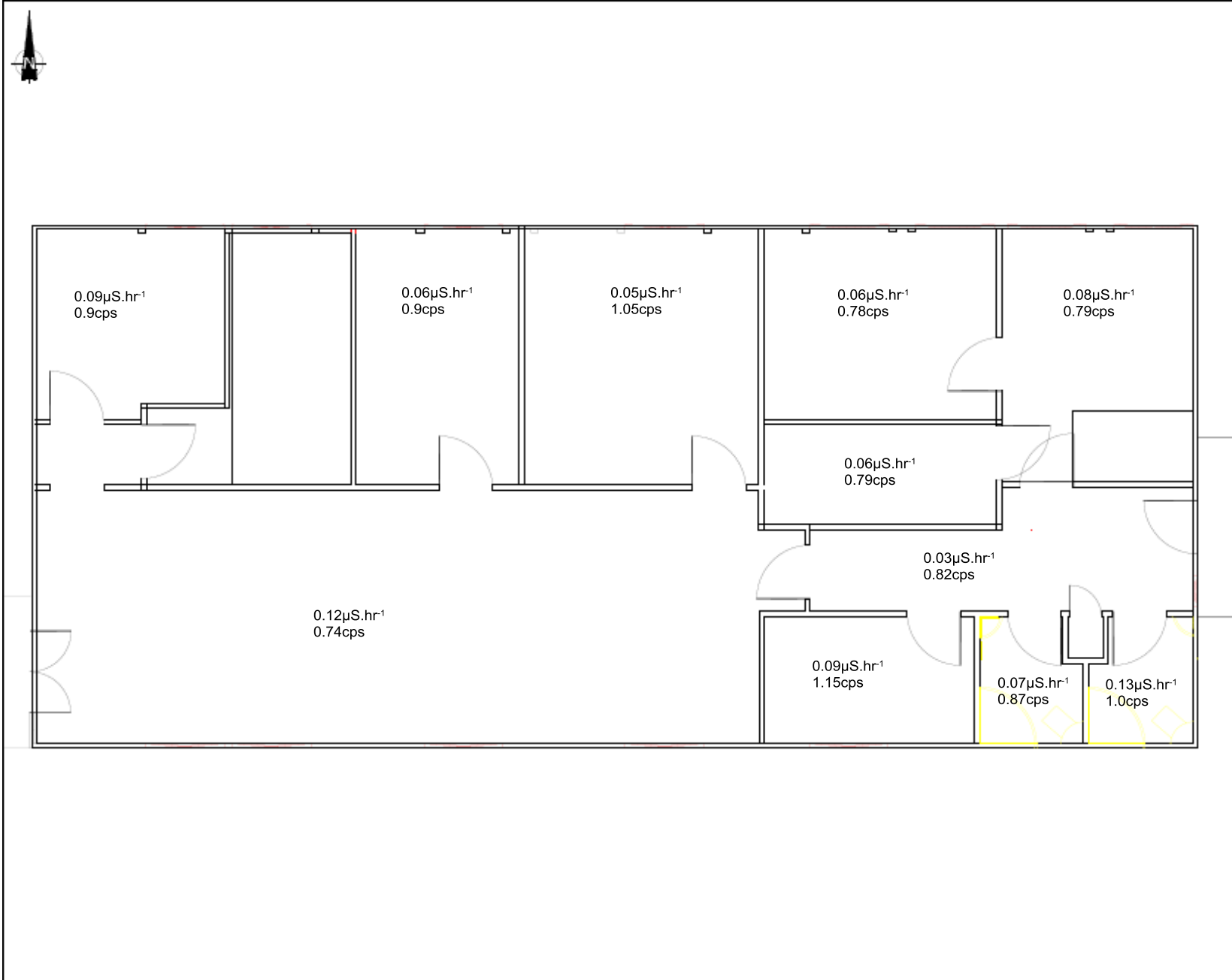
This report is based on a visual site inspection, reference to accessible referenced historical records, information supplied by those parties referenced in the text and preliminary discussions with local and Statutory Authorities. Some of the opinions are based on unconfirmed data and information and are presented as the best that can be obtained without further extensive research.

Where ground contamination is suspected but no physical site test results are available to confirm this, the report must be regarded as initial advice only, and further assessment should be undertaken prior to activities related to the site. Where test results undertaken by others have been made available these can only be regarded as a limited sample. The possibility of the presence of contaminants, perhaps in higher concentrations, elsewhere on the site cannot be discounted.

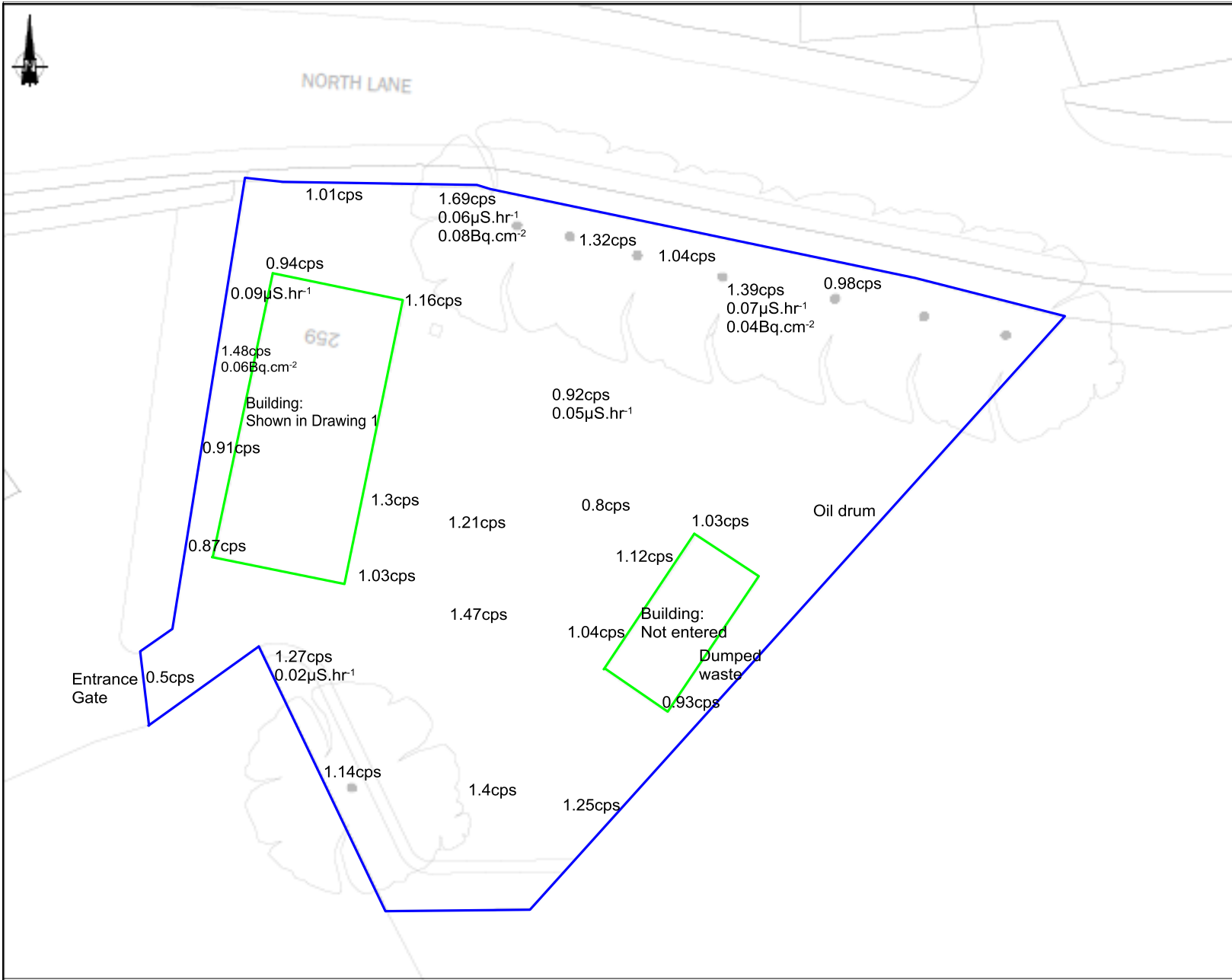
Whilst confident in the findings detailed within this report because there are no exact UK definitions of these matters, being subject to risk analysis, we are unable to give categorical assurances that they will be accepted by Authorities or Funds etc. without question as such bodies often have unpublished, more stringent objectives. This report is prepared for the proposed uses stated in the report and should not be used in a different context without reference to WYG. In time improved practices or amended legislation may necessitate a re-assessment.

The assessment of ground conditions within this report is based upon the findings of the study undertaken. We have interpreted the ground conditions in between locations on the assumption that conditions do not vary significantly. However, no investigation can inspect each and every part of the site and therefore changes or variances in the physical and chemical site conditions as described in this report cannot be discounted.



The report is limited to those aspects of land contamination specifically reported on and is necessarily restricted and no liability is accepted for any other aspect especially concerning gradual or sudden pollution incidents. The opinions expressed cannot be absolute due to the limitations of time and resources imposed by the agreed brief and the possibility of unrecorded previous use and abuse of the site and adjacent sites. The report concentrates on the site as defined in the report and provides an opinion on surrounding sites. If migrating pollution or contamination (past or present) exists further extensive research will be required before the effects can be better determined.



Drawing 1
Maximum Measured
Radiation Measurements
In Each Room.



Key

-  Site Boundary
-  Building



Drawing 2
 Approximate Locations
 of Locally High Radiation
 Measurements.



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 Environmental Consultancy
 Ground Engineering Services



Project:
A096581
 Client:
Rushmoor Council

Photo Title:
1) Raised ground level at site boundary, 2) Rubbish on the western boundary of the site.
 Created By:
 Photo No:
1 & 2



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 Ground Engineering Services



Project:
 A096581
 Client:
 Rushmoor Council

Photo Title:
 3) Ancillary building with area of dumped rubbish and an empty drum, 4) Dumped rubbish between the building and the western boundary.
 Created By:
 Photo No:
 3 & 4



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 Ground Engineering Services



Project:
 A096581
 Client:
 Rushmoor Council

Photo Title:
 5) Drum found within the vegetation at the edge of the site,
 6) Wheelbarrow of rubbish.
 Created By:
 Photo No:
 5 & 6



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 Environmental Consultancy
 Ground Engineering Services



Project:
 A096581
 Client:
 Rushmoor Council

Photo Title:
 7) Two drums present to the south of the ancillary building.
 Created By:
 Photo No:
 7



Asbestos Survey Report

259 North Lane
Aldershot

07th October 2015

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1 Executive Summary

The following table lists the asbestos containing materials that have been identified, presumed or strongly presumed. The recommended actions required to manage the asbestos containing materials are summarised.

