



## RUSHMOOR BOROUGH COUNCIL

# ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on  
Tuesday, 27th February, 2018 at 7.00 pm*

**To:**

Cllr D.S. Gladstone (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr A. Jackman  
Cllr Marina Munro  
Cllr J.J. Preece

Enquiries regarding this agenda should be referred to the Panel Administrator,  
Justine Davie, Democratic and Customer Services, Tel. (01252) 398832, Email.  
[justine.davie@rushmoor.gov.uk](mailto:justine.davie@rushmoor.gov.uk).

# **A G E N D A**

1. **MINUTES – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 23rd January, 2018 (copy attached).

2. **BUSINESS IMPROVEMENT DISTRICTS – (Pages 7 - 22)**

To receive information on the potential for the development of Business Improvement Districts (BIDs) in Rushmoor. A feasibility study had been carried out in 2015 to investigate the potential in Aldershot, Farnborough and North Camp town centres but the Cabinet view was that at that time there was insufficient interest to support an application for BIDs. A copy of the current BID criteria is attached.

3. **HCC TRANSFORMATION TO 2019 PROGRAMME – (Pages 23 - 74)**

To consider a report setting out the proposals in the Hampshire County Council Transformation to 2019 programme (HCC T19) within the remit of the Environment and Service Delivery Portfolio. The HCC T19 and beyond programme sets out a number of proposals to achieve the HCC aim of saving £140m by 2019 (paper attached).

4. **WORK PROGRAMME – (Pages 75 - 86)**

To note the Panel's Current work programme (copy attached).

## **MEETING REPRESENTATION**

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

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# ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 23rd January, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.S. Gladstone (Chairman)

Cllr Mrs. D.B. Bedford

Cllr J.B. Canty

Cllr K. Dibble

Cllr C.P. Grattan

Cllr A. Jackman

Cllr Marina Munro

Cllr J.J. Preece

Apologies for absence were submitted on behalf of Cllr Sophia Choudhary.

## **12. MINUTES**

The Minutes of the Meeting held on 5th September and the Joint Meeting with the Leisure and Youth Panel held on 7th November were approved and signed by the Chairman.

## **13. SERCO - CONTRACT DELIVERY PERFORMANCE**

Robert Noble and Jason Kinsella from Serco attended the meeting and advised the Panel on the Serco performance during the first six months of the contract delivery. The contract commenced on 31st July, 2017 and all 82 members of staff from the previous contractor had been TUPE'd over to Serco. The transition had been made easier due to the partnership working between Serco and the Council.

There had been no major changes to the grounds service due to the excellent standards that were already being achieved. The service had been supplemented with an edging programme. The edging programme would be a continual rolling programme carried out across the Borough. Environmental improvements had been introduced to the provision of toilets in the Borough and Serco promoted the most eco-friendly cleaning chemicals available on the market. The driving from site to site was now completed in a state-of-the-art fully electric van. The Whitespace hand-held devices also cut down travelling time by sending new jobs directly to the crew.

The Serco street cleansing strategy committed to provide residents with a simple, efficient and visible streets service throughout the Borough based on a two phased approach of manual sweeping/litter clearance operation and mechanical cleansing. Serco had taken a more neighbourhood area approach which included a barrow sweeping beat in Aldershot, Farnborough and North Camp Town Centres and ten

further barrow sweeping beats across the rest of the Borough operating on a 20-day cleansing cycle. There was also a large mechanical broom and two smaller mechanical brooms to support the barrow sweeping. Feedback received on street cleansing had been positive with compliments on the standard of detritus removed and visibility of staff. The litter picking, sweeping and weed removal had been time consuming and intensive. The team had identified that litter had built up due to the time spent in detail cleansing. As a result the cleansing schedules had been revised to enable the ten barrow beats to spend two-days per week litter picking. There were also plans to integrate some of the litter picking with the hedge trimming and edging work.

The team had increased staffing levels in certain areas to help get the levels of detritus down to meet the contract specification. The Whitespace handhelds would help highlight the trends and patterns in cleansing complaints and staffing levels/times would be adjusted to suit the needs of the contract. An Integration Supervisor had also been introduced to act as a link between the streets, collections and grounds services.

The Panel was then advised that Hampshire County Council had reduced the number of weed sprays in the Borough from two per year to one from 2017/18. To maintain the service, Serco had added weed control to the contract and committed to carrying out a further spray across the Borough with two sprays in some areas. A number of Serco staff had been trained to a national qualification standard in chemical weed spraying to enable the team to complete spraying during the Spring, depending on the weather, and maintain the standard during the Summer months.

Serco had committed to providing marketing investment to raise recycling awareness and participation levels. Serco would carry out glass recycling campaigns through communication activity and the delivery of additional recycling boxes. The team was also keen to improve the garden waste subscription within Rushmoor. Serco was committed to increasing the bulky waste reuse while reducing landfill. Site visits to local charities had taken place to discuss potential projects around the amount of bulky items collected and making residents aware of what could be reused would feature in the reuse strategy. The recycling of Waste Electrical and Electronic Equipment (WEEE) was underway and showed excellent signs of sustainability with almost three tons of WEEE items already collected. Work was also being carried out with the Contracts Team to identify a solution to begin textile recycling.

Serco aimed to use the partnership contract as a vehicle to grow and develop both commercial and commercial waste recycling services. The team planned to maximise the scale and penetration as quickly as possible.

It was explained that there were a number of added value projects and incentives introduced as part of the new contract that it was felt would benefit the local community. The Community Champions programme would seek individuals to assist in improving their environment for the benefit of the community. Champions would be supplied with smart phone technology to report incidents and attach photographs of places where there were social issues. Other areas of added value included visits to parks from the Fido machine to highlight dog-fouling issues, link to local charities, share information and knowledge with local groups and associations

and visit schools to educate children about recycling and set up planting activities in local parks. Serco was due to move its base of operations from Camberley to Lysons Avenue, Ash Vale in July 2018. The site was purpose built and would be a flagship site for Serco in the South East.

The Panel noted the presentation and raised a number of questions. Cllr Keith Dibble had carried out a local residents survey regarding the service and had received a number of comments on sweeping, street cleansing, weed removal and grass cutting. The responses would be passed to Serco. Serco was happy to receive any feedback from residents as it was constantly aiming to improve services. A customer tracker survey had recently been carried out with 250 random selected residents from across the Borough, the initial results would set a benchmark for future surveys.

The Panel suggested educational trips to the depot would be beneficial. Serco advised that some visits were planned but there had not been a great take up so further work was being carried out to get schools engaged. It was proposed that Serco liaised with local ward councillors to identify suitable residents to approach to become Community Champions. It was requested that a member of the Panel attended the Serco quarterly meetings as an observer and proposed Cllr Marina Munro. The suggestion would be put to the Portfolio Holder for agreement.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Cllr Keith Dibble to share results from local residents survey with Serco	Cllr Keith Dibble	January 2018
Serco to liaise with Ward Councillors to select residents to approach to become Community Champions	Rob Noble/ Jason Kinsella	February 2018
The appointment of Cllr Marina Munro as an observer at the Serco quarterly meetings be put to the Environment and Service Delivery Portfolio Holder	Panel Chairman	February 2018
A six monthly performance delivery update from Serco be added to the work programme	Panel Administrator	January 2018

#### 14. **FARNBOROUGH CIVIC QUARTER - MASTERPLAN**

The Panel received a presentation from Nick Irvine, Principal Planning Officer, on the development of the Masterplan for the Farnborough Civic Quarter area. The Farnborough Town Centre Supplementary Planning Document (SPD) adopted in 2007 identified a vision and set of objectives for the town over a 10-15 year timeframe. The SPD focussed on the need to unify and strengthen the Civic Quarter and its functions and provide new public space. The Farnborough Civic Quarter SPD set out a vision, design and delivery principles and an example scheme layout to guide future development.

AECOM had been appointed as the consultant to lead on the development of the Masterplan and to take forward an outline planning application for the former police station site as a first phase of development on behalf of Homes England (formerly the Homes and Communities Agency). The landowners had entered into a memorandum of understanding in March 2017 to jointly masterplan the Civic Quarter, enable regeneration to come forward on a phased basis and work collaboratively throughout the design and delivery phase.

There were six plots within the development parcel which included the Iceland store, Library, former Police Station, Community Centre, Leisure Centre and Westmead House/Sulzers Roundabout. The Iceland store was in a strategic position that was integral to achieving improved connectivity. Discussions would be held with tenants to understand their position and future plans. Hampshire County Council was not in a position financially to relocate the Library at the current time, although it was keen to support the delivery of the wider masterplan. Demolition of the former Police Station had been completed in March 2017 and Homes England would be looking for expressions of interest in January 2018 with a full invitation to tender expected in March 2018. The Community Centre was owned by the Council and existing users would be relocated prior to redevelopment. Discussions would be held with the users to agree the way forward. Options for the redevelopment of the Leisure Centre were being considered, it was likely to be developed in parcels to enable a continuity of use of some of the facilities. Westmead House and Sulzers Roundabout was owned by the Wilky Group and there was currently well established office use with good occupancy levels. Options for the site were being explored and discussions would be held on whether the site should be retained or reprovided.

There would be public engagement activity carried out to inform the final masterplan to balance community use, public open space and leisure. The Panel felt it was important to maximise the channels of engagement to give all residents the opportunity to comment and feel that their view had been heard. The public engagement activity would run in late Spring/early Summer.

The Panel expressed concern regarding how the infrastructure would cope with additional housing in the town centre. The Panel was advised that Hampshire County Council was currently working on a Farnborough Growth Package to address the increase in traffic. Developers would also need to make a contribution to improve the infrastructure. A question was also raised regarding the provision of the skate park. The Panel was advised that an alternative location had been identified for a skate park and young people would be engaged to find out what they would like included in the new provision.

The Panel **NOTED** the update and proposed next steps.

## 15. **WORK PROGRAMME**

The Panel discussed the current work programme and it was requested that issues on noise pollution relating to fireworks, co-ordination of temporary lights/road works and the Farnborough Growth Package be added to the work programme as items for a future meeting. The work programme would be discussed at the mid-cycle

meeting where it would also be confirmed whether a Panel meeting was required in both February and March.

The meeting closed at 9.10 pm.

CLLR D.S. GLADSTONE (CHAIRMAN)

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# THE 2018 NATIONAL BID CRITERIA

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**INDUSTRY GUIDANCE FOR THE BUSINESS  
PLANS OF DEVELOPING AND RENEWING  
BUSINESS IMPROVEMENT DISTRICTS (BIDS)**

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PRODUCED BY



BritishBIDs™



# FOREWORD

**This is an exciting time for BIDs. After some thirteen years, there are over 290 operational BIDs, along with 27 developing BIDs, and it is clear that there is still strong growth in BID numbers as the benefits become clearer. Indeed, we anticipate reaching 300 BIDs by the early summer of 2018.**

But much is changing, and the last National Survey suggested the emergence of differing sorts of BIDs, both regionally and by type. As BIDs become more differentiated, some are moving from the original retail driven 'crime and grime' models to more strategic inward investment bodies. Even the smaller BIDs are becoming key players in their local business communities, mediating between Local Authorities, national businesses and the independent operators. At the same time BIDs are becoming more responsive to their professional levy payers, such as legal and financial services, estate agents, web designers and internet companies, who are becoming increasingly important players in town and city centres. And of course, there is always the occasional BID failure at either the development or ballot stage.