For a detailed explanation of the recommended action required to manage your asbestos containing materials please refer to the '**Action Descriptions**' section of this report.

Location	Asbestos Material	Recommended Action
----------	-------------------	--------------------

*Note: If the above table is blank then no asbestos has been detected within the scope of the survey. However, please also refer to the '**Exclusions**' and '**Non Asbestos Materials**' sections of this report.*

2 Introduction

This report contains the findings of an asbestos **Refurbishment and Demolition** survey carried out at 259 North Lane, Aldershot, GU12 4SU on the 07th October 2015.

- Asbestos Surveys and Inspections Ltd carried out the survey.
- The purpose of the survey is to enable Rushmoor Borough Council to comply with CAR2012. The aim of the survey is to locate, identify and assess asbestos containing materials.
- Samples, if taken, have been analysed to determine the presence of asbestos fibres using Athena Environmental Solutions “in house” method of polarised light microscopy and central stop dispersion staining based on HSG 248.
- Samples were not taken, where there was an electrical hazard, or it was deemed that in taking a sample it would damage the critical integrity of the product, in these cases presumptions were made on the Asbestos content.
- The extent of the survey was all accessible parts of the premises shown on plans or as detailed in this report. Any non-accessible areas are noted in the ‘**Exclusions**’ section of this report.

Whilst every effort has been made to detect all sources of asbestos, without extensive demolition work, Asbestos Surveys & Inspections Ltd cannot be held liable for any omissions in this report

3 Survey Method

This Survey was carried out following the guidelines set out in the Health and Safety Executive Document **HSG264** as detailed below.

Refurbishment and Demolition Survey

- A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.
- There is a specific requirement in CAR 2006 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations, which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.
- Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey, which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large.

4 Survey Details

The following is a brief description of the client's building and the survey undertaken.

Building Details	
Client	Rushmoor Borough Council
Job Reference	8897/151007
Building Reference	8897
Building Description	259 North Lane
Address	259 North Lane Aldershot GU12 4SU

Survey Overview	
Survey Type	Refurbishment and Demolition Survey
Survey Description	A single storey building being refurbished to provide temporary accommodation
Survey Purpose	Refurbishment
Date/Time	07th October 2015 12:44:49
Surveyors	R Belcher

5 Summary of Results

Asbestos Content

The following table shows a breakdown of the Lab Results for any samples taken during this survey.

Asbestos Content	Quantity Found
Chrysotile (White)	0
Amosite (Brown)	0
Crocidolite (Blue)	0
Amosite/Chrysotile (Brown/White)	0
Crocidolite/Amosite (Blue/Brown)	0
Crocidolite/Chrysotile (Blue/White)	0
Crocidolite/Amosite/Chrysotile (Blue/Brown/White)	0
No Asbestos Detected	0

Fibre Release

The following table counts the number of asbestos containing items found by their potential fibre release risk.

Fibre Release Risk	Quantity Found
None	0
Very Low	0
Low	0
Medium	0
High	0

Summary of Results... continued

Presumptions

Samples were not taken where there was an electrical hazard, or it was deemed that in taking a sample it would damage the critical integrity of the product.

Following the guidelines set out in the Health & Safety Document HSG264, various materials may be **presumed** to contain asbestos, and if so these will be included in the Asbestos Register – 0 material(s) were presumed to contain asbestos

- Nil

Although during the survey there were no visible signs of asbestos, you should also refer to the ‘Scope of Survey’, ‘Exclusions’ and ‘Non Asbestos Materials’ sections of this report.

6 Bulk Sample Identification Summary

No samples were taken and therefore there is no laboratory analysis report.

Asbestos Register

No asbestos was detected or presumed; therefore the asbestos register table is blank.

No samples were taken.

Sample Ref	Location	Asbestos Content	Asbestos Product	Material Description	Condition	Score	Action	Comments	Date Signature
------------	----------	------------------	------------------	----------------------	-----------	-------	--------	----------	----------------

8 Material Assessment Algorithm Guide

Product Type	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement.	1	AIB, Millboard, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.	2	Thermal insulation (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	3		
Damage or Deterioration	Good condition: No visible damage	0	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.	1	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.	2	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.	3
Surface Treatment	Composite materials containing asbestos: reinforced plastics, resins, and vinyl tiles.	0	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.	1	Unsealed AIB, or encapsulated lagging and sprays.	2	Unsealed lagging and sprays.	3
Asbestos Type	Chrysotile	1	Amphibole asbestos excluding Crocidolite.	2	Crocidolite.	3		

9 Recommendations

An asbestos **Refurbishment and Demolition Survey** is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.

- Caution should be taken when any future refurbishments/demolitions are carried out in areas that were not inspected.
- **If at any time you are unsure of any materials that you encounter, please do not hesitate to contact us.**
- It is recommended that on receipt of this report, all asbestos materials (confirmed or presumed) in the register should be identified so that they can be managed according to the recommendations set out below.
- All relevant personnel should be made aware of the location of the material to ensure it is not damaged or disturbed during refurbishment work or routine maintenance.
- The register is only a record of the condition of the materials on the day they were inspected, and therefore must be re-inspected at regular intervals to determine if there has been any deterioration of condition. The register should then be updated accordingly.

Recommended actions, as highlighted in the '**Asbestos Register**' section, are described in the '**Action Descriptions**' section.

10 Action Descriptions

Action A

Asbestos containing materials in poor condition, not adequately surface treated and/or vulnerable to damage. This material requires immediate removal under *controlled conditions. The area containing this material must be cordoned off to prevent access to all personnel.

***Asbestos removal work must be carried out under the provisions of the Control of Asbestos Regulations 2012.**

Contact the Health and Safety Executive on 08701 545500 or www.hse.gov.uk/asbestos for more information.

Action B

Asbestos containing materials showing signs of deterioration and or damage. This material requires encapsulation with a suitable surface sealant, or area to be sealed off to prevent material being disturbed; if encapsulated it should be monitored at six monthly intervals to assess its condition, and comments added to the asbestos register.

Action C

This material is not posing a significant hazard to personnel at present, provided it remains undisturbed; however it should be monitored at six monthly intervals to assess its condition, and comments added to the asbestos register.

Action D

Asbestos containing material in good or reasonable condition, and requiring no attention unless disturbed or condition deteriorates; however it should be monitored annually to assess its condition, and comments added to the asbestos register.

N/A

No action required for non asbestos material.

Exclusion

Non accessed area. This area should be surveyed prior to refurbishment or demolition.

Dispose

Dispose carefully under *controlled conditions.

Labelling

All materials identified on the Asbestos Register (actual or presumed) must be clearly labelled with an approved label, to prevent the accidental disturbance of the asbestos by maintenance personnel or sub-contractors.

Asbestos Surveys and Inspections Ltd recommend that if asbestos removal is required, the client obtains quotations from more than one contractor.

11 Scope of Survey

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach with regard to visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons.

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.
- Materials may be hidden or obscured by other items or cover finishes i.e. paint, over boarding, disguising etc. Where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date.
- Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey however all good intentions are made for its discovery.
- Where an area has been previously stripped of asbestos i.e. plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (2002) or other similar subsequent Regulations laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or another i.e. working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work act (1974) for both themselves and others.
- In the building where asbestos has been located and it is clear that not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.

- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Asbestos Surveys & Inspections Ltd cannot accept any liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Asbestos Survey & Inspections Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to just that necessary for the taking of the sample

12 Exclusions




During the survey it was not possible to access the following areas.

Area	Reason	Photo
N/A	There were no excluded areas within the scope of this survey	N/A

13 Non-Asbestos Materials

The following areas were inspected during the survey and for one or more of the following reasons have been identified as containing no asbestos.

- Area inspected in detail and no suspected asbestos containing materials identified.
- Knowledge of product – manufactured from a known non-asbestos product.
- The product is very unlikely to contain asbestos or have asbestos added (e.g. wallpaper, plasterboard etc.).
- Post 1985 construction for amphibole ACM's such as insulating board.
- Post 1990 construction for decorative textured coatings.
- Post 1999 construction for chrysotile products.
- Laboratory sample analysis has identified non-asbestos containing materials.

Location	Justification	Photo
Panelling above main entrance.	The product is very unlikely to contain asbestos or have asbestos added (e.g. wallpaper, plasterboard etc).	
Panelling above rear entrance.	The product is very unlikely to contain asbestos or have asbestos added (e.g. wallpaper, plasterboard etc).	
Internal partitioning.	The product is very unlikely to contain asbestos or have asbestos added (e.g. wallpaper, plasterboard etc).	

14 Quality Assurance Statement

This report has been compiled for the sole use of Rushmoor Borough Council and should not be relied upon by any third party or organisation.

The data contained within this report is intended to provide factual information only as to the presence of asbestos materials. Measurements or quantities described herein should not be relied upon for any contractual purpose.

The following authorised surveyor has checked the contents of this report:

Name: T Niven

Date: 9th October 2015

Signature:



*** END OF REPORT ***

Attachments may follow if applicable

**CABINET
28 JUNE 2016**

**HEAD OF FINANCIAL SERVICES
REPORT NO. FIN1613**

TREASURY MANAGEMENT OPERATIONS 2015/16

1 INTRODUCTION

- 1.1 The Council's treasury management activity is underpinned by CIPFA's Code of Practice on Treasury Management ("the Code"), which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year. The Code also recommends that members be informed of Treasury Management activities at least twice a year. This report therefore ensures this authority is embracing best practice in accordance with CIPFA's recommendations.
- 1.2 The Council has invested substantial sums of money and is therefore, exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.
- 1.3 This report sets out the main Treasury Management activities during 2015/16 and provides an update on the current economic conditions affecting Treasury Management decisions. Appendix A shows the actual prudential indicators relating to Capital Financing and treasury activities for 2015/16 and compares these to the indicators set in the Annual Treasury Management Strategy for the year, approved by Council on 26 February 2015.

2 TREASURY MANAGEMENT ADVICE

- 2.1 The Council continued to engage the services of Arlingclose for independent treasury advice during the year 2015/16. Arlingclose provide specialist treasury support to 25% of UK local authorities. They provide a range of treasury management services including technical advice on debt and investment management and long-term capital financing. They advise on investment trends, developments and opportunities consistent with the Council's Treasury Management Strategy.
- 2.2 With the exception of pooled funds all investment activity is carried out by the Council's own treasury team with advice from Arlingclose, as outlined in paragraph 2.1 above, and having due regard to information from other sources such as the financial press and credit-rating agencies.
- 2.3 Pooled funds are managed at the discretion of the external fund managers associated with each fund. It should however be noted that whilst the funds are externally managed, the decision as to whether to invest lies solely with

the Council in accordance with its Treasury Management Strategy.

- 2.4 The needs of the Council's treasury management staff for training in investment management are assessed on an ongoing basis and as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change. During 2015/16, staff attended relevant workshops provided by Arlingclose.

3 ECONOMIC BACKGROUND

- 3.1 **Growth and Inflation:** The UK economy slowed in 2015 with GDP growth falling to 2.3% from a robust 3.0% the year before. The prolonged spell of low inflation was attributed to the continued collapse in the price of oil, the appreciation of sterling since 2013 pushing down import prices and weaker than anticipated wage growth resulting in subdued unit labour costs. CPI inflation hovered around 0.0% through 2015 with deflationary spells in April, September and October of that year. CPI picked up to 0.3% year/year in February 2016, but this was still well below the Bank of England's 2% inflation target.
- 3.2 **Employment:** The labour market continued to improve through 2015/16 showing the employment rate at 74.1% (the highest rate since comparable records began in 1971) and the unemployment rate at a 12 year low of 5.1%. Wage growth has however remained modest at around 2.2% excluding bonuses, but after a long period of negative real wage growth (i.e. after inflation) real earnings were positive and growing at their fastest rate in eight years, boosting consumers' spending power.
- 3.3 **UK Monetary Policy:** The Bank of England's MPC (Monetary Policy Committee) made no change to policy, maintaining the Bank Rate at 0.5% (in March it entered its eighth year at 0.5%) and asset purchases (Quantitative Easing) at £375bn.

In its Inflation Reports and monthly monetary policy meeting minutes, the Bank was at pains to stress and reiterate that when interest rates do begin to rise they were expected to do so more gradually and to a lower level than in recent cycles. Improvement in household spending, business fixed investment, a strong housing sector and solid employment gains in the US allowed the Federal Reserve to raise rates in December 2015 for the first time in nine years to take the new Federal funds range to 0.25%-0.50%.

Despite signalling four further rate hikes in 2016, the Fed chose not to increase rates further in Q1 and markets pared back expectations to no more than two further hikes this year. However central bankers in the Eurozone, Switzerland, Sweden and Japan were forced to take policy rates into negative territory. The European Central Bank also announced a range of measures to inject sustained economic recovery and boost domestic inflation which included an increase in asset purchases (Quantitative Easing)..

- 3.4 **Global:** The slowdown in the Chinese economy became the largest threat to the South East Asian region, particularly on economies with a large trade dependency on China and also to prospects for global growth as a whole. The effect of the Chinese authorities' intervention in their currency and equity markets was temporary and led to high market volatility as a consequence. There were falls in prices of equities and risky assets and a widening in corporate credit spreads.

As the global economy entered 2016 there was high uncertainty about growth and the consequences of June's referendum on whether the UK is to remain in the EU. Between February and March 2016 sterling had depreciated by around 3%, a significant proportion of the decline reflecting the uncertainty surrounding the referendum result.

- 3.5 **Market reaction:** From June 2015 gilt yields were driven lower by the a weakening in Chinese growth, the knock-on effects of the fall in its stock market, the continuing fall in the price of oil and commodities and acceptance of diminishing effectiveness of central bankers' unconventional policy actions. Added to this was the heightened uncertainty surrounding the outcome of the UK referendum on its continued membership of the EU as well as the US presidential elections which culminated in a significant volatility and in equities and corporate bond yields.
- 3.6 **Interest Rate Forecast:** The view from Arlingclose is that the global outlook is weak and uncertain and risks remain weighted to the downside. The lack of inflationary pressures in 2016 and a lower growth profile than previously expected may push back a rise in UK Bank Rate to Q2 2018. Arlingclose estimates that when the rise in rates does occur it will eventually reach a 'normal' of between 2 and 3%.

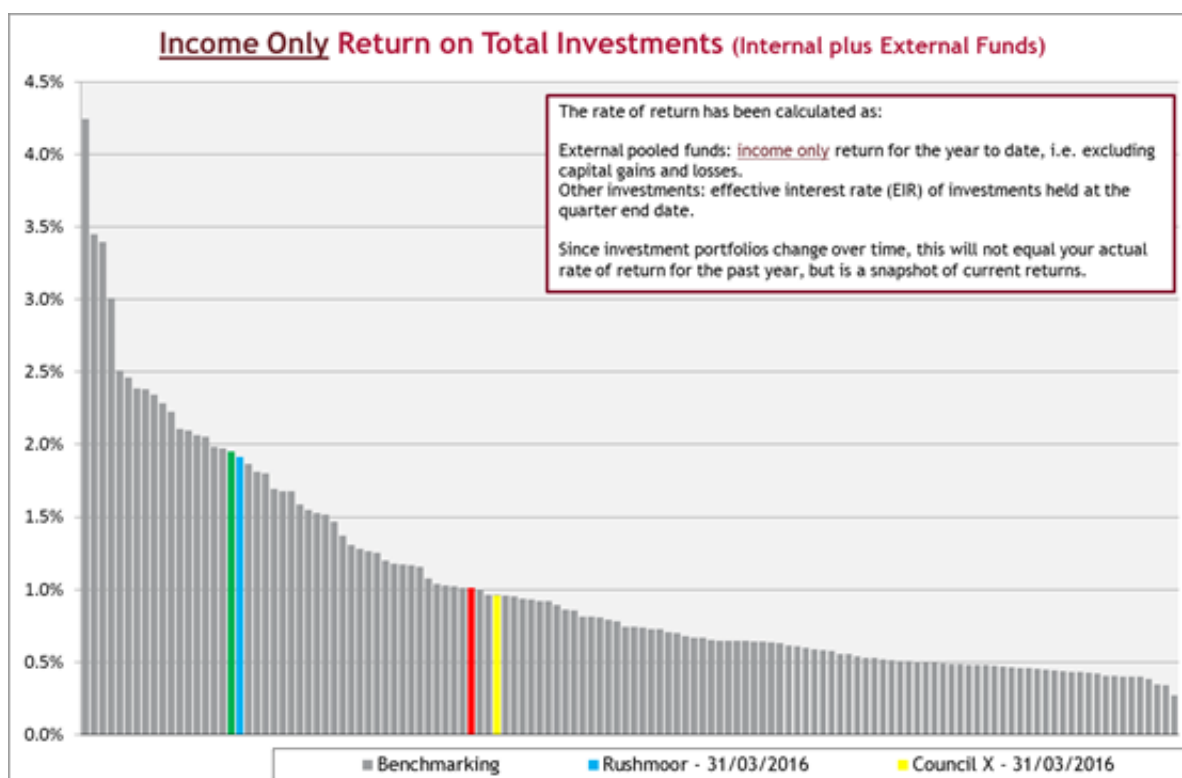
4 BORROWING ACTIVITY IN 2015/16

- 4.1 The Council borrowed £4.7m from the M3 Local Enterprise Partnership during 2015/16. Capital expenditure for Activation Aldershot directly related to this borrowing amounted to £1.4m. This event therefore meant that the Council's capital financing requirement as at 31st March 2016 became £1.4m compared to zero for previous financial years. The remainder of the 2015/16 capital programme was funded from grants, other revenue contributions and capital receipts.

5 INVESTMENT ACTIVITY IN 2015/16

- 5.1 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles. The total income yield return on the Council's investments amounted to 1.92% for the financial year 2015/16 excluding capital gains and losses. The following graph has been produced by Arlingclose and shows the Council's 2015/16 return on its total investment

portfolio excluding capital gains and losses. The Council ranks well when benchmarked against their other local authority clients. Highlighted on the graph are three other non-metropolitan districts with a similar size portfolio to Rushmoor showing returns of one marginally higher and two at or just below 1%:



For 2015/16 the Council continued to use secured investment options or diversified alternatives such as covered bonds, non-bank investments and pooled funds over unsecured bank and building society deposits. Details of the Council’s investment activity together with returns generated during 2015/16 are outlined as follows:

5.2 **Pooled Funds** - the Council’s pooled funds have experienced some variations in performance during the year 2015/16.

Pooled Funds Capital Growth/Losses – Aggregation of the Council’s pooled funds resulted in an overall net reduction in fair value for the year 2015/16 of around £150,000, although this net reduction is relatively modest compared to the overall investment sum (an aggregate reduction of 0.75%). The significant exceptions within this group are CCLA showing exceptional growth of 16% since acquisition, but offset by a capital reduction for the UBS Multi Asset Fund which has declined by 7% since acquisition. This group of investments are long term (3-5 year window) and monitoring of the capital value continues to be made on a monthly basis.

Pooled Fund Income Returns – The income returned by fund for the period

to 31st March 2016 is analysed below:

- Payden & Rygel's Sterling Reserve Fund - £5 million investment. The Fund seeks to provide capital security, liquidity and income through investment in Sterling denominated investment-grade debt securities. The fund's performance for the 12 months to 31st March 2016 is 0.88% income return.
- CCLA's Local Authorities' Mutual Investment Trust - £5 million investment. The Council's total investment in this UK property fund is £5 million. The fund has returned 5.62% income during 2015/16.
- Aberdeen Absolute Return Bond Fund - £3 million investment. This fund aims for a target total return of 3-5% from a combination of investment income or capital appreciation. The fund's performance for 2015/16 is a 2.23% income return.
- UBS Multi-Asset Income Fund - £5 million investment. This Fund follows a strategy of reducing volatility exposure levels by spreading investments across a diversified range of asset classes. This fund has generated a 3.57% income return for the year.
- Threadneedle Strategic Bond Fund - £2 million investment. . The fund aims to provide income and capital appreciation through investment grade and high yield bonds. This fund has generated a 4.30% income return during the period to 31st March 2016.

Additional information is contained in Appendix B.