This growth and increasing differentiation means that for national levy payers particularly, the cost of their levies across the country are becoming increasingly burdensome. They are rightly scrutinising BID Proposal documents and business plans to ensure that they are getting best value for money and that each proposal makes intellectual and commercial sense.

Thus, British BIDs (Bb) has updated these National Criteria. They are produced by a group of BIDs, Local Authorities and national levy payers to allow BIDs to ensure that from the early development stages through to the final proposal and business plan they can ensure that the right content is made available to all levy payers throughout the process, and that all the regulations are properly followed. It is the national levy payers that in many of our towns and cities play a major role in supporting and sustaining BIDs, and their levy payments are an important part of the national investment in town centres. These Criteria sit alongside the *Guiding Principles of BIDs* and the newly produced *Policy and Guidance Notes* to allow BID teams and their boards to give the best information that they can throughout the process.

These criteria act as both guidance for BIDs themselves, but crucially are also used by many national voters when considering voting decisions on ballots. Bb also provides a Draft Business Plan Review Service to its members whereby it checks draft proposal documents against these criteria. The criteria have been designed in an easy-to-read format as a simple checklist of all the points in alphabetical order. We hope that you find them helpful.

# NATIONAL CRITERIA WORKING GROUP

The working group that developed these criteria represents a wide cross section of the BID levy payers and act as a sub-group of the National BIDs Advisory Board; our thanks go to

Calum Ewing	Metro Bank
John Fletcher	Nationwide
Ian Hayes	Tesco
Lawrence Hewitt	St Albans Local Authority
Jim Hubbard	BRC
Catherine Lambert	Cushman & Wakefield
Roger Littlewood	Tesco
Marc Myers	Landsec
Sacha Polverini	Boots WBA
Gemma Price	Boots WBA
Mel Richardson	Newham BID
Chris Turner	British BIDs
Catherine Turness	Winchester BID
Nick Tustain	Tesco



# PROCESS FOR DEVELOPING OR RENEWING A BID

Whether renewing BID Proposals or developing new ones, we would expect that, at a minimum, these five stages are completed and evidenced as part of the process:



# BUSINESS PLAN CHECKLIST

**The various sets of BID Regulations applying to the nations of the United Kingdom include reference to a Business Plan as being included with the BID Proposals. However, best practice, combined with the expectation of levy payers, is that a detailed Business Plan, summarising the full Proposals, should always be prepared and distributed to everyone that will take part in the BID Ballot.**

Whilst each business case should continue to be viewed on its own merits, and individual levy payers remain free to vote in accordance with their own views, the minimum requirements to be contained and set out in a detailed form within any BID Business Plan during 2018 should be:

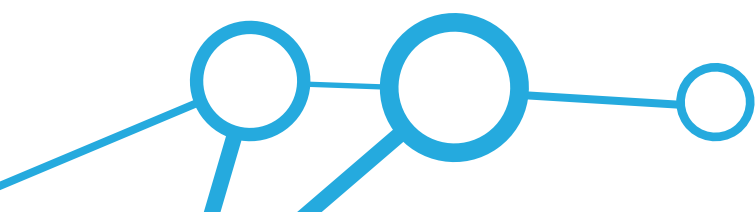
ITEM	DEFINITION	GUIDANCE
<b>Aim</b>	The overall objective that the services, when combined, are aiming to achieve for the place.	The aim should be realistic and achievable by a BID on its own or through collaboration with partners over a specific time period.
<b>Ballot Arrangements</b>	The arrangements, as described within the Notice of Ballot, pertaining to the Ballot.	To include, as a minimum, (a) the proposed date for distribution of ballot papers, (b) the first and last dates of ballot together with the total number of ballot days, and (c) the proposed date of announcement of the ballot outcome.
<b>Ballot Declaration</b>	The ballot result as declared by the Ballot Holder as soon as is practicably possible after the close of Ballot.	A commitment that the BID Proposer and the Ballot Holder will work together to maximise awareness of the ballot outcome, particularly amongst those who will be liable for any future levy.
<b>Baseline Statements</b>	Those services provided within the BID area by the public sector through business rates, and to which the BID proposes to add.	A summary of any baseline statements (those relevant services the BID proposes to add value to), together with details of how they can be viewed in full.
<b>BID Area</b>	An illustration (or map) and description of the proposed BID area. If the proposed BID extends beyond a single billing authority's area, this should be stated.	Businesses should be contained within a tight geographic area and share common interests and objectives. The area should not be artificially extended or modelled so as to include hereditaments with high rateable values.

# BUSINESS PLAN CHECKLIST

ITEM	DEFINITION	GUIDANCE
<b>BID Body</b>	Full details of the proposed BID Body and whether it is to be a local authority, a partnership (or similar) or a corporate entity.	Transparency should be borne in mind when deciding upon the type of BID Body and a corporate entity is preferred, managed primarily by the private sector. BIDs operated by Local Authorities should be discouraged.
<b>BID Proposals</b>	Details of access to the full Proposals should be included in the Business Plan.	The Business Plan should be founded, upon but not replace, the full set of BID Proposals as required.
<b>BID Proposer</b>	The individual(s), local authority or corporate body proposing the BID arrangements.	It should be demonstrated that the Proposals are being led by the business community.  To include contact details email, phone and website.
<b>Budget</b>	The budget and cash flow for the proposed BID term.	An income and expenditure budget for each year of the proposed term showing levy income separate from other income, and the costs of each strand of delivery, including costs of operation.
<b>Category</b>	The nature of the BID (e.g. town/city centre, coastal, tourism, industrial etc.).	Business occupiers should have commonality of interest.
<b>Caps</b>	The maximum amount that any levy payer (cumulatively across hereditaments) or hereditament would pay in any year.	Use to ensure a minority of levy payers do not pay a disproportionate percentage of the BID budget.
<b>Communications</b>	Proposals for levy payer communications throughout the term.	Best practice suggests monthly email (or similar) updates, an annual review, and an annual AGM (or similar).
<b>Community</b>	Details of how the wider community is to be engaged.	The BID should engage with non levy-payers, residents and consumers. A commitment should be given to the BID operating as part of a wider community and in the public interest.
<b>Concessions</b>	Discounts on the levy that would otherwise apply to a hereditament. Most commonly applied to businesses within shopping (or leisure) centres with service charges, or charities.	Appropriate discounts for shopping/leisure centres should be applied where the BID proposes similar services (e.g. cleaning, safety, marketing etc.); charitable discounts need not mirror business rates concessions and may be differentiated between trading premises (e.g. charity shops) and non-trading (e.g. administrative, theatre, universities etc.).

# BUSINESS PLAN CHECKLIST

ITEM	DEFINITION	GUIDANCE
<b>Contingencies</b>	The amount (if any) of contingency for non-collection of billed levy, together with other contingencies on costs should be explained.	Contingency on billed levy should be no less than 2.5% (or up to 10% for new BIDs) as evidenced by previous collection rates; a contingency of between 5% and 10% should be applied to expenditure.
<b>Costs of Operation</b>	Shown as a distinct expenditure item within the budget, these include staff, premises, professional fees, levy collection etc.	These should generally not exceed 20% of total expenditure; smaller BIDs (under £200,000 levy pa) may allocate part of their staff costs to service and project costs as long as this is fully disclosed.
<b>Exemptions</b>	Details of any types of business occupier that is not to be charged.	These should be introduced only in exceptional circumstances and not to advantage one occupier at the expense of another.
<b>Governance</b>	The arrangements for governing and managing the BID Body, forming the Board (or similar, plus other groups), and selecting the Chair.	The BID Board (or similar) should be exclusively or primarily made up of levy payers and not dominated by one sector or organisation. It should be chaired by a private sector representative and should operate transparently. Boards should try to reflect the diversity of the local BID area to ensure commercial sense and inclusivity.
<b>Hereditaments</b>	The proposed number of hereditaments to be subject to the levy, together with any exemptions.	Subject to local arrangements, though the median number across all UK BIDs is 408 (National BIDs Survey 2017).
<b>Income</b>	The budget should identify levy income from other sources, and should not include any in-kind or similar. The average annual levy receipt expected should be stated.	Including speculative income should be avoided.
<b>In-kind Support</b>	Non-financial contributions that may have a financial benefit.	This is to be encouraged and explained, but not included in any budgets.
<b>Inflation</b>	The proportion (if any) by which the levy rate will increase in any year.	This should be justified and limited to no more than CPI (Consumer Price Index).
<b>Levy</b>	The method by which the charge to any levy payer is calculated.	Recommended as a % of rateable value rather than any fixed or banded rate, with the exception of smaller and/or industrial BIDs.



# BUSINESS PLAN CHECKLIST

ITEM	DEFINITION	GUIDANCE
<b>Levy Collection Costs</b>	The charge (if any) to be made by the local billing authority to collect the levy each year. System or software cost reimbursement can be excluded but should be shown separately with a statement on how it will be repaid.	These should be kept to an absolute minimum. If charged, they should not exceed £35 per hereditament or 3% of the billed levy, whichever is the lower.
<b>Levy Collection Policy</b>	It should be stated whether the levy is to be charged on the basis of 'daily charging' (reflecting changes in occupancy with refunds) or 'chargeable day' (no refunds).	The method resulting in the lowest cost of collection should be considered.
<b>Local Billing Authority</b>	Details of the local billing authority, together with a description of their role on any future BID Body.	Local authorities as BID Proposer and/or BID Body is to be resisted; Local Authority participation on BID Boards (or similar) is to be encouraged, though not as Chair and not so that undue influence can be used.
<b>Membership</b>	Assuming that the BID Body is to be a corporate entity, the members of the BID Body.	The BID Body should adopt a Membership policy for levy payers who will then obtain voting rights.
<b>Monitoring Performance</b>	The means by which the BID will assess its performance against the Business Plan.	The Plan should include measurable and time-related targets, periodic (generally annual) progress reports, surveys of levy payers and at least one independent review of performance during the term. British BIDs Accreditation is a useful way of evidencing performance standards.
<b>Notices</b>	Statutory Notices (including dates of issue) as required by the BID Regulations.	These are (1) notification of ballot to the Secretary of State, (2) Notice of Ballot by the Ballot Holder, and (3) notice from the BID Proposer to the billing authority requesting a Ballot is held.
<b>Operating agreement</b>	The contract between the local billing authority and the BID Body setting out the arrangements between them, particularly in relation to levy collection and oversight.	This should be agreed in draft and available for inspection throughout the Ballot. It should form the basis of a strong working relationship between the Parties.