5.3 **Bonds** - debt instruments in which an investor lends money for a specified period of time at a fixed rate of interest. **Covered bonds** are conventional bonds that are backed by a separate group of loans (usually prime residential mortgages). When the covered bond is issued, it is over collateralised, with the pool of assets being greater than the value of the bond. During the year the Council invested in the following covered bonds:

- | | | |
|----------------|-----------------------------------------------------|------|
| • £1 million | Bank of Scotland at a fixed rate of 0.957% | Bond |
| • £1 million | Yorkshire Building Society at a fixed rate of 1.33% | Bond |
| • £2 million | Leeds Building Society at a fixed rate of 1.47% | Bond |
| • £1 million | Clydesdale Bank at a fixed rate of 0.54% | FRN |
| (matured) | | |
| • £1.3 million | Rabobank Nederland at a fixed rate of 0.681% | FRN |
| (matured) | | |

5.4 **Other Investments** – During the year the Council further diversified its portfolio by investing the following in institutions other than UK banks:

- £1 million at a fixed rate of 0.54% for 100 days with National Counties Building Society
- £1 million at a fixed rate of 0.55% for 100 days with National Counties

Building Society

- £1 million at a fixed rate of 0.54% for 100 days with Mansfield Building Society
- £2 million at a fixed rate of 0.66% for 6 months with Nationwide Building Society
- £1 million at a fixed rate of 0.55% for 100 days with Cumberland Building Society
- £2 million at a fixed rate of 1% for 2 years with Dumfries and Galloway Council

With the exception of the Dumfries and Galloway Council deposit, these all matured in 2015/16)

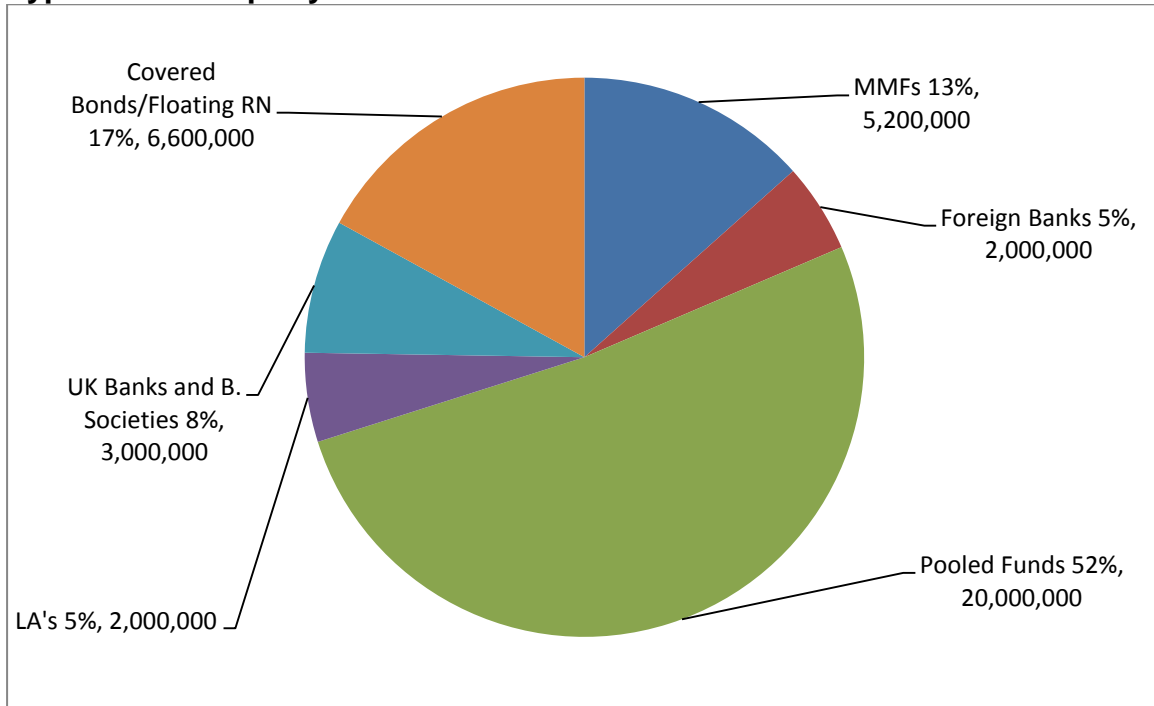
5.5 The table below summarises deposit/investment activity during the year to 31st March 2016. Overall, there was a net decrease of £8.4m invested during the period.

Investment Counterparty	<i>Balance on 31/03/15 £m</i>	<i>Investments Made £m</i>	<i>Maturities/ Investments Sold £m</i>	<i>Balance on 31/03/16 £m</i>	<i>Avg Rate % and Avg Life (yrs)</i>
<i>UK Local Authorities</i>	2.0	2.0	2.0	2.0	1.0% - 2 years
<i>UK Banks and Building Societies:</i>					
<i>Short-term</i>	12.0	25.0	34.0	3.0	(0.51%-0.80%)
<i>Long-term</i>	3.0	-	3.0	-	0.95%
<i>Foreign Banks</i>	4.3	8.0	10.3	2.0	(0.40%-0.59%)
<i>Covered Bonds/Floating Rate Notes</i>	2.0	6.7	2.1	6.6	(0.54%-1.47%)& LIBOR+0.27bp - 1.3 Yrs
<i>AAA-rated Money Market Funds</i>	3.9	1.3	-	5.2	Varies daily – average 0.42%
<i>Pooled Funds:</i>					
• <i>Payden</i>	5.0			5.0	0.88
• <i>CCLA</i>	5.0			5.0	5.62
• <i>Aberdeen Absolute</i>	3.0			3.0	2.23
• <i>UBS</i>	5.0			5.0	3.57
• <i>Threadneedle</i>	2.0			2.0	4.3
TOTAL INVESTMENTS	47.2	43.0	51.4	38.8	
<i>Increase/ (Decrease) in Investments £m</i>				(8.4)	

5.6 The following charts illustrate the spread of investments by counterparty and maturity analysis. These illustrate continued diversity and the continued

move towards longer-term investments within our portfolio.

Type of counterparty as at 31st March 2016



Maturity Analysis as at 31st March 2016	Amount invested £	%
Instant	6,200,000	16
0-3 months	1,000,000	3
3-6 months	3,000,000	8
6-9 months	1,100,000	3
9-12 months	-	0
> 1 year	27,500,000	71
Total for all duration periods	38,800,000	100

6 TREASURY MANAGEMENT INDICATORS

6.1 The Treasury Management Code requires that local authorities set a number of indicators for treasury management performance, which have been set out below at paragraphs 6.5 to 6.7. The Council has also adopted a voluntary measure for credit risk as set out in paragraph 6.2

6.2 **Credit Risk (Credit Score Analysis):** Counterparty credit quality is assessed and monitored by reference to credit ratings. Credit ratings are supplied by rating agencies Fitch, Standard & Poor's and Moody's.

Arlingclose assign values between 1 and 26 to credit ratings in the range AAA to D, with AAA being the highest credit quality (1) and D being the lowest (26). Lower scores mean better credit quality and less risk.

6.3 The advice from Arlingclose is to aim for an A-, or higher, average credit rating, with an average score of 7 or lower. This reflects the current investment approach with its focus on security. The scores are weighted according to the size of our deposits (value-weighted average) and the maturity of the deposits (time-weighted average).

6.4 The table below summarises the Council's internal investment credit score for deposits during the year to 31st March 2016. The Council's scores fall comfortably within the suggested credit parameters. This represents good credit quality deposits on the grounds of both size and maturity. The improved credit risk scores during the year reflect the increasing diversity within the Council's investment portfolio.

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
Q4 2014/15	4.68	A+	2.77	AA
Q1 2015/16	4.57	A+	2.28	AA+
Q2 2015/16	4.03	AA-	1.77	AA+
Q3 2015/16	3.68	AA-	1.50	AAA
Q4 2015/16	3.02	AA-	1.50	AAA

6.5 **Interest Rate Exposure:** This indicator is set to monitor the Council's exposure to the effects of changes in interest rates. The indicator calculates the relationship between the Council's net principal sum outstanding on its borrowing to the minimum amount it has available to invest. The upper limits on fixed and variable rate interest rate exposures expressed as the amount of net principal borrowed is:

	2015/16 Approved Limit	2015/16 Actual
Upper limit on fixed interest rate exposure	-£27m	-£13m
Upper limit on variable interest rate exposure	-£19m	£26m

It is expected that for most councils the interest rate exposure calculation would result in a positive figure. As the Council has more funds available to invest than it intends to borrow, the calculation has resulted in a negative figure.

- 6.6 **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower	2015/16 Actual Performance
Under 12 months	100%	0%	12%
12 months and within 24 months	100%	0%	14%
24 months and within 5 years	100%	0%	55%
5 years and within 10 years	100%	0%	19%
10 years and above	100%	0%	-

The Council borrowed £4.7m from the M3 Local Enterprise Partnership. The above table demonstrates the elements of principal repayment that arise from the sum borrowed expressed as a percentage of the original amount borrowed.

- 6.7 **Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. Performance against the limits on the total principal sum invested to final maturities beyond the period end is:

	2015/16 Approved Limit	2015/16 Actual Performance
Limit on principal invested beyond year end at any one time	£50m	£28m

7 BUDGETED INCOME & OUTTURN

- 7.1 The Council's revised estimate regarding investment yield outturn for 2015/16 was £849,000 for the year. The actual yield in the General Fund Revenue Account was £894,000, resulting in a favourable variance of £45,000.

8 CONCLUSIONS

- 8.1 The Council's treasury team continued to concentrate on the security of investments taking due regard for the returns available. Continued low interest rates throughout the financial year coupled with a lack of suitable counterparties with whom to invest made the activity continued to make the activity challenging. However, overall investment income outperformed the original budget by around £94k and contributed £894k to the Council's General Fund during 2015/16.
- 8.2 All treasury management activity during 2015/16 was carried out in accordance with the Annual Treasury Management Strategy and complied with the treasury and prudential indicators set out in that report, and with the Treasury Management Code of Practice.

9 RECOMMENDATIONS

- 9.1 Members are requested to note the contents of the report in relation to the activities carried out during 2015/16.

AMANDA FAHEY
HEAD OF FINANCIAL SERVICES

APPENDIX A

1.1 Prudential Indicators

Estimates of Capital Expenditure: The Council's planned capital expenditure and financing may be summarised as follows.

Capital Expenditure and Financing	2015/16 Revised £m	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m
General Fund	9.340	3.991	8.802	5.317
Total Expenditure	9.340	3.991	8.802	5.317
Capital Receipts	5.780	0.835	5.477	3.470
Capital Grants & Contributions	2.401	0.653	2.575	1.097
Revenue	1.159	1.116	0.750	0.750
Borrowing	0.000	1.387	0.000	0.000
Total Financing	9.340	3.991	8.802	5.317

Estimates of Capital Financing Requirement:

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31.03.16 Revised £m	31.03.16 Actual £m	31.03.17 Estimate £m
General Fund	3.000	1.387	2.570
Total CFR	3.000	1.387	2.570

During 2015/16, the Council made use of a revolving infrastructure fund from the Local Enterprise Partnership (M3 LEP). This will not give rise to any minimum revenue provision charges into the General Fund as the annual instalments will be funded from capital receipts received from the developer.

The Council therefore now carried a capital financing requirement within the terms of the Prudential Code.

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

APPENDIX A

Debt	31.03.16 Revised £m	31.03.16 Actual £m	31.03.17 Estimate £m
Borrowing	0.000	4.700	0.000
Total Debt	0.000	4.700	0.000

The information above refers to the use of a revolving infrastructure fund from the Local Enterprise Partnership (M3 LEP).

Operational Boundary for External Debt: The operational boundary is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2015/16 Revised £m	2015/16 Actual £m	2016/17 Estimate £m
Borrowing	5.0	4.7	5.0
Other long-term liabilities	0.0	0.0	0.0
Total Debt	5.0	4.7	5.0

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2015/16 Revised £m	2015/16 Actual £m	2016/17 Estimate £m
Borrowing	10.0	4.7	10.0
Other long-term liabilities	0.0	0.0	0.0
Total Debt	10.0	4.7	10.0

APPENDIX A

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2015/16 Revised %	2015/16 Actual %	2016/17 Estimate %	2017/18 Estimate %
General Fund	-7.5	-8.0	-7.5	-8.2

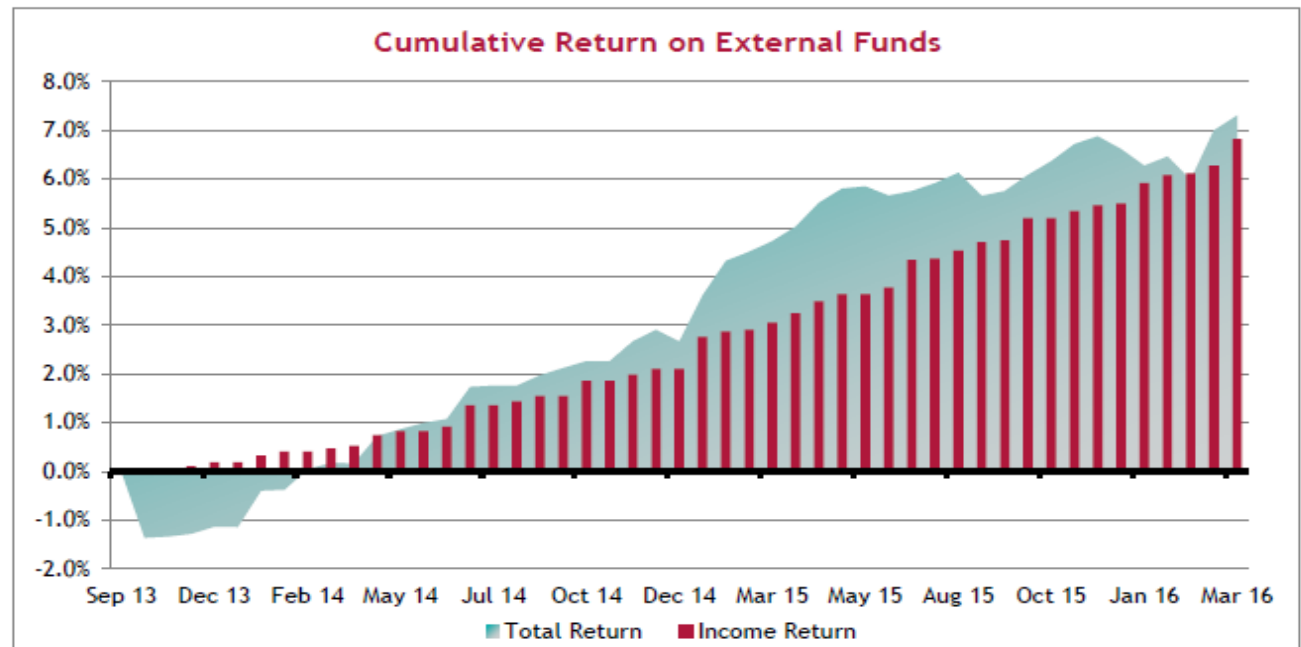
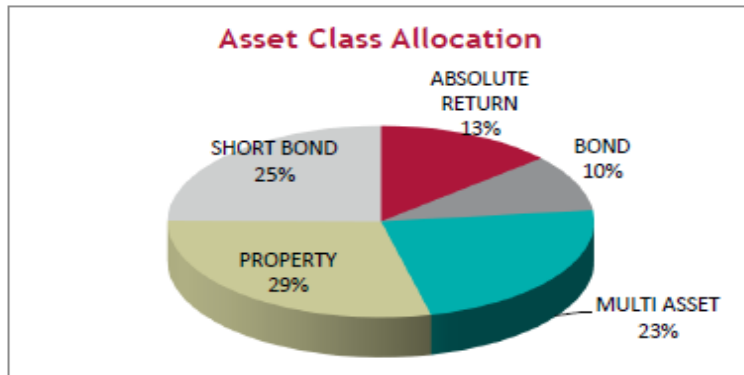
Incremental Impact of Capital Investment Decisions: This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed.

Incremental Impact of Capital Investment Decisions	2015/16 Revised £	2015/16 Actual £	2016/17 Estimate £	2017/18 Estimate £
General Fund - increase in annual band D Council Tax	1.10	0.60	2.53	3.92

Adoption of the CIPFA Treasury Management Code: The prudential indicator in respect of treasury management is that the Council adopt CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. The aim is to ensure that treasury management is led by a clear and integrated forward treasury management strategy, with recognition of the existing structure of the Council's borrowing and investment portfolios. The revised edition of the Code (November 2011) was adopted by the Council on 20th February 2014.

APPENDIX B

EXTERNAL FUND PORTFOLIO				RUSHMOOR			From:	17/09/2013	To:	31/03/2016
FUND NAME	ASSET CLASS	No of Units Held in Period	Current Value £	Capital Growth £	Dividends Received £	Holding Period (yrs)	Capital Return	Income Return	Total Return	Volatility
PAYDEN & RYDEL STERLING RESERVE FUND	SHORT BOND	495,363	5,000,297	297	122,900	2.5	0.01%	2.46%	2.46%	0.3%
Cash Plus and Short Bond Funds			5,000,297	297	122,900	2.5	0.01%	2.46%	2.46%	0.3%
ABERDEEN ABSOLUTE RETURN BOND FUND	ABSOLUTE RETURN	2,857,143	2,714,571	-285,429	111,923	2.0	-9.51%	3.73%	-5.78%	1.8%
CCLA - LAMIT PROPERTY FUND	PROPERTY	2,012,752	5,803,972	803,972	615,312	2.3	16.08%	12.31%	28.39%	6.4%
THREADNEEDLE STRATEGIC BOND FUND	BOND	1,979,806	1,936,250	-63,750	108,089	1.3	-3.19%	5.40%	2.22%	2.5%
UBS MULTI ASSET INCOME FUND	MULTI ASSET	9,502,339	4,640,838	-359,162	378,376	1.8	-7.18%	7.57%	0.38%	3.9%
Bond, Equity and Property Funds			15,095,631	95,632	1,213,701	1.9	0.64%	8.09%	8.73%	2.1%
GRAND TOTAL			20,095,928	95,929	1,336,600	2.1	0.48%	6.68%	7.16%	1.6%
							Annualised Returns:	-0.32%	3.27%	2.95%



AGENDA ITEM NO. 4

CABINET 28TH JUNE 2016

SOLICITOR TO THE COUNCIL'S
REPORT NO. LEG1607

FARNBOROUGH LEISURE CENTRE CONSDERATION OF OPTIONS FOR MAIN LIFT IN FOYER

1 INTRODUCTION

- 1.1 The purpose of this report is to request that the cabinet approve a variation in the capital programme to permit urgent works to the main lift at Farnborough Leisure Centre involving repair / refurbishment of the existing lift at Farnborough Leisure Centre [or alternatively renewal of the lift], following the commissioning of a lift Consultants report .

2 BACKGROUND

- 2.1 The existing lift in the main entrance foyer at Farnborough Leisure Centre is around 30 years old and has become increasingly unreliable and with spare parts difficult to obtain resulting in extended periods when the lift is out of service.
- 2.2 The lift is currently out of service and has been so for a number of weeks. The lift maintenance company employed by the leisure centre operator has now stated that repair of the lift is uneconomic and has informed the centre operator that even if repaired, the reliability and safety of the lift cannot be guaranteed. The lift maintenance company has reportedly now refused to carry out any work on the lift to bring it back into service.
- 2.3 The lift provides access to the upper levels of the building for disabled swimmers, users of the gym and parents with pushchairs. There is a second lift in the building but it is some distance from the main entrance, and the unserviceable lift is the sole means of access to the gymnasium for wheelchair users and those with impaired mobility.
- 2.4 The contractual arrangement with the operator of the leisure centre is that the operator is responsible for providing a "comprehensive lift maintenance service including all replacement parts". The operator is also responsible for repairing plant and equipment but where the cost exceeds £1000 the operator is only liable for the first £1000 provided the repair is not due to any failure by the operator to carry out its responsibilities. The specification assumes that the Contractor will pay and the Council will reimburse the costs in excess of £1000 (arguably index linked). The Council is responsible for repair and maintenance of structural elements (as defined, but this only includes the lift shaft and pit). Lift replacement is not covered by the contract but in view of the approach to repairs and given the operator only occupies as

a licensee it would be difficult to argue the operator is liable for the cost of replacement, other than for a minimal contribution.

- 2.5 The operator may argue the Council is effectively closing the gym to a class of individuals. Were such an argument to be made then under the contract the Council is liable to reimburse loss of income if the Council requires closure of all or part of the leisure centre. For longer periods, the extent of this loss is subject to negotiation but as a guide, the contract states that for closures of less than a week the loss is the average weekly income less expenditure saved for that area. In addition to the management fee paid to the operator there is a profit share mechanism. Irrespective of whether the operator makes a claim for loss of income there may be an impact on the profit share.