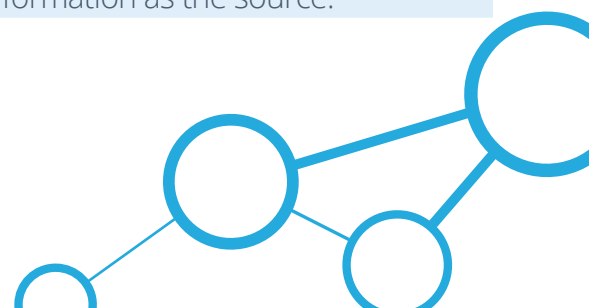
# BUSINESS PLAN CHECKLIST

ITEM	DEFINITION	GUIDANCE
<b>Projects and Services</b>	A detailed description of the intended services.	Include evidence that the services are supported by research, particularly from the feasibility study, and will collectively deliver the overall aim of the BID.
<b>Re-ballot</b>	A further attempt at a ballot following an unsuccessful outcome.	<p>Details of any prior failed ballot should be clearly stated and explained, including dates. Amendments within the new Proposals should be set out along with updated research evidencing need. Re-ballots within 6 months of prior declarations are to be resisted.</p> <p>In Scottish Regulations a re-ballot should not take place less than a year after the original unsuccessful ballot</p>
<b>Renewals</b>	For BID Bodies seeking a further term (whether by way of renewal or otherwise), the detail of any changes to the existing arrangements that are being proposed (e.g. to the BID area, to the levy rate, thresholds etc.).	Caution: a renewal (as defined by the Regulations) is a like-for-like Proposal. The BID boundary, levy rates and the like have to be exactly the same for a Renewal ballot. It is thus rarely seen and most 'Renewal ballots' are actually new ballots, although the short hand is often used. Proposers should state the type of ballot being conducted.
<b>Reporting</b>	A commitment to the method of reporting to levy payers on the affairs of the BID Body.	This should include, as a minimum, an annual report, an independent mid-term review, annual levy payer meetings or AGM, and publication of financial statements. Each BID should consider making minutes of Board (or similar) meetings available.
<b>Research and Consultation</b>	The research methodology applied should be explained, together with sample numbers of responses to evidence thorough and extensive engagement, both at local and head office level.	Prior to publication of the Business Plan it is recommended that active engagement and response has been received from at least 50% of those organisations that will vote in the ballot, using the most appropriate research methods. The research must evidence the need for the BID and the proposed services. Head office voters should have been given the chance to contribute.
<b>Reserves</b>	The amount retained on the balance sheet of the BID Body and carried forward each year.	The BID Body should adopt a prudent reserves policy of between 5% and 20% of income.



# BUSINESS PLAN CHECKLIST

ITEM	DEFINITION	GUIDANCE
<b>Revaluation</b>	The treatment (if any) of rating revaluations of hereditaments during the term.	Fluctuations in occupational cost should be reflected as they occur (or at the next charging period) wherever possible.
<b>Service Transfer</b>	Those services delivered by the public sector that are proposed as transferring into the BID.	These should be separately detailed and the means of funding (non-levy) explained. Levy should not be used to fund these additional transferred services.
<b>Set-up Costs</b>	The development costs of establishing the BID.	The budget should include the amount of any set-up costs that are to be repaid and the repayment period.
<b>Surpluses and Deficits</b>	The end of year financial position of the BID Body.	The budget should make clear annual surpluses and deficits (if any) and how these affect any reserves.
<b>Term</b>	The length of time that the BID Proposals cover.	Include the start date of the proposed BID, together with its duration.
<b>Thresholds</b>	The amount of rateable value beneath which any hereditament may be exempted from levy or their levy may be calculated differently.	Often used (a) to exclude those hereditaments for which the cost of collection (if any) makes the cost of collection uneconomic, (b) in conjunction with the BID area, to ensure the number of hereditaments to be included is manageable, and (c) that hereditaments do not include non-trading entities (e.g. cashpoints, radio masts, telephone boxes etc.).
<b>Untenanted Properties</b>	The treatment of any properties (including those that are listed) that are vacant and the owner (or their representative) is deemed to be 'in possession'.	Liability for the levy should, most normally, be that of the ratepayer where it is untenanted.
<b>Variation Provision</b>	A description of whether and how the proposed arrangements (primarily the services and costs) may be altered during the term without an Alteration Ballot.	A transparent and evidence-led process for agreeing variation changes should be set out.  An Alteration Ballot is almost always required for changes to the BID area and to levy arrangements.
<b>Voter List</b>	The list of persons to be sent ballot papers in respect of hereditaments to be subject to a levy.	Include evidence of how correct voter details (including head offices, where appropriate) have been captured, using the ratings information as the source.



## GLOSSARY OF TERMS

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### **Baseline Statements**

A schedule of those services provided to the BID area and paid for (at least in part) by a local authority or the police through business rates that the BID intends to supplement; it need not include all services provided.

### **BID Body**

The entity that will operate the BID if approved at Ballot.

### **BID Proposal**

The documents submitted by the BID Proposer to the local billing authority supporting an application to hold a Ballot.

### **BID Proposer**

The proposer of BID arrangements who submits the BID Proposals.

### **Hereditament**

Land and buildings or other property contained on a ratings list to be charged a levy.

### **Notice of Ballot**

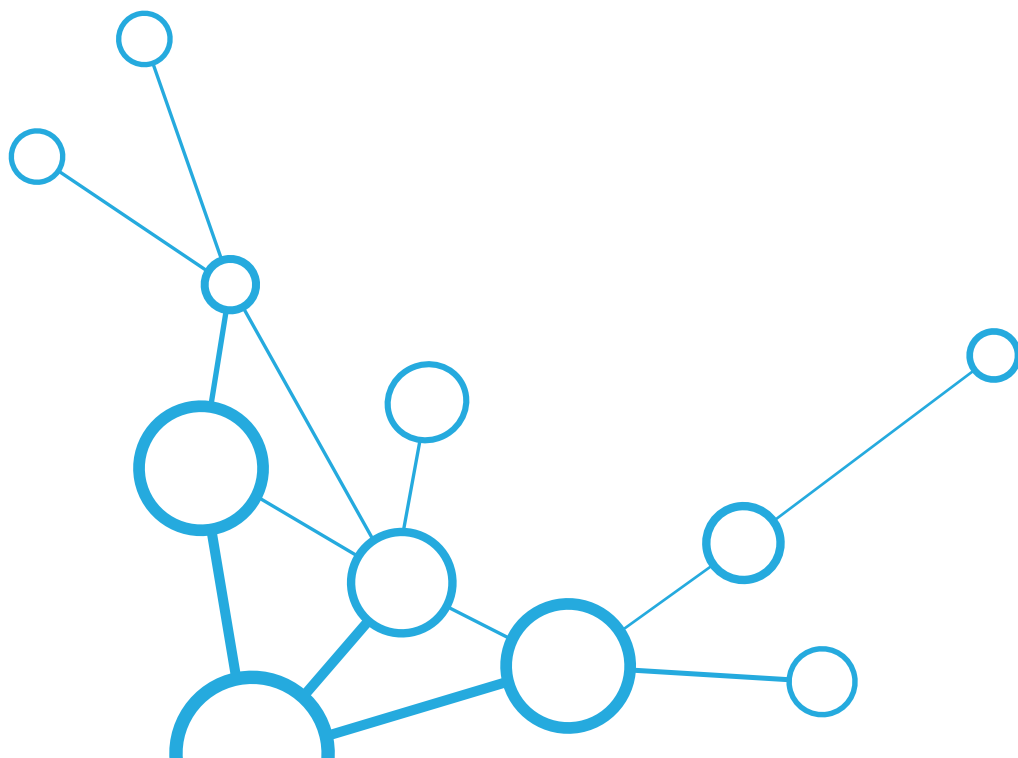
Issued by the Ballot Holder to those who will be issued Ballot papers notifying them of the arrangements.

### **Notice to the Billing Authority**

A letter provided with the BID Proposals requesting that a ballot is held.

### **Notification to the Secretary of State**

Provided by the BID Proposer setting out the intention to request a ballot.



# FAQS

When developing a BID Business Plan, here are the top questions levy payers will ask when voting in any ballot:

## Q1

**Has sufficient research and consultation been conducted?**

Only if all of those who will pay the levy have been included, up to 50% have responded, head office voters have been engaged and the proposed services exactly respond to the research findings.

## Q2

**Is the levy rate applied appropriate?**

Only if it is the absolute minimum required to fund services and does not exceed 2% of rateable value, other than in exceptional circumstances (e.g. Industrial areas).

## Q3

**Has the correct BID area been selected?**

Only if those businesses within it have common interests and it is possible to deliver the proposed services such that they will impact positively on all eligible businesses within it.

## Q4

**Do the BID Proposals meet the requirements of the BID Regulations?**

Only if the Regulations are met in full.



**Q5****Is the proposed BID budget transparent?**

Only if it is transparent, includes accurate ratings information, correctly applies the levy rules, allocates no more than 20% to overhead costs, and is prudent in terms of collection rates, contingencies and reserves.

**Q6****Is the list being used for the ballot correct?**

Only if it is based upon the most up-to-date ratings information and has been supplemented with accurate local or head office voter information.

**Q7****Are the plans for management of the BID reasonable?**

Only if they demonstrate the highest standards of corporate governance through a commitment to openness, transparency and inclusivity.

**Q8****Is merely delivering the proposed services adequate?**

Only if an independent mid-term review process (e.g. British BIDs Accreditation or other accrediting body) is to be included, annual surveys of levy payers are proposed, strong performance measures are to be utilised, and where openness to constantly seeking improvement and change are accompanied by a willingness to respond to changing business needs.

**Q9****Does the Business Plan achieve its objective?**

Only if it clearly explains the rationale for planned services demonstrated through research findings, the rules that will apply to the levy and the overall vision for the BID.

**Q10****Is demonstrating approval for the BID Proposals through a positive ballot outcome sufficient?**

Only if a majority by number and by rateable value is accompanied by the highest possible turnout (average is 47%).



Here are the types of questions that any proposed levy payer should have answers to during The Campaign Stage:

**Q1** | Why is there a need for a BID?

**Q2** | How will my business benefit?

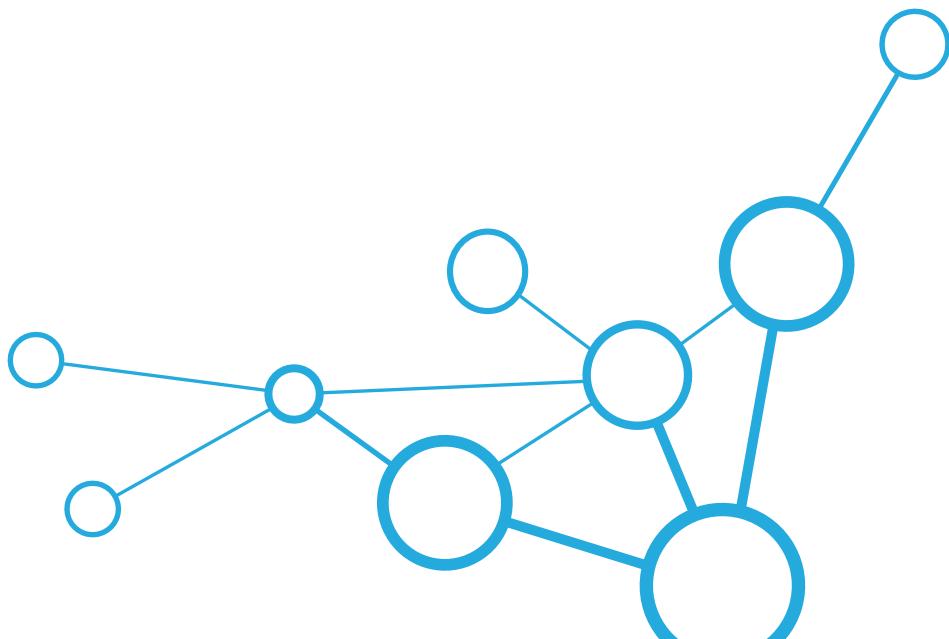
**Q3** | What is the cost to my business?