3 LIFT CONSULTANT'S REPORT

- 3.1 The independent lift consultant has reported as follows :-

i) **Option 1) Repair and upgrade of existing lift.**

Notwithstanding the comment by the lift maintenance company, that the repair of the existing lift is uneconomic, the consultant considers that repair and up-grade of the existing lift is viable. The life of the existing lift could be extended by an estimated 5 - 10 years. The existing lift has a travel speed of 0.4 m/s.

ii) **Option 2) Complete replacement of the existing lift within the existing lift shaft.**

The replacement lift would be a specialist installation for disabled users and have slower speed at 0.15 m/s, which may prove inconvenient to users. If the lift were to be used for general public access, its life expectancy would be reduced and maintenance costs increased. It should be noted that current standards do not allow a lift with a greater travel speed, intended for general use, to be installed in the existing lift shaft.

iii) **Option 3) To install a general purpose lift that would comply with current and future anticipated standards, including modification to the lift pit and shaft, and construction of a motor room on the roof.**

This option would be significantly more expensive than options i) and ii) above, with a longer lead time and extended construction time and involve design and increased project management costs/supervision. This option is provisionally estimated at £80-100K, subject to review by the lift consultant. The commissioning and installation of this option would also take far longer.

Life Expectancy of the lift

- 3.2 The life expectancy of the lift could reasonably be expected to be well in excess of 5 years for option 1) or 3), but for option 2) it would be dependent on usage. An extended warranty could be negotiated as part of the purchase but there would be an additional cost associated with this.

3.3 Whichever option is chosen, the works would be covered by a 12 month warranty period.

4 FINANCIAL IMPLICATIONS

4.1 The options need to be considered not only having regard to cost, but also the associated time frame for getting a serviceable lift operating, noting the lift has been unreliable and effectively unavailable for use for several months. The longer the situation continues the more likely there is to be a claim for loss of income under the contract.

4.2 The financial requirement for options (1) and (2) is similar at £54k. This includes an allowance for risk, contingency, and professional fees for the consultant if required.

4.3 The capital bid required to cover option 3) is £100k including a design risk contingency and professional fees.

5 RECOMMENDATION

5.1 That Cabinet authorise a variation of the capital programme of £54k to enable option 1 above (repair and upgrade of the existing lift) to be procured.

ANN GREAVES
SOLICITOR TO THE COUNCIL

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CABINET
28 JUNE 2016

HEAD OF PLANNING
REPORT NO PLN1621

Guildford Borough Proposed Submission Local Plan: Strategy and Sites Consultation

1. Purpose of Decision

- 1.1 This report provides a summary of the content and issues set out in the Guildford Borough Proposed Submission Local Plan: Strategy and Sites¹ consultation with regard to any cross boundary issues that may impact on Rushmoor Borough. The closing date for submission of comments is 18th July 2016. The Council commented previously on the draft Guildford Local Plan in 2014, and this report can be viewed at <http://www.rushmoor.gov.uk/article/7210/Cabinet-meeting---15-September-2014>.

2. Context: National Planning Policy

- 2.1 Before moving to the detail of the Guildford Local Plan consultation, it is useful to provide some context for Rushmoor's interest in the preparation of the document. The requirement for joint working on strategic planning matters is rooted firmly in national policy, to which all Councils are required to adhere in Local Plan preparation. Hart, Rushmoor and Surrey Heath Councils are together defined as a [Housing Market Area](#) (HMA), whilst Guildford, Waverley and Woking Councils are working together in the same way. These HMAs are based on key linkages such as cross boundary commuting patterns and migration trends, and focuses on those neighbouring authorities with the strongest links in the first instance. In addition, there are strong links between our two HMAs.
- 2.2 The [National Planning Policy Framework](#) requires Housing Market Area partners to ensure that their Local Plans together meet the full, objectively assessed needs for market and affordable housing in the HMA within which they fall. Hence, we would expect Guildford to work with its HMA partners in the first instance to meet its housing needs.
- 2.4 These policy requirements in the NPPF, particularly regarding the need for LPAs to work together to deliver outcomes on strategic cross boundary planning issues, are relevant to the preparation of our Local Plans. This includes addressing unmet development needs in neighbouring (HMA) authorities, where reasonable to do so. Effectively, this obligation placed on LPAs under the statutory "duty to cooperate" is a replacement for the strategic planning framework formerly provided by sub-regional plans. Where Local Plans do not conform to national policy requirements, they are at significant risk of being found unsound.

¹ The Guildford Borough Proposed Submission Local Plan; Strategy and Sites, and supporting documentation, can be viewed at www.guildford.gov.uk/newlocalplan

3. Guildford Borough Proposed Submission Local Plan; Strategy and Sites

3.1 As part of the preparation of the Rushmoor Local Plan, we published in February 2015, a document, which set out a series of “duty to cooperate frameworks”, identifying potential cross boundary strategic issues, and establishing with whom the Council would need to engage on those issues. This report focuses on the areas of the Guildford Borough Proposed Submission Local Plan relevant to these issues.

4. Housing

Meeting housing needs

4.1 The draft Plan sets out at Policy SS2 a spatial development strategy; effectively, what type of development, how much of it, and where will it go. In respect of housing, Policy SS2 plans for 13,860 new homes over the Plan period (2013-2033). This equates to an average of 693 net new dwellings a year, and would meet Guildford Borough’s objectively assessed housing need (OAN) within its administrative area.

4.2 The Council considers that, in fact, the Plan will meet the OAN with flexibility. The total potential provision of new homes across the plan period (including completions since 2013 and outstanding capacity) is 15,844. This provides 1,984 homes as a buffer. This is not planned over provision, but rather, flexibility that helps to guard against the policies in the plan becoming out of date by failing to deliver a five-year supply of available housing sites. Guildford Borough Council does however make clear in the supporting documentation that it is unable to help with addressing unmet housing needs from within its own Housing Market Area. Rushmoor Borough Council is supportive of Guildford Borough’s commitment to meet its OAN within its administrative boundary.

The location of housing

4.3 In terms of the availability of housing sites, an interesting statistic to note is that 89% of Guildford Borough falls within the Metropolitan Green Belt. The Plan sets out in Policy SS2 a spatial hierarchy, which identifies a brownfield first policy including, where appropriate, previously developed land in the Green Belt. The following spatial options are then considered to be the most sustainable locations:

- Guildford town centre
- Guildford, and Ash and Tongham urban area
- Inset villages
- Identified Green Belt villages
- Rural exception housing
- Countryside beyond the Green Belt
- Guildford urban extensions
- New settlement at the former Wisley airfield
- Development around villages

- 4.4 Guildford Borough contains some “Countryside Beyond the Green Belt”, although this notation covers only 2% of the Borough, and is located in the west of the Borough near Ash and Tongham. Mindful of the hierarchy set out in paragraph 4.3 above, and the need to identify enough land to deliver an average of 693 new dwelling a year, the draft Plan contains several housing allocations that fall on land that is subject to this designation.
- 4.5 Policy A29 is the most significant of these allocations, identifying land for approximately 1200 homes around Ash and Tongham. A map showing the distribution of the sites that comprise this allocation is shown at Appendix 1 of this report. In addition to this, there are two other smaller allocations (A27: Warren Farm, Ash Green and A28: Land to the east of White Lane, Ash Green) of 120 units in total, 629 homes with planning permission (net outstanding) and 124 completions since the base date of 2013. In the wider Ash and Tongham area, taking into account completions, permissions and Local Plan allocations, this equals 2,057 homes to be delivered by 2033.
- 4.6 In terms of any potential cross boundary impacts of this development, whilst it is located close to the boundary with Rushmoor Borough, mindful of the constraints noted above, Guildford Borough Council has very limited opportunities to accommodate its objectively assessed housing need. The draft Plan contains a number of other strategic housing allocations, including land at former Wisley Airfield (2,100 homes), Slyfield Regeneration Project (1,000 homes), Gosden Hill Farm (2,000 homes), and Blackwell Farm (1,800 homes). In addition, there are a number of other allocations of around 100 units. Importantly, the evidence supporting the Plan has had to review the function of land within the Green Belt, and facilitate some land releases from it, in order to achieve the scale of residential development required to meet Guildford’s OAN.
- 4.7 Rushmoor Borough Council is supportive of Guildford’s approach of “leaving no stone unturned” in seeking to meet its housing need. This is positive in as much as it is not asking Rushmoor to help meet its housing needs, and in this respect, at this point in time, both authorities can be said to satisfy the “duty to cooperate” on the cross boundary strategic issue of meeting housing needs.

Infrastructure and transport in relation to land around Ash and Tongham

- 4.8 The Strategic Highway Assessment report (2016) sets out that in respect of the development proposed in the Local Plan, *without any mitigation*, the greatest potential impacts are seen on the network in the vicinity of Ash / Ash Vale and travelling north into the borough of Surrey Heath. Some of the trips in Ash / Ash Vale will join the A331 Blackwater Valley Road to travel further afield, but it is likely that a reasonable proportion will travel into the neighbouring boroughs of Rushmoor and Surrey Heath. Some of these roads already experience congestion, despite the model suggesting that existing traffic flows are relatively low.

- 4.9 Policy I1 (Infrastructure and delivery) of the draft Plan requires the infrastructure needed to support development to be provided and available when first needed to serve the occupants and users of the development. Infrastructure includes parks, green spaces and play areas, roads and other transport, schools, flood defences, sporting and recreational facilities, and medical facilities. Policy I3 deals with sustainable transport for new developments, and seeks to ensure that new developments will contribute to the delivery of an integrated, accessible and safe transport system.
- 4.10 Specifically of interest to the strategic allocation around Ash and Tongham, and in the context of paragraph 4.8 above, further information on key infrastructure projects is provided at Appendix C of the draft Plan, in the Infrastructure Schedule. Infrastructure projects LRN9 through to LRN14 relate to improvements to traffic management and environmental improvements in and around Ash, Ash Vale and Tongham, to be funded through a combination of developer contributions and Enterprise M3 Local Economic Partnership Local Growth Fund awards. For example, the schedule identifies LRN14, which is a junction improvement scheme at the connection of the A331 Blackwater Valley Route with the A31 Hog's Back (Tongham). It is important to note that this mitigation is required to enable the development proposed in the Local Plan to proceed.
- 4.11 In this context, Rushmoor Borough Council is supportive of the planning policy framework and detailed infrastructure projects as they relate to the road network, subject to certainty regarding the delivery of these improvements as part of the overall package of implementation of development in and around Ash, Ash Vale and Tongham.
- 4.12 In addition, PED6 sets out a potential expansion of Ash Grange Primary School if required to provide spaces for the primary age children who will live in the new homes to the south and east of Ash and Tongham. These infrastructure proposals are supported by Rushmoor Council, mindful of the strategic allocation for residential development in and around the settlements of Ash and Tongham.

Countryside

- 4.13 Of relevance to Rushmoor, mindful of the allocations around Ash and Tongham, Policy P3 (Countryside) is predicated on the need to ensure that there is no further encroachment into the countryside designation to the west and south of the urban area of those settlements. It notes specifically that any further proposals for development beyond those permitted and allocated would only be allowed provided they would not lead to a greater physical or visual coalescence between the Ash and Tongham urban area and Aldershot. The reasoned justification supporting Policy P3 states that,

“Any development proposals which compromise the integrity of the gap that separates the Ash and Tongham urban area with neighbouring Aldershot will be resisted.”

- 4.14 In the context of the strategic allocation for residential development on land to the south and east of Ash and Tongham, Rushmoor Borough Council welcomes the inclusion of Policy P3 in the draft Plan, and the recognition of the importance of the gap between the Ash and Tongham urban area and Aldershot.

Green Belt

- 4.15 Policy P2 of the draft Local Plan relates to Green Belt. This notes that whilst some land has been removed from the Green Belt to facilitate residential development to meet identified housing needs, the Green Belt boundary has in fact been extended between Ash Green village and the Ash and Tongham urban area in order to prevent coalescence. Whilst not directly adjoining Rushmoor Borough, it is relevant to note and support this proposed addition to the Green Belt, given the supplementary protection it offers to the green infrastructure surrounding Ash and Tongham in the longer term, once the permissions and allocations for this part of Guildford Borough are built out over the period to 2033.

Other policy considerations relevant to the strategic land allocations

- 4.16 In terms of the detail of the proposed housing allocations around Ash and Tongham, other policies in the draft Plan enable the consideration of relevant planning issues; for example, Policy H1 (Homes for all) requires a mix of housing to be provided to meet a range of accommodation needs. Policy H2 (Affordable homes) requires 40% of new homes to be affordable. Policy P5 relates to the Thames Basin Heaths Special Protection Area (SPA), and would prevent proposals that are not supported by measures to avoid and mitigate the adverse effects on the ecological integrity of the SPA. Policy E9 (Local Centres) supports the role of Local Centres as the focus for meeting everyday shopping and service needs, and includes local parades in Ash and Tongham. The suite of policies used to support the determination of proposals for residential development and associated infrastructure, as set out in the strategic allocations in the draft Plan, is supported.

5. Employment

- 5.1 With regard to other potential cross boundary issues, the draft Local Plan sets out policies that provide a strategy for supporting Guildford Borough's strong and vibrant local economy. It allocates 37,200 – 47,200 sq m of office and research and development floorspace (including a 10 hectare extension to Surrey Research Park), and 4.7 – 5.3 hectares of industrial land. It also seeks to protect existing strategic and locally important employment sites.
- 5.2 Rushmoor Council is supportive of Guildford Borough's approach to protecting and enhancing the employment land offer within its administrative area, particularly as the objectively assessed housing need takes account of the need to facilitate the delivery of new homes to help provide a local pool of economically active workforce. Moreover, this is reflective of the Enterprise M3 LEP's Strategic Economic Plan, and the role that Guildford plays in the

economic well-being of the northern part of the LEP area, within which Rushmoor also falls.

6. Transport

- 6.1 As well as Policy I3, Sustainable transport for new developments, the draft Local Plan is also committed to supporting the Department for Transport's Road Investment Strategy (Policy I2), focusing on improvements to the strategic road network (A3 and M25). The draft Local Plan is supported by the Guildford Borough Transport Strategy 2016, which sets out the strategic and local transport infrastructure required to support the development proposed in the Plan.
- 6.2 Rushmoor Borough Council is supportive of the suite of transport policies and proposals identified through the policy framework in the draft Plan and the Guildford Borough Transport Strategy 2016. It is likely that the benefits of the implementation of these proposals will be felt not only within Guildford Borough, but also more widely, given the sensitivity of the transport network to individual incidents. For example, Policy A26, the mixed use allocation for Blackwell Farm, off the A31, includes a new link road from the A31, through to Surrey Research Park and the Royal Surrey County Hospital. This will be immensely beneficial in terms of relieving congestion on the A31 into Guildford, as this will assist with removing the need for traffic travelling from the west of Guildford to drive in and back out using either the A3 trunk road or via the town when seeking to access the Research Park and the Hospital.
- 6.3 However, in the absence of the implementation of the full suite of transport policies and proposals to support the quantum of development set out in the Local Plan, this would potentially result in negative cross boundary transport impacts, the residual cumulative impacts of which would be severe. In this context, the Council looks forward to continuing to work with Guildford Borough Council on potential cross boundary strategic transport issues, to ensure that those arising from development proposed in the Guildford Local Plan are appropriately mitigated.

7. Retail

- 7.1 The focus for retail and service provision is centred on Guildford itself. Policy E7 (Guildford Town Centre) includes the delivery by 2033 of a new retail-led mixed use development of 45,000 sq m (gross) of additional comparison goods floorspace on the North Street regeneration site. Moreover, the policy supports the delivery of a mix of other town centre uses such as food and drink establishments, cinemas and gyms, active use of the riverside, and around 1,172 new homes.
- 7.2 The policy contained in the draft Plan is in keeping with the role of Guildford as the Borough's main town centre, and the scale of development is commensurate with this role. Rushmoor Borough Council recognises that it is an appropriate scale of future growth for Guildford.

8. Gypsies and Travellers

- 8.1 Policy S2 (Borough Wide Strategy) contains reference to the identification of 43 permanent pitches for Gypsies and Travellers and 6 permanent plots for Travelling Showpeople within Guildford Borough by 2017. A requirement for additional pitches and plots beyond 2017 is also recognised.
- 8.2 Guildford Borough Council is committed to meeting its identified needs for travellers within its administrative boundary in the first instance, which is important to Rushmoor Borough mindful of the fact that even though our Boroughs adjoin, we are cited in a different County. It is noted that in order to meet these needs, as well as some individual site allocations, such as at Sendmarsh and Effingham, the draft Plan requires in Policy H1 (Homes for all) that traveller accommodation should be provided on development sites of 500 homes or more. However, on land around Ash and Tongham, the individual housing sites that together comprise the allocation are individually less than 500 units, hence the policy requirement to provide traveller sites will not apply in this location. In this context, Rushmoor is supportive of the policy approach to planning for travellers as set out in the draft Local Plan.

9. Conclusions

- 9.1 Rushmoor Borough Council is supportive of the strategy set out in the Guildford Borough Proposed Submission Local Plan: strategy and sites document of June 2016. We look forward to continuing to work with Guildford as its Local Plan progresses, and to continue to engage in discussions on relevant cross boundary strategic planning issues as work on the new Rushmoor Local Plan evolves.

10. Recommendations

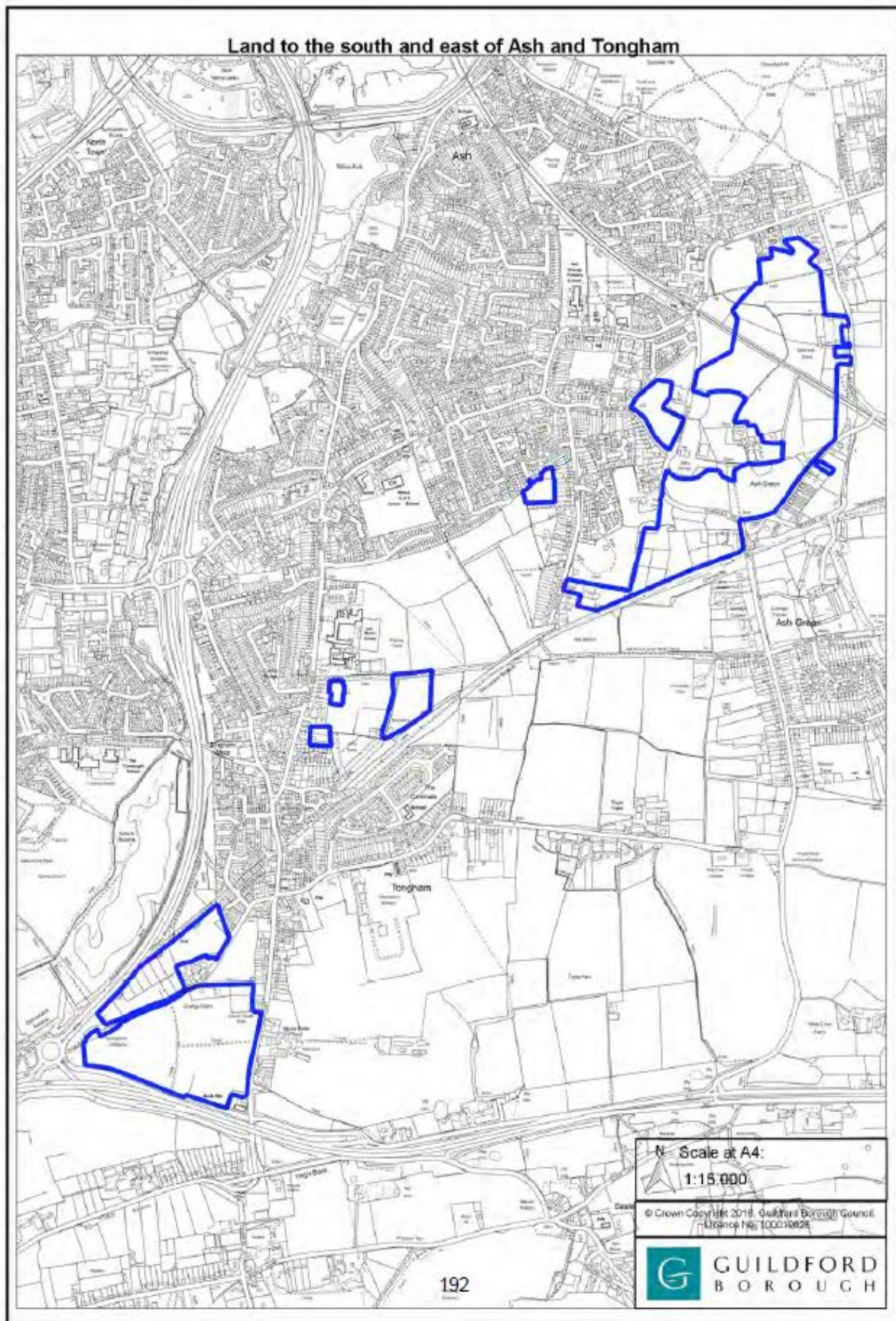
- 10.1 It is recommended that Cabinet endorse the content of this report as the basis for Rushmoor's response to the Guildford Borough Proposed Submission Local Plan; Strategy and Sites consultation.**

Keith Holland
Head of Planning

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Appendix 1: map showing Policy A29, Land to the south and east of Ash and Tongham (not to scale, taken from Guildford Borough Proposed Submission Local Plan, June 2016)



**CABINET
28TH JUNE 2016**

**DEMOCRATIC AND CUSTOMER
SERVICES REPORT NO. DCS1604**

MEETINGS AND DECISIONS MANAGEMENT SYSTEM

1. INTRODUCTION

- 1.1 This report sets out a proposal for the Council to license a piece of software which will provide an end to end system for managing meetings. The system is primarily used to manage Member meetings but can also be utilised for a range of other applications, especially corporate groups and decision and report management. Systems like this are used in many other authorities to streamline and manage processes.
- 1.2 This report sets out the main features of the new system and the implications of introducing it in Rushmoor. An assessment has also been made of the benefits measured against the costs.