**Q4** | Can I opt to not pay?

**Q5** | How can I get involved?

**Q6** | How will I know if the BID is working?

**Q7** | Who do I contact about the BID?



# USEFUL DOCUMENTS

## DOCUMENTS

The following documents are available from British BIDs via the following links:

**Technical Guide for Local Authorities**

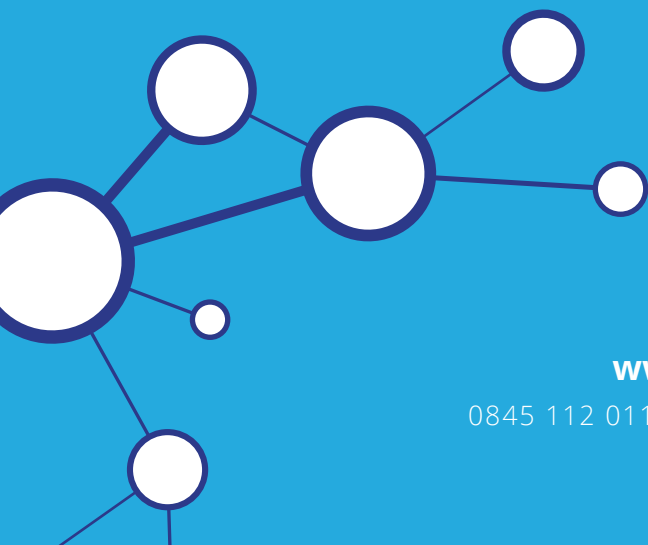
**The National BID Survey 2017**

**BIDs Guidance and Best Practice**

**The Business Improvement Districts (England) Regulations 2004**

**Guiding Principles for BIDs**

**Draft Business Plan Review Service**



[www.britishbids.info](http://www.britishbids.info)

0845 112 0118 / [CONTACT@BRITISHBIDS.INFO](mailto:CONTACT@BRITISHBIDS.INFO)

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**ENVIRONMENT POLICY & REVIEW PANEL**  
**28<sup>TH</sup> February 2018**

**CORPORATE DIRECTOR**

## **HCC TRANSFORMATION TO 2019 PROGRAMME**

Dear Panel Members

Please find attached documents that provide background information regarding Hampshire County Council's T19 Programme which will be discussed under item 3 of the Environment Policy & Review Panel meeting on 28<sup>th</sup> February 2018.

The attached documents are:

- a) Hampshire County Council's original report, setting out full details of the T19 Programme as it relates to matters of Economy, Transport and Environment
- b) A summary table setting out the specific proposals that will affect local services or directly affect the relationship between the County Council and Rushmoor Borough Council
- c) Equality Impact Assessments, prepared by the County Council, for each of the proposals summarised in the table in b) above

**Ian Harrison**  
**Corporate Director, Deputy Chief Executive**

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# HAMPSHIRE COUNTY COUNCIL TRANSFORMATION 2019 REPORTS

## Policy Summary Note - February 2018

Hampshire County Council formally decided its T19 programme at its Council meeting on 2<sup>nd</sup> November 2017.

As a result, the County are looking to save £140m over the next three years. In a wide ranging programme of changes, some £19m of savings and proposals are identified as falling within the Economy, Transport and Environment area. These proposals are set out in this summary document which lists:

- The nature and extent of the proposal
- The potential impact of each proposal
- A summary of actions or discussions since the County fixed its programme.

## Rushmoor Borough Council T19 Negotiations

### Transport and Environment Proposed Savings

Ref	Description of HCC Proposal by HCC	Impact of Proposal as described by County	Actions/Summary of RBC discussions to date	Lead Officer
	<b>Economy, Transport and Environment</b>			
E5	<p><b>Highways Winter Maintenance</b> Review and rationalisation of the Council's salting network and associated operational activities.</p>	<p>This opportunity will optimise the use of the available assets and technology to reduce the cost of providing the service. There may be an impact on Hampshire residents from a planned review of the salted network. There may be an impact on Highways staff as new ways of service delivery might be required.</p>	<p>RBC understands that HCC will reduce gritting on the more minor roads. No full details available at this time although no savings are projected by HCC until 2019/20 earliest, so discussions can continue during the next year around the practicalities.</p> <p>The Council's maintenance team will continue to grit RBC facilities such as Council offices, car parks, crematorium, leisure facilities etc.</p>	Peter Amies
E6	<p><b>Street Lighting</b> To achieve revenue savings by reducing the energy requirements for street lighting, and through the implementation of operational efficiencies.</p>	<p>Dimming street lights reduces the level of illumination making streets darker for motorists and pedestrians. Road signs and markings are retroreflective and will appear bright in vehicle lights, reducing the impact of dimmer street lights. It is possible to vary the dimming by time of</p>	<p>Initial conversations indicate that there may be some lights turned off in the early morning in some areas (2am to 5am). No firm confirmation as yet.</p>	Peter Amies

		<p>day and location to provide brighter lighting when required for site specific reasons. Switching off street lights altogether would have the greatest impact, but would likely be limited to the middle of the night (e.g.1am to 4am) and not applied everywhere (e.g. not town centres). Large parts of the road network have no street lighting.</p>		
Page 27	<p><b>E7</b></p> <p><b>School Crossing Patrols</b> To make this service cost neutral by securing alternative sources of funding, and/or making service reductions.</p>	<p>The optimum outcome of an alternative funding model would see no impact on service users. However, this option would impact upon school or community budgets, though the contribution requested for a single patrol would be relatively small. The Council would still manage the service. Other options would see a reduction in the number of school crossing patrols employed, and a potential impact upon service users in terms of perception of safety for walks to school. This is a discretionary service and therefore changes will not affect</p>	<p>No savings figures in the County's proposals until 2019/20. RBC understand that this topic has already been the subject of significant response and lobbying. HCC reported to the HIOWLA Leaders Group that they were looking for imaginative solutions in this area. More news awaited.</p> <p>Locally it is understood that active petitioning is underway and have been circulated to head teachers.</p>	<p>Peter Amies</p>

Page 20		the statutory responsibility of parents or guardians to get their child safely to school.		
E8	<p><b>On-Street Parking and other Parking Charges</b></p> <p>To explore the opportunity to address traffic and safety issues through implementing consistent, county-wide approaches to on-street parking pay and display and other parking controls.</p>	<p>The savings would be achieved by providing a single countywide, standardised approach to civil parking enforcement. This could see an impact upon staff, principally in District Councils who currently deliver the service. There would be a potential impact upon service users as some parking charges might increase and new charges be introduced.</p>	<p>9<sup>th</sup> February notice received from HCC providing 2 year official notice to terminate the Civil Parking Enforcement (on street) Agency Agreement effectively ending the agreement on 31/3/2020. County indicate that they are keen to renegotiate a new agreement that 'better reflects current position'.</p> <p>In discussions, County indicate that they see the current RBC model as one they would like to replicate more widely and have therefore indicated that they would like to develop a further partnership discussion to explore opportunities.</p>	Peter Amies
E9	<p><b>Agency Agreements</b></p> <p>Ending all current transport and traffic agency agreements with the District Councils to be replaced with a new delivery arrangement better reflecting current policy and financial priorities.</p>	<p>Known impacts will be a reduction in the respective Highways Development Planning and Traffic Management Agency budgets, efficiencies in the delivery of the Highways Development Planning Service, and more restricted district activity in Traffic Management, which could see a low impact upon some service users. There is potentially an impact upon mainly District Council staff arising from TUPE,</p>	<p>Comments as in E8 above. However, the development planning aspect of the agency agreement was handed back to County on the 1<sup>st</sup> January 2018 (on the retirement of Jim Pettitt, who had been providing the agency agreement for this element, on a part time basis) and has to date, proved a successful transition.</p>	Peter Amies

		which remains to be quantified. As this opportunity progresses, further adjustments to the delivery of these services may be pursued, the impact of which cannot yet be quantified.		
<b>E11</b>	<b>Concessionary Fares</b> Capitalise upon changes in contract arrangements, national trends, and opportunities to reduce Council investment in service or, subject to changes in the law, to introduce nominal charges to realise efficiencies and savings.	Impact upon service users from these proposals should be minimal as they revolve around making more efficient use of existing budgets to reflect changing user trends. If HCC were, subject to legal changes, introduce a nominal charge, then there would be an impact upon some service users who would be obliged to make a small financial contribution to their journeys.	Awaiting to hear whether County's representations to Government about this predominantly national scheme, are likely to gain any traction.	Peter Amies
<b>E12</b>	<b>Bus Subsidies and Community Transport Service</b> Stopping the community transport service and withdrawal of all current County Council funded bus subsidies.	<i>Community Transport</i> – impact upon community transport users as they might be required to use a wider selection of service providers depending on their needs and circumstances. There is also likely to be an impact upon community service providers, local authorities and voluntary organisations. <i>Bus subsidy</i> - withdrawal of this subsidy may affect choice and	HCC are seeking efficiencies for the one-year extension of the current Dial-a-Ride contracts, whilst they try and explore with local operators (in Rushmoor's case the RVS) alternate ways in providing the service more efficiently.  RBC is in contact with RVS regarding ongoing developments.	Peter Amies

Page 30		frequency of bus services. available to users and possibly affect income for bus operators.		
E13	<p><b>Waste Disposal Contract</b> To reduce the cost of managing waste across Hampshire.</p>	Impact upon residents largely via communications programme(s) designed to either reduce the amount of waste that is created and/or to increase the amount of waste that is recycled. Additional impact on partners (District Councils and Veolia) for whom various options will be dependent upon changes in their own practices. Hampshire wide co-operation between authorities will be needed to underpin some of the opportunities.	Proposals being developed by HCC and will be considered by a countywide Directors Working Group in the first instance with the potential for a countywide meeting of Leaders and Portfolio Holders in summer 2018. The principles being addressed are the consideration of countywide cost improvements of collection and disposal being incentivised to encourage improvement of recycling, reduction of residual waste and larger ranges of items to be recycled.	James Duggin
E14	<p><b>Household Waste Recycling Centres (HWRCs) Service Review</b> To achieve a significant reduction against the ongoing cost of managing Hampshire's Waste Recycling Centres network.</p>	Hampshire currently provides more HWRCs than comparable authorities with almost 85% of the population currently within five miles of an HWRC. Closure of up to half of the HWRCs network will result in longer travel distances for some users in order to dispose of their waste. There is also the potential for amended opening hours across the HWRC network, which could either limit or enhance users' ability to access	HCC have indicated only a small element of savings during 2018/19 moving to a full year saving effect from 2019/20. This is an area where again, representations have been made to the government around the potential for charging which HCC believe would protect the full range of recycling centres across the County. In the event of this type of model not being possible, fuller consultation about service changes of site closures would be necessary. This area has already received significant attention from local user bases across the County.	James Duggin



		<p>the service dependant on location.</p> <p>Subject to a change in the law, an introduction of a nominal charge for access to the HWRCs would have an impact upon service users who would be obliged to make a small financial contribution to dispose of their waste. However, this would also eliminate the need for site closures.</p>		
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# Equality Impact Assessment



Name of project/proposal T19 - E5 Highways Winter Maintenance  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

Hampshire County Council has a duty under the 1980 Highways Act to act as the local highways authority responsible for maintenance and accessibility of 5,300 miles of road network. Providing access to the network is a universal service for the travelling public in Hampshire. The County Council aims to maintain main road surfaces free of ice and snow, and to ensure safe passage at all times where reasonably practical and within the resources available to the Council. The new Highways Contract is due to start in August 2017, which provides the opportunity for winter service review.

Geographical impact\* All Hampshire

## **Description of proposed change**

To review and rationalise the Council's salting network and associated operational activities with the aim of optimising the use of available assets and technology to reduce the cost of providing the service.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

### **Statutory considerations**

### **Impact**

Age Impact	Medium Potential reduction in salting network may impact upon the accessibility for older residents of Hampshire, who may be less confident driving or walking along the highway in winter conditions. Equally, the changes may impact upon younger people, particularly pupils and students accessing schools and colleges.
Mitigation	Wide range of outward facing communication on salting provision, including the dates, times and routes covered

Disability Impact	Medium Potential reduction in salting network may impact upon the accessibility for residents of Hampshire with a disability, who may be less confident driving or walking along the highway in winter conditions.
Mitigation	Wide range of outward facing communication on salting provision, including the dates, times and routes covered.
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral
Gender	Neutral
Marriage and civil partnership	Neutral
Pregnancy and Maternity	Neutral
<b>Other policy considerations</b>	
Poverty	Neutral
Rurality Impact	Medium If the salted and/or ploughed network has to be reduced, it is more likely to affect the less used and populated areas.

***Additional Information***

# Equality Impact Assessment

Name of project/proposal T19 - E6 Street Lighting  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

Management of the Street Lighting Service for Hampshire, including the Private Finance Initiative (PFI) Contract with Equitex. The user profile consists of all highway users.  
Geographical impact\* All Hampshire

## **Description of proposed change**

To achieve savings by reducing the energy requirements for street lighting, and through the implementation of operational efficiencies. The project will deliver savings and carbon reductions by such measures as dimming of principal roads and part-night lighting. Road signs and markings are retro-reflective and will appear bright in vehicle lights, reducing the impact of dimmer street lights. It is possible to vary the dimming by time of day and location to provide brighter lighting when required for site specific reasons. Switching off street lights altogether would have the greatest impact, but would likely be limited to the middle of the night and not applied everywhere. Large parts of the road network have no street lighting.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

### **Statutory considerations**

#### **Impact**

Age Nothing selected

Disability Impact

Low

For those with disabilities, there is the potential that these changes could have a disproportionately negative impact in terms of travel either as pedestrians or motorists on affected streets.

New infrastructure delivered by the Private Finance Initiative has increased the County Council's ability to be flexible about lighting and dimming regimes. Brighter lighting can be provided at specific times, and full switch-off will be limited to the middle of the night when road users are scarce on affected streets. These measures should minimise this potential impact.

Sexual Orientation      Neutral

Race      Neutral

Religion and Belief      Neutral

Gender Reassignment      Neutral

Gender      Neutral

Marriage and civil partnership      Neutral

Pregnancy and Maternity      Neutral

**Other policy considerations**

Poverty      Neutral

Rurality      Neutral

***Additional Information***

# Equality Impact Assessment



Name of project/proposal T19 - E7 School Crossing Patrols  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

This relates to the delivery of some 260 school crossing patrol sites across the county, one of the largest services in the country, notwithstanding that there is no statutory obligation to provide the services.

Geographical impact\* All Hampshire

## **Description of proposed change**

To make this service cost neutral by securing alternative sources of funding, and/or making service reductions. The optimum outcome of an alternative funding model would see no impact on service users. However, this option would impact upon school or community budgets, though the contribution requested for a single patrol would be relatively small. The Council would still manage the service. Other options would see a reduction in the number of school crossing patrols employed, and a potential impact upon service users in terms of perception of safety for walks to school. This is a discretionary service, and therefore changes will not affect the statutory responsibility of parents or guardians to get their child safely to school.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

### **Statutory considerations**

### **Impact**

Age Impact Medium  
A reduction in the School Crossing Patrol Service could impact upon young people (pupils) in making their way to school. While there will be no change in the statutory responsibility of parents and guardians to get children safely to school, some parents and pupils may be required to make more judgements as to where and when to cross the road.

Mitigation In some cases there will be opportunities to make crossing

improvements, and road safety education in schools will also provide opportunities to help individuals to cross the road safely.

More detailed impact assessments will be carried out against specific proposals.

Disability  
Impact

High

A reduction in the School Crossing Patrol service could have a disproportionate impact upon young people (pupils) with a disability, particularly with a visual or mobility impairment. While there will be no change to the statutory responsibility of parents and guardians to get children safely to school, some parents and pupils will be required to make more judgements as to where and when to cross the road.

Mitigation

In some cases, there will be opportunities to make crossing improvements, and road safety education in schools will also provide opportunities to help individuals to cross the road safely.

More detailed impact assessments will be carried out against specific proposals.

Sexual Orientation

Neutral

Race

Neutral

Religion and Belief

Neutral

Gender Reassignment

Neutral

Gender

Neutral

Marriage and civil  
partnership

Neutral

Pregnancy and  
Maternity

Neutral

**Other policy considerations**

Poverty

Neutral

Rurality

Neutral

**Additional Information**

At present, plans are not finalised. Consultation will inform future planning, and further EIAs will be carried out accordingly, including of affected staff as necessary. It should be noted that the impacts of this project will be further reassessed in tandem with those arising from proposals relating to the Home to School Transport service. This will help to ensure that alterations to services affecting access to schools are considered in the round.



# Equality Impact Assessment

Name of project/proposal T19 - E8 On Street Parking and Parking Agreements  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 21 Aug 2017

## **Description of Service / Policy**

This relates to the provision and enforcement of on street parking across Hampshire.  
Geographical impact\* All Hampshire

## **Description of proposed change**

To explore the opportunity to address traffic and safety issues through implementing consistent county-wide approaches to on-street parking pay and display and other parking controls. The savings would be achieved by providing a single, county-wide, standardised approach to civil parking enforcement. This could see an impact on staff, principally in District Council who currently deliver the service. There would be a potential impact upon service users as some parking charges might increase and new charges be introduced.

## **Engagement and consultation**

Has engagement or consultation been carried out? No

No specific consultation has been carried out on this proposal. However, the County Council carried out a major consultation exercise over the Summer of 2017 on a range of options for finding further budget savings, including increasing council tax, using reserves and making changes to the way services are delivered, which may mean reducing or withdrawing services, or indeed making revised charges. The outcome of this consultation will be reported to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

<b>Statutory considerations</b>	<b>Impact</b>
Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral

Gender Neutral

Marriage and civil partnership Neutral

Pregnancy and Maternity Neutral

**Other policy considerations**

Poverty Impact Low  
All motorists may need to pay for parking in some new parts of the Hampshire highways network, or pay more for existing parking, which may have a disproportionate impact upon poorer people who are less able to afford charges. However, at this stage options have not been scoped and there are no specific changes planned to existing regimes. Impacts upon staff in the County and District councils will be assessed separately when specific proposals and arrangements have been decided.

Rurality Neutral

**Additional Information**

As proposals develop, further assessments will be carried out to gauge the impact on service users and staff as necessary.

# Equality Impact Assessment

Name of project/proposal T19 - E9 Transport and Traffic Agency Arrangements  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 21 Aug 2017

## **Description of Service / Policy**

This relates to the delivery of smaller scale and localised Traffic Management duties, and Highways Development Planning advice on smaller developments - which are currently provided by the district and borough councils on the County Council's behalf.  
Geographical impact\* All Hampshire

## **Description of proposed change**

End all current transport and traffic agency arrangements with the District Councils to be replaced with new delivery arrangements better reflecting current policy and financial priorities. Known impacts will be a reduction in the respective Highways Development Planning and Traffic Management agency budgets, efficiencies in the delivery of the Highways Development Planning Service, and more restricted district activity in Traffic Management, which could see a low impact upon some service users. There is potentially an impact upon mainly District Council staff arising from TUPE, which remains to be quantified. As this opportunity progresses, further adjustments to the delivery of these services may be pursued, the impact of which cannot yet be quantified.

## **Engagement and consultation**

Has engagement or consultation been carried out? No

No specific consultation has been carried out on this proposal. However, the County Council carried out a major consultation exercise over the Summer of 2017 on a range of options for finding further budget savings, including increasing council tax, using reserves and making changes to the way services are delivered, which may mean reducing or withdrawing services, or indeed making revised charges. The outcome of this consultation will be reported to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

<b>Statutory considerations</b>	<b>Impact</b>
Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral

Race Neutral

Religion and Belief Neutral

Gender Reassignment Neutral

Gender Neutral

Marriage and civil partnership Neutral

Pregnancy and Maternity Neutral

**Other policy considerations**

Poverty Neutral

Rurality Neutral

Neutrality Statement These are mainly contract negotiations which should have no disproportionate impact upon people with protected characteristics. As specific proposals are developed, further assessment will be carried out.

***Additional Information***

As proposals develop, further assessments will be carried out to gauge the impact on service users and staff as necessary.

# Equality Impact Assessment

Name of project/proposal T19 - E11 Concessionary Fares  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

This service involves the administration of the Hampshire Concessionary Fares scheme for public transport, affecting predominantly older people and those with disabilities.  
Geographical impact\* All Hampshire

## **Description of proposed change**

The proposal is to capitalise upon changes in contract arrangements, national trends, and opportunities to reduce Council investment in the service or, subject to changes in the law, to introduce nominal charges to realise efficiencies and savings. Impacts upon service users should be minimal as they revolve around making more efficient use of existing budgets to reflect changing user trends. If, subject to legal changes, the County Council were to introduce a nominal charge, then there would be an impact upon some service users who would be obliged to make a small financial contribution to their journeys.

## **Engagement and consultation**

Has engagement or consultation been carried out? No

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

<b>Statutory considerations</b>	<b>Impact</b>
Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral

Gender Reassignment Neutral

Gender Neutral

Marriage and civil partnership Neutral

Pregnancy and Maternity Neutral

**Other policy considerations**

Poverty Neutral

Rurality Neutral

Neutrality Statement Disproportionate impacts upon people with protected characteristics are not anticipated as part of current plans. When proposals are further developed, further assessment will take place prior to any executive decision to implement them. Should new legislation make it possible to introduce charges, and a proposal be developed to pursue this option, further impact assessments will scope the likely effect of such charges on people with protected characteristics.

***Additional Information***

# Equality Impact Assessment

Name of project/proposal T19 - E12 Bus Subsidies and Community Transport  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

This relates to subsidising bus services that are not commercially viable but which are deemed to be socially important, and also the provision of community transport services for the mobility impaired and people living in isolated areas. 87% of passenger transport journeys are on bus services which are provided commercially without subsidy. In addition, Community Transport is funded by the district councils as well as the County.

Geographical impact\* All Hampshire

## **Description of proposed change**

Stopping Community Transport and withdrawing current, County Council funded bus subsidies. Community transport users might be required to use a wider selection of service providers depending on their needs and circumstances. There is also likely to be an impact upon community service providers, local authorities, and voluntary organisations.

Withdrawal of bus subsidies may affect choice and frequency of bus services available to users and possibly affect income for bus operators.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

### **Statutory considerations**

Age Impact

### **Impact**

High

Withdrawal of this funding could have an impact upon the mobility of older and younger people who are disproportionately dependant on subsidised public or community transport to access amenities and services

Mitigation

Precise plans have yet to be made and will be subject to more

detailed impact assessments to better understand the impact upon these groups in specific areas, and what mitigation might be possible.

Disability  
Impact

High  
Withdrawal of this funding could have an impact upon the mobility of people with disabilities who are disproportionately dependant on subsidised public or community transport to access amenities and services

Mitigation

Precise plans have yet to be made and will be subject to more detailed impact assessments to better understand the impact upon these groups in specific areas, and what mitigation might be possible.

Sexual Orientation

Neutral

Race

Neutral

Religion and Belief

Neutral

Gender Reassignment

Neutral

Gender  
Impact

Low  
Statistically, a larger number of women use subsidised public or community transport to access amenities than men. On this basis, these changes would have a disproportionate impact upon women.

Marriage and civil  
partnership

Neutral

Pregnancy and  
Maternity

Neutral

### **Other policy considerations**

Poverty  
Impact

High  
Withdrawal of this funding could have a disproportionate impact upon poorer people who are disproportionately dependant on subsidised public or community transport to access amenities and services.

Mitigation

Precise plans have yet to be made and will be subject to more detailed impact assessments to better understand the impact upon this group in specific areas, and what mitigation might be possible.

Rurality  
Impact

High  
Withdrawal of this funding could have an impact upon the mobility of people who live in rural areas, who are disproportionately dependant on subsidised public or community transport to access amenities and services.

Mitigation

Precise plans have yet to be made and will be subject to more detailed impact assessments to better understand the impact upon this group in specific areas, and what mitigation might be possible.



***Additional Information***

It should be noted that 87% of passenger transport journeys are on bus services which are provided commercially without subsidy, and that the County Council is not the sole funder of community transport services in Hampshire.



# Equality Impact Assessment

Name of project/proposal T19 - E13 Waste Disposal Contract  
Originator Poyntz-Wright, Patrick  
Email address Patrick.Poyntz-Wright@hants.gov.uk  
Department Economy, Transport and Environment  
Date of Assessment 05 Sep 2017

## **Description of Service / Policy**

The Waste Disposal Contract is the mechanism through which household waste in Hampshire is managed. Specifically, it manages the processing of household wastes after the point at which they have been collected, i.e. via recycling, energy recovery, or disposal as appropriate to the specific nature of the waste materials that have been collected.

Geographical impact\* All Hampshire

## **Description of proposed change**

To achieve a significant reduction against the on going cost of managing Hampshire's Waste Recycling Centres network. There will be an impact upon residents, largely in terms of communications, which will be designed to either reduce the amount of waste that is created and/or to increase the amount of waste recycled.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

## **Impacts of the proposed change**

This impact assessment covers Service users

<b>Statutory considerations</b>	<b>Impact</b>
Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral

Gender Reassignment      Neutral

Gender                      Neutral

Marriage and civil  
partnership              Neutral

Pregnancy and  
Maternity                Neutral

**Other policy considerations**

Poverty                    Neutral

Rurality                   Neutral

Neutrality Statement      At present, it is not anticipated that these changes will have a disproportionate impact upon any group with protected characteristics. Further impact assessments will be carried out as proposals develop.

***Additional Information***

# Equality Impact Assessment

Name of project/proposal	T19 - E14 Household Waste Recycling Centres (HWRCs) Service Review
Originator	Poyntz-Wright, Patrick
Email address	Patrick.Poyntz-Wright@hants.gov.uk
Department	Economy, Transport and Environment
Date of Assessment	05 Sep 2017

## **Description of Service / Policy**

Hampshire's Household Waste Recycling Centres (HWRCs) are a network of 26 sites (including those in Southampton and Portsmouth) where residents can bring and deposit their household waste. The centres then manage this waste, arranging for its reuse, recycling, or disposal as appropriate. It is a universal service, available to all Hampshire residents.

Geographical impact\* All Hampshire

## **Description of proposed change**

To achieve a significant reduction against the on going cost of managing Hampshire's Waste Recycling Centres network. Hampshire currently provides more HWRCs than comparable authorities, with almost 85% of the population currently within five miles of an HWRC. Closure of up to half of the HWRCs network will result in longer travel distances for some users in order to dispose of their waste. There is also the potential for amended opening hours across the HWRC network, which could either limit or enhance users' ability to access the service dependant on location. Subject to a change in the law, an introduction of a nominal charge for access to the HWRCs would have an impact upon service users who would be obliged to make a small financial contribution to dispose of their waste. However, this would also eliminate the need for site closures.

## **Engagement and consultation**

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in October 2017.

When decisions are made to pursue the options, further specific consultation will be carried out with stakeholders on the detailed options where required.

Hampshire County Council consulted on similar proposals as part of its proposed 2017 programme of savings, details of which may be viewed in the report presented to the Executive Member for Environment and Transport's Decision Day on the 22nd July 2016.

## **Impacts of the proposed change**

This impact assessment covers Service users

**Statutory considerations**      **Impact**

Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral
Gender	Neutral
Marriage and civil partnership	Neutral
Pregnancy and Maternity	Neutral

**Other policy considerations**

Poverty Impact	Low Possible requirement to travel further to sites and incur increased petrol costs, which may impact upon lower income residents disproportionately. If legal changes make charging for access permissible, poorer people will be disproportionately affected by virtue of their being less able to pay.
Rurality Impact	Low Smaller rural HWRC sites are under possible threat of closure. Rural residents may have to make longer journeys to access the service.
Mitigation	

**Additional Information**

The review will look at re-provisioning of remaining HWRC infrastructure in support of best available geographical coverage for the overall network. This should help mitigate some of the impacts upon the groups considered above.

Engagement will be undertaken with local residents in advance of any closures to help identify best options for future HWRC use.

A further impact assessment will be undertaken in advance of any executive decisions.

**HAMPSHIRE COUNTY COUNCIL****Decision Report**

<b>Decision Maker:</b>	Executive Member for Environment and Transport
<b>Date:</b>	19 September 2017
<b>Title:</b>	Transformation to 2019 – Revenue Savings Proposals
<b>Report From:</b>	Director of Economy, Transport and Environment and Director of Corporate Resources – Corporate Services

**Contact name:** Stuart Jarvis

**Tel:** 01962 845260

**Email:** stuart.javis@hants.gov.uk

## **1. Executive Summary**

- 1.1. The purpose of this report is to outline the detailed savings proposals for the Economy, Transport and Environment Department that have been developed as part of the Transformation to 2019 Programme.
- 1.2. The report also provides details of the Equality Impact Assessments (EIAs) that have been produced in respect of these proposals and highlights where applicable, any key issues arising from the public consultation exercise that was carried out over the summer and how these have impacted on the final proposals presented in this report.
- 1.3. The Executive Member is requested to approve the detailed savings proposals for submission to Cabinet in October and then full County Council in November, recognising that there will be further public consultation for some proposals.

## **2. Contextual information**

- 2.1. Members will be fully aware that the County Council has been responding to reductions in public spending, designed to close the structural deficit within the economy, since the first reductions to government grants were applied in 2010/11 and then as part of subsequent Comprehensive Spending Reviews.
- 2.2. Reductions in government grant together with inflationary and service pressures, notably within social care areas, have created an average budget gap of around £50m per year, meaning that around £100m has needed to be saved every two year cycle.
- 2.3. This position has been exacerbated following the changes announced in the Local Government Settlement in February 2016 which provided definitive figures for 2016/17 and provisional figures for the following three years to 2020. The settlement included a major revision to the

methodology for distributing Revenue Support Grant (RSG) which had a significant impact on Shire Counties and Shire Districts and also reflected a clear shift by the Government in council tax policy.

- 2.4. Consequently, even after allowing for council tax increases over the settlement period, the forecast gap for the two years to 2019/20 is £140m, and after allowing for 'housekeeping savings' of £20m, targets were set for Departments based on a reduction of approaching 19% in cash limited spend.
- 2.5. One of the key features of the County Council's well documented financial strategy and previous savings programmes has been the ability to plan well in advance, take decisions early and provide the time and capacity to properly implement savings so that a full year impact is derived in the financial year that they are needed.
- 2.6. This approach has also meant that savings have often been implemented in anticipation of immediate need and this has provided resources both corporately and to individual departments to fund investment in capital assets and to fund further change and transformation programmes to deliver the next wave of savings. This approach has enabled the County Council to cushion some of the most difficult implications of the financial changes.
- 2.7. Whilst this has been a key feature of previous cost reduction programmes it was recognised without doubt that the Transformation to 2019 (Tt2019) Programme, the fourth major cost reduction exercise for the County Council since 2010, would be significantly more challenging than any previous transformation and efficiency programme against the backdrop of a generally more challenging financial environment and burgeoning service demands.
- 2.8. Departments have looked closely at potential opportunities to achieve the required savings and unsurprisingly the exercise has been extremely challenging because savings of £340m have already been driven out over the past seven years, and the fact that the sheer size of the 19% target requires a complete "re-look"; with previously discounted options having to be re-considered. It has been a significant challenge for all Departments to develop a set of proposals that, together, can enable their share of the Tt2019 Programme target to be delivered.
- 2.9. The opportunity assessment and planning work has confirmed the sheer complexity and challenge behind some of the proposals as a consequence of which in a number of areas significantly more than two years will be required to develop plans and implement the specific service changes.
- 2.10. The cashflow support required to manage the extended delivery timetable will in the most part be met from departmental cost of change reserves and further contingency options to cover any shortfall will be considered as part of the updated Medium Term Financial Strategy (MTFS) that will be reported in October.
- 2.11. The County Council undertook an open public consultation called *Serving Hampshire – Balancing the Budget* which ran for six weeks from 3 July to



21 August. The consultation was widely promoted to stakeholders and residents and asked for their views on ways the County Council could balance its budget in response to continuing pressures on local government funding, and still deliver core public services.

- 2.12. Responses to the consultation will help to inform the decision making by Cabinet and Full Council in October and November of 2017 on options for delivering a balanced budget up to 2019/20, which the Authority is required by law to do.
- 2.13. In addition, Equality Impact Assessments have also been produced for all of the detailed savings proposals and these together with the broad outcomes of the consultation and the development work on the overall Transformation to 2019 Programme have helped to shape the final proposals presented for approval in this report.

### **3. Budget Update**

- 3.1. The savings targets that were set for Departments were based on forecasts produced over the summer of 2016 and included a wide range of variable assumptions to arrive at the total predicted gap of £140m.
- 3.2. Last year the Local Government Finance Settlement provided definitive figures for 2016/17 and provisional figures for local authorities for the following three years to aid financial planning for those authorities who could 'demonstrate efficiency savings'. Following acceptance by the Department for Communities and Local Government (DCLG) of the County Council's Efficiency Plan for the period to 2019/20 the expectation is for minimal change.
- 3.3. The offer of a four year settlement provided greater but not absolute funding certainty. However, following the Queen's speech to Parliament in June this year, the planned changes to implement 100% business rate retention by 2019/20 are effectively suspended with no indication of when this might be resumed although the Government has just invited applications for pilots to operate during 2018/19, the detail of which will be considered in due course. Work to carry out a fair funding review is set to continue as it does not require legislation.
- 3.4. An updated MTFs will be presented to Cabinet in October and then the County Council in November and we will continue to review our assumptions on an ongoing basis in light of information that is made available.

### **4. Transformation to 2019 – Departmental Context**

- 4.1. The Economy Transport and Environment (ETE) Department is responsible for a range of services, including highways maintenance and improvement, traffic management, subsidised public and community transport, waste disposal and recycling, minerals and waste planning, flood risk management, economic development and specialist environmental services. Most of these services are statutory i.e. required by law.

- 4.2. ETE has already made savings since 2011 totalling £40.7m including reductions of 217.7 permanent Full Time Equivalent (FTE) posts. The requirement for 2019 is to identify and deliver a further £19.005m of savings against the net budget of £108.014m approved in February 2017.
- 4.3. External spend, i.e. money paid to third parties to provide services, accounts for over 70% of the Department's gross spend including amounts payable under the Concessionary Fares scheme. For the 2017 savings programme, the Department's strategy was to maximise savings from external spend. This proved successful, with 71% (over £10.5m) of the savings coming from this workstream whilst still delivering good services. This involved either renegotiating, re-letting or refinancing all of our major contracts, including highways, waste disposal, Household Waste Recycling Centre management, street lighting, Intelligent Transport Systems, bus subsidies, and all our District Agency Agreements. This collective scale of savings can not be achieved again until the contracts are renewed, and this will take us into the mid 2020s onwards.
- 4.4. As a result of the changes and savings already made from 2011-2017, the Department's scope to secure further savings is essentially focused on staffing and operational budgets together with further exploring options for additional income generation. The proposals for 2019 include service reductions that will directly affect the public and all three of the proposals outlined in paragraphs 4.6-4.15 would require a detailed stage two public consultation before any decisions could be made on them.
- 4.5. All budgets have been looked at and details of the savings proposals under consideration for 2019 are shown in the rest of this section. The proposals and their potential impact are also set out in Appendix 1 and the references to individual proposals (e.g. E1) are included in the following paragraphs where applicable.
- 4.6. In relation to public bus services, the key legislation is section 63 of the Transport Act 1985. Section 63(1)(a) provides that:
- “(1) In each non-metropolitan county of England and Wales it shall be the duty of the county council to secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose.”
- 4.7. The duty set out above is not absolute; it is a duty to secure such services as the council considers “appropriate” to meet the requirements of the county or area where these would not otherwise be met. Thus the question of what it will be appropriate to secure is for the County Council to determine, once it has established what the public transport requirements of the county are. In determining what is appropriate to meet the identified needs, a council will be entitled to take into account the funds available. The Act also sets out the need for local authorities “to have regard to the transport needs of members of the public who are elderly or disabled” and

it is on this basis that many local authorities support the provision of community transport services.

- 4.8. The Transport Act 2000 addresses information provision and requires the County Council to implement the mandatory travel concession as set out in the Transport Act 2000 as amended by the Concessionary Bus Travel Act 2007. The statutory scheme, which the council is required to operate, should provide for free travel between 0930 and 2300 on Monday to Friday, and at all times on weekends and on Bank Holidays, for eligible older and disabled persons.
- 4.9. The County Council's Concessionary Fares Scheme already provides only the minimum statutory provision relating to older people. While modest enhancements for disabled people are still incorporated in the Scheme the County Council believes its duties under the Equalities Act 2010 mean these cannot be reduced. Further administrative savings can be secured against the Concessionary Fares budget (these are proposed in 4.22 but it is not felt possible to make any additional reductions against the Concessionary Fares operational budget. The Concessionary Fares budget makes up 73% of the total budget for Public Transport.
- 4.10. The County Council has previously undertaken reviews of Bus Subsidy in 2011 and Passenger Transport (incorporating bus subsidy, community transport and the Hampshire Concessionary Fares Scheme) in 2014 in both cases considering how best to use reducing revenue resources to ensure the provision of transport considered appropriate to meet the requirements of the area. In parallel during the same time period the County Council has sought to encourage a sustainable increase in the commercially viable bus network for example by utilising Bus Service Operator Grant (BSOG) to provide match funding for bus operators to help fund improvements such as contactless payment, onboard WiFi, next stop announcements, USB chargers and real time passenger information. Since 2011 the percentage of bus journeys in Hampshire provided on a fully commercial basis has risen from 72% to 87%.
- 4.11. In this context a sum of £4m is proposed to be saved from bus subsidies and community transport which involves stopping community transport services (e.g. Dial-a-Ride and Call and Go) and withdrawal of remaining bus subsidies (which cover 13% of all Hampshire services at present) – see Appendix 1 E12.
- 4.12. The County Council has a statutory duty under the Environmental Protection Act 1990 to arrange for the disposal of waste collected by District Councils and to provide places for, and dispose of, waste deposited by householders resident in the County Council area. Hampshire County Council provides more Household Waste Recycling Centres (HWRCs) than other county councils and almost 85% of the population is currently within five miles of an HWRC.
- 4.13. The County Council is permitted to charge householders for depositing non-household waste at HWRCs and also to charge householders living outside the County Council area for using an HWRC. The County Council

has already taken decisions to charge in these two areas as part of the two previous savings programmes (Transformation to 2015 and Transformation to 2017).

- 4.14. Current legislation prevents local authorities from charging residents to deposit household waste. In the absence of being legally able to introduce a nominal universal access charge to HWRCs and already having previously made significant savings in 2015 and 2017 while avoiding the need for site closures, it is proposed to save £1.2m by closure of up to half the HWRC network (the saving is approximately £100,000 per site) plus the potential for amended opening hours (up or down) on the remaining sites – see Appendix 1 E14. It is acknowledged that this proposal would mean significantly greater travel requirements for some Hampshire residents to reach a site.
- 4.15. It is proposed to save £1.2m from the School Crossing Patrol budget either by maintaining a County Council managed service paid for by other organisations (e.g. schools or possibly Parish Councils) or by full withdrawal of the service, or by a combination of these options based on revised criteria for where patrols are provided – see Appendix 1 E7. The arrangement made by local authorities for school crossing patrols is not a statutory responsibility and remains a permissive function, which means that it is carried out at the discretion of the County Council. The responsibility for any child's safety on the way to and returning from school is that of the parents or the carer of the child.
- 4.16. Two proposals will impact directly on District Councils through the removal of Agency Arrangements (£0.5m) – see Appendix 1 E9 - and, in the case of On Street Parking and other Parking Charges (£0.9m), the County Council taking over civil parking enforcement and management of on street parking services – see Appendix 1 E8.
- 4.17. Renegotiation of the Waste Disposal Contract has previously achieved £4.851m of savings towards 2015 and 2017 savings programmes. To 2019, a further £3.675m of savings proposals are predicated on effective, Hampshire wide co-operation between authorities and partners, as well as public engagement with the main saving based on behavioural change, i.e. Hampshire households generating less waste and recycling more. This opportunity includes increased capture of dry mixed recyclable goods and glass – see Appendix 1 E13.
- 4.18. The focus in reducing Highways Maintenance operational budgets in previous savings programmes in 2011, 2015 and 2017 has been on maximising efficiencies from external spend and has involved re-letting or re-financing the major highways maintenance, Intelligent Transport Systems and street lighting contracts.
- 4.19. Four savings relating to the Highways service are proposed, two of which are likely to impact on members of the public. A saving of £0.5m against the Winter Maintenance budget is proposed which would mainly be achieved by optimising the use of new technology but would see the potential reduction in Priority One salting routes – see Appendix 1 E5. It is

also proposed to save £0.525m from the Street Lighting budget by reducing the energy requirements from a) further dimming of street lights & b) switching off the street lights in some areas in the middle of the night, e.g. 1am to 4am – see Appendix 1 E6.

- 4.20. The County Council has a statutory obligation to maintain public highways and ensure safe passage. The Highways Maintenance budget has already found savings of £4.6m as part of the 2017 savings proposals on top of savings of £2m and £3.505m in 2011 and 2015 respectively. Further revenue savings of £0.2m can be delivered through service efficiencies and a new fully integrated operating model between the County Council and our new 'Hampshire Highways' delivery partner – see Appendix 1 E4. However following these earlier reductions the service is now operating at a level below which it would be at risk of not meeting statutory obligations. Further reduction of the highways maintenance service is therefore not envisaged.
- 4.21. Some highways maintenance works currently charged to revenue will in future be charged to capital (£0.455m) to reflect revised accounting guidance. There would be no impact on service delivery however, a coherent approach will be needed to ensure that best value is still achieved from the Council's capital spend and that off setting revenue budgets in this way does not have a negative impact upon overall capital scheme delivery – see Appendix 1 E10.
- 4.22. A further £1m of proposed efficiency savings is to come from the Concessionary Fares budget by capitalising on changes in contract arrangements, national trends and other minor opportunities. All these changes revolve around efficiencies, so there will be minimal impact on users – see Appendix 1 E11.
- 4.23. Three ETE proposals rely on either reducing or offsetting through income the net revenue spend on staff. The Trading proposal seeks additional income of £1.5m from increasing the net contribution from ETE's trading offer to external organisations, thereby helping to retain capacity and capability for the benefit of Hampshire – see Appendix 1 E3. The more that can be achieved through this proposal, the less that will need to be made from the Operating Model (see 4.24-4.25 below) and vice versa.
- 4.24. The ETE Operating Model saving (£1.55m) envisages a reduced headcount of revenue-funded staff by 30-50 full time equivalent posts based on average budgeted salary costs – see Appendix 1 E1. The Department would seek to minimise the impact on staff through the use of vacancy management, redeployment of staff where possible and exploring voluntary redundancy where appropriate. Both the Operating Model and the Trading proposal would need to be underpinned by further increases in productivity from, for example, applying further digital tools and business process reviews.
- 4.25. Over recent years the Department has become increasingly innovative in both resource allocation and, through digital solutions across the Department, enabling teams to become more productive with less resource. In Highways, for example, improved mobile working with the

Confirm IT system was introduced in 2013. More recently the service redesigned its operating model to introduce more central enquiry management and resource deployment through the new Highways Operations Centre, reducing demand on the area based professional teams.

- 4.26. The Charging proposal (£1.8m) would see the introduction of a full-cost recovery 'pay-as-you-go' model for discretionary activities via a) reviewing current charges, b) introducing charges for eligible services currently provided free of charge, & c) potentially introducing new chargeable services – see Appendix 1 E2.
- 4.27. The proposals set out in paragraphs 4.6-4.26 above combine to make the £19.005m target for ETE. Two of these service areas have a saving that could be added to, or replaced by, further benefits subject to legislative change. They are therefore not included in Appendix 1.
- 4.28. For Concessionary Fares, £5.2m could potentially be achieved from introducing a nominal fare of 50p for all journeys using older persons concessionary travel passes. This would allow the County Council to retain bus subsidies thus replacing most of the savings against Bus Subsidies and Community Transport with additional income.
- 4.29. The proposal for HWRCs set out in 4.12-4.14 above would be more than offset if there were a change in the law to allow a nominal universal access charge to HWRCs. It is estimated that an additional net benefit of £1.3m could be achieved from introducing a nominal site access fee of £1. This would be a net benefit from a total of £2.5m, as it would no longer be necessary to go ahead with site closures (£1.2m) as a result. While a universal access charge is not currently allowed under the law a trial to explore the potential benefits of asking for voluntary contributions for using HWRCs could also be explored.

## **5. Summary Financial Implications**

- 5.1. The savings target that was set for the Economy, Transport and Environment Department was £19.005m and the detailed savings proposals that are being put forward to meet this target are contained in Appendix 1.
- 5.2. The emerging benefits realisation profile reveals £16.130m of ETE's £19.005m target delivered by the 2019/20 target date with the later delivery of benefits offset by early savings, a strategy that has served ETE well to date. However, this profile is highly provisional and we fully expect to make changes and re-profile this after the consultation. It is quite possible the later savings could ultimately exceed the early ones.

## **6. Workforce Implications**

- 6.1. Appendix 1 also provides information on the estimated number of reductions in staffing as a result of implementing the proposals.

- 6.2. For the School Crossing Patrol proposal the impact on the staff providing the service would depend on whether or not alternative sources of funding for the service can be secured. The figure of 63 included in the appendix represents the maximum reduction of full time equivalent (i.e. 37 hour week) posts including current vacancies but it should be noted that average weekly hours worked by staff in this service are lower than this so the number of individuals potentially affected is correspondingly higher at 210. However, if alternative funding sources are confirmed the reductions will be lower or potentially not required at all.
- 6.3. The anticipated level of reduction required from the Operating Model proposal is between 30-50 full time equivalent (fte) posts based on an average budgeted salary cost per fte. The Department would seek in the first instance to achieve any required reductions in posts through vacancy management however it is not expected that this will be sufficient to achieve the overall level of reduction required.
- 6.4. The County Council's approach to managing down staff levels in a planned and sensitive way through the use of managed recruitment, redeployment of staff where possible and exploring voluntary redundancy where appropriate will be continued. The County Council will ensure appropriate consultation with staff and trade unions about workforce implications at the appropriate time and in accordance with County Council policies and procedures.
- 6.5. The Department will seek to release capacity by further productivity improvements, e.g. through effective use of digital tools and re-profiling overall staff numbers for example fewer specialist technical and professional staff focussing more closely on activities appropriate to their skills and expanding the flexible deployment of staff with transferable skills on a matrix basis. This will also mitigate the impact on service provision and staff to the extent that this capacity can be redeployed in providing traded services.

## **7. Consultation, Decision Making and Equality Impact Assessments**

- 7.1. As part of its prudent financial strategy, the County Council has been planning since February 2016 how it might tackle the anticipated deficit in its budget by 2019/20. As part of the Medium Term Financial Strategy, which was last approved by the County Council in July 2016, initial assumptions have been made about inflation, pressures, Council Tax levels and the use of reserves. Total anticipated savings of £140m are required and of this sum, savings targets to the value of £120m were set for departments as part of the planning process for balancing the budget.
- 7.2. The proposals in this report represent suggested ways in which departmental savings could be generated to meet the target that has been set as part of the Transformation to 2019 Programme. Individual Executive Members cannot make decisions on strategic issues such as Council Tax levels and use of reserves and therefore, these proposals, together with the outcomes of the *Serving Hampshire - Balancing the Budget* consultation

exercise outlined below, will go forward to Cabinet and County Council and will be considered in light of all the options that are available to balance the budget by 2019/20.

- 7.3. The County Council undertook an open public consultation called *Serving Hampshire – Balancing the Budget* which ran for six weeks from 3 July – 21 August. The consultation was widely promoted to stakeholders and residents through all available channels, including online, via the County Council’s website; Hampshire media (newspapers, TV and radio); and social media. Hard copies were also placed in Hampshire libraries and alternative formats, such as easy read, were made available on request.
- 7.4. The *Serving Hampshire – Balancing the Budget* consultation asked for residents’ and stakeholders’ views on ways the County Council could balance its budget in response to continuing pressures on local government funding, and still deliver core public services. Specifically, views were invited on several high level options as follows:
- reducing and changing services;
  - introducing and increasing charges for some services;
  - lobbying central government for legislative change;
  - generating additional income;
  - using the County Council’s reserves;
  - increasing Council Tax; and
  - changing local government arrangements in Hampshire.
- 7.5. A total of 3,770 responses were received to the consultation. The key findings from consultation feedback are as follows:
- The majority of respondents (65%) agreed that the County Council should continue with its financial strategy.
  - Responses were relatively evenly split between those who tended to support changes to local services and those who did not (50% agreed, 45% disagreed and 5% had no view either way).
    - Of all the options, this was respondents’ least preferred.
  - Two thirds of respondents (67%) agreed that the County Council should raise existing charges or introduce new charges to help cover the costs of running some local services.
  - Over half of respondents (57%) agreed that the County Council should lobby the Government to vary the way some services are provided, and enable charging where the County Council cannot levy a fee due to statutory restrictions.
    - Of all the options presented, generating additional income was the most preferred option.



- On balance, the majority of respondents (56%) agreed that the County Council should retain its current position not to use reserves to plug the budget gap.
    - Of all the options, this was respondents' second least preferred.
  - Respondents would prefer the County Council to continue with its plans to raise Council Tax in line with Government policy (50% ranked this as their preferred approach to increasing Council Tax).
    - Of all the options, increasing Council Tax was respondents' second most preferred.
  - More than half of those who responded (64%) agreed that the County Council should explore further the possibility of changing local government structures in Hampshire.
- 7.6. Executive Lead Members and Chief Officers have been provided with the key findings from the consultation to help in their consideration of the final savings proposals. In particular, as a result of the feedback on service issues, the County Council will seek wherever possible to:
- minimise reductions and changes to local services, and continue to ensure that resources are prioritised on those who need them most, i.e. vulnerable adults and children;
  - increase and introduce charges to cover the costs of some local services. Where the County Council is unable to charge for services due to statutory restrictions, the County Council will continue to lobby the Government for legislative change;
  - maximise further income generation opportunities.
- 7.7. The proposals set out in Appendix 1 have, wherever possible, been developed in line with these principles but inevitably the effect of successive reduction programmes over a 9 year period will begin to have an impact on the services that can be provided.
- 7.8. In some cases, the proposals in this report will be subject to further, more detailed public consultation if they are ratified by the Cabinet and Full Council in October and November respectively, at which the overall options for balancing the budget will be considered in light of the consultation results.
- 7.9. In addition to the consultation exercise, Equality Impact Assessments have been produced for all of the detailed savings proposals outlined in Appendix 1 and these have been provided for information in Appendix 2. These, together with the broad outcomes of the consultation, have helped to shape the final proposals presented for approval in this report.

## **8. Recommendation**

- 8.1. To approve the submission of the proposed savings options contained in this report and Appendix 1 to the Cabinet.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

- 1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
  - Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
  - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

#### **Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **1.2 Equalities Impact Assessment:**

A full Equalities Impact Assessment has been undertaken for each of the savings options and these are included as a separate appendix to this report.

### **2. Impact on Crime and Disorder:**

- 2.1 No impact on crime and disorder is anticipated from this decision. Further decisions to implement any associated future work programmes will be assessed separately.

### **3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption? See below
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No impact on the County Council's carbon footprint or ability to adapt to climate change is anticipated from the recommendations included in this report. Any further, associated decisions will be assessed separately.

## Economy, Transport and Environment – Proposed Savings Options (Subject to consultation where appropriate)

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E1	<b>ETE Operating Model</b> Reduce department-wide staff revenue costs whilst still delivering good quality ETE core services for customers. <sup>(1)</sup>	The ETE Operating Model will introduce new ways of working, including digital, across all of the Department's services. This will primarily impact on staff, through reducing the staffing establishment in the Department by between 30-50 full time equivalent posts. The Department would seek in the first instance to achieve the required reductions in posts through vacancy management. There may be a possible increase in standard responses to public enquiries or work requests, increased response times for non-standard enquiries and reduced capacity to attend site meetings.	300	1,550	1,550	30-50
E2	<b>Income – Charging</b> 1. Review of current charges for discretionary services. 2. Potential introduction of charge for discretionary services currently provided free of charge. 3. Potential introduction of new chargeable discretionary services. <sup>(1)</sup>	In most cases the service itself won't change from a customer perspective, but will be offered at a revised price. Some new/additional charged for services might be introduced to enhance the portfolio and customer experience. In some areas staff might be required to develop new skills or new ways of working.	700	1,800	1,800	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E3	<b>Trading</b> To retain staff capacity to deliver a good level of service to Hampshire residents by increasing the net revenue income from traded services and reducing costs to the County Council <sup>(1)</sup>	New/enhanced traded service delivery model will require some staff to adopt more commercial ways of working. Potential ultimate requirement for a new trading arrangement or vehicle.	800	1,500	1,500	
E4	<b>Highways Contract</b> To achieve further revenue savings (on top of the £4.6m already secured as part of Tt17) through service efficiencies and the creation of a new integrated operating model.	The new (from Aug 2017) Hampshire Highways Services Contract will introduce a new operating model that will have an impact on staff from both the Council and the new service provider, as it will introduce more collaborative and innovative ways of working. The new contract