2. BACKGROUND

- 2.1 At certain times, Rushmoor has looked at the potential for providing a committee management solution that would help make the process of supporting meetings more efficient. Whilst several products have been examined, none of them has provided a suitable solution for Rushmoor. In recent weeks, Democratic and Customer Services and IT and Facilities have been given a demonstration of a system, which provides a solution specific for local authority style meetings administration and which interfaces with elections systems.

3. PRINCIPLES OF THE NEW SYSTEM

- 3.1 The new system works under three basic principles:
- All documentation is published to the web through automated and immediate webpage creation and publication
 - Access to information is simplified through linking reports to agenda items with a tool to view the history of each item
 - Work in progress is managed, which includes the Forward Plan, agenda and minutes preparation and progress chasing actions

3.2 In addition to the basic functionality, the system offers a range of other capabilities, including:

- A genuine paperless solution available to a number of platforms and the ability to handle a range of common formats
- It can create electronic document packs for the web and tablet devices
- It can pick up a range of other information including committee membership, attendance, member details, register of interests and meeting calendars
- The use of e-consultation, e-petitions and automated email notifications
- Full control of the Democratic Support team on publication arrangements (eg what goes on the internet and what goes on the intranet)

4. **BENEFITS OF THE SYSTEM**

4.1 There are a range of benefits for all those who are involved in the Council's decision making process, in particular elected members, report authors and attendees of meetings, as well as Democratic Support staff. These benefits include:

- Entirely automated web publication – at present Democratic Support staff spend a considerable amount of time preparing documents for the web. This would be done automatically with the new system.
- Complete electronic document creation - agenda packs are co-ordinated through the system which can handle over 1000 pages. Agenda packs are created as pdf files and can include various sorts of annotation and page numbers, which can be determined locally. This can be done quickly if a report arrives at the last minute.
- Paperless meetings – the system provides the opportunity to develop paperless meetings through the provision of a comprehensive tablet/device app which is available for iPad, Android and Windows devices. Agenda packs are downloaded automatically and the system enables quick and easy navigation through various means and includes facilities to highlight, underline and use of free text drawing.
- Self-service Member facility – the system allows Members to update their profiles and information like the Register of Interests automatically.
- Simplified management of outside bodies and letter generation – the system allows an automated system for appointments, especially to outside bodies.

- Managing report preparation – the system allows authors to prepare documentation using defined templates with a system for review and sign-off internally. There will also be automated reminders and tracking.

4.2 IT has reviewed the system from both technical and implementation perspectives and is comfortable that the system is well specified and will work.

5. FINANCIAL IMPLICATIONS

5.1 The estimated cost of the system for installation and the first year's licence is £15,000. This allows unlimited use of the software and everything to get the system live, which includes training and old data migration. The yearly cost from year 2 would be around £7,000.

5.2 Against this, there is a range of savings across the Council which would more than cover the licence cost. It is likely though that these would take some time to be realised. In years 1 – 3 there are potential savings as follows:

- Reduction in courier costs - £2,000
- Reduced printing need - £1,500

5.3 In the longer term, other users of the system have found that there has been a saving in time in the preparation, co-ordination and publication of reports and agenda. In addition, where authorities have gone entirely paper free there have been additional savings (for printing and deliveries), which in Rushmoor's case would amount to a total of £10,000. Members receive a £360 IT and communications allowance which could be utilised for the purchase of tablets or similar devices to take advantage of the system.

5.4 Were the Council to go ahead with the proposed software, a variation to the Capital Programme would be needed in year 1 and the revenue costs for years 2 onwards will need to be included in the budget from 2017/18, although the projected savings would be reflected in these costs.

6. PROCUREMENT

6.1 The market for this sort of software is narrow with a maximum of 2-3 suppliers able to offer systems focused on local authorities, although the specifications do vary. The market leader is a company called Modern.gov, which has many customers across the country, including a number close to Rushmoor. Procurement options are being examined and the suppliers are on national procurement frameworks.

7. CONCLUSIONS

- 7.1 The Council has been monitoring the market for a meetings management system that would provide benefits and which would make Rushmoor's meetings administration more effective. For a number of years, there have been requests from some Members for the Council to introduce such a system so that they can go paperless and this is now practical and cost effective. It also provides a range of opportunities to make administration of both Member and internal meetings more co-ordinated.

8. RECOMMENDATIONS

- 8.1 The Cabinet is recommended to

- (i) introduce a meetings and decisions managements system, subject to the necessary procurement arrangements being completed; and
- (ii) agree a variation to the Capital Programme of £15,000 for the cost of the project in year 1 and the inclusion of the revenue costs in the budget from year 2 onwards to be agreed by the Head of Democratic and Customer Services in consultation with the Cabinet Member for Corporate Services and the Head of Financial Services.

Andrew Colver
Head of Democratic and Customer Services

June 2016

Background papers:
None

AGENDA ITEM NO. 7

**CABINET
28TH JUNE 2016**

**HEAD OF DEMOCRATIC AND
CUSTOMER SERVICES' REPORT
NO. DCS1603**

REVIEW OF PORTFOLIOS

1. INTRODUCTION

- 1.1 Following a request from the Leader, a review has been carried out of the Cabinet portfolios, taking account of the comparative workloads. This Report sets out the changes for 2016/17 which have been agreed by the Leader.

2. BACKGROUND AND CHANGES

- 2.1 The basic portfolio structure has been in place since the Cabinet system was introduced in 2001. A number of adjustments have been made over the years within this structure. Responsibilities have evolved and, at the current time, it is clear that some portfolios have a more extensive range of responsibilities and functions than others. It is recognised though that, at any one time, some projects or issues may generate considerable work for a Cabinet Member.
- 2.2 A discussion has been held with the Leader and Deputy Leader and some changes have been made to the portfolios for 2016/17 and the list is attached. The changes made have been highlighted. No adjustments to the responsibilities of Policy and Review Panels are proposed at the current time, although the Corporate Services Panel has an outstanding commitment to review the panel structure.
- 2.3 The Cabinet has made an undertaking to re-assess the Council's priorities. Once this has been completed, it is likely that a further review of the Cabinet portfolios will be carried out.

3. RECOMMENDATION

- 3.1 The Cabinet is requested to note and endorse the action taken in making changes to the portfolios for 2016/17.

**Andrew Colver
Head of Democratic and Customer Services**

Background Papers:
None

PORTFOLIO STRUCTURE 2016/17

LEADER

(Cr David Clifford)

Overall political direction and specific responsibilities relating to:

- Strategic Objectives
- Revenue and Capital Budgets
- Corporate Performance Plan
- **Public relations**

CORPORATE SERVICES

(Cr. Paul Taylor)

The provision, planning, management and performance of all issues in the Borough relating to:

- management of corporate property portfolio
- matters relating to financial administration
- issues relating to human resources strategies and policies
- Internal organisation and support services including IT, customer services and land charges
- services to Members
- audit and corporate governance
- corporate performance issues

HEALTH AND HOUSING

(Cr. Barbara Hurst)

The provision, planning, management and performance of all issues in the Borough relating to:

- statutory housing responsibilities including:
 - housing strategy
 - homelessness
 - private sector renewal and grants
 - housing register and allocations policy
 - registered social landlords
- housing association liaison
- health services

LEISURE AND YOUTH

(Cr. Sue Carter)

The provision, planning, management and performance of all issues in the Borough relating to:

- Leisure Services:
- sport and recreation
 - parks and open spaces
 - tourism and heritage
 - childcare and play
 - arts and entertainment
 - monitoring of leisure contracts
 - youth matters
 - education and lifelong learning
 - Rushmoor in Bloom
 - town twinning
 - special events and competitions in the Borough

ENVIRONMENT AND SERVICE DELIVERY

(Cr. Martin Tennant)

The provision, planning, management and performance of all issues in the Borough relating to:

- **regeneration**
- **planning policy**, including Local Development Framework and strategic transport
- parking and traffic management
- grounds maintenance and street cleansing
- waste management and recycling
- public space and street scene (including decorations for shopping areas)
- contracts related to the portfolio

BUSINESS, SAFETY AND REGULATION

(Cr Ken Muschamp – Deputy Leader)

The provision, planning, management and performance of all issues in the Borough relating to:

- **economic development**
- community safety, including anti-social behaviour
- **development management**
- **building control**
- environmental health policy relating to:
 - licensing
 - Hackney carriage fares
 - food safety
 - health and safety
 - pollution, environmental control, dogs, pests
- **public conveniences**
- **travellers**
- **cemeteries and crematoria**
- caravan sites

CONCESSIONS AND COMMUNITY SUPPORT

(Cr Gareth Lyon)

The provision, planning, management and performance of all issues in the Borough relating to:

- Applications for rate and rent relief
- Grants and financial assistance to voluntary organisations
- liaison with community groups
- democratic renewal and community involvement
- electoral issues
- benefits policy
- **care in the community**
- access for people with disabilities
- concessionary fares
- **civil emergencies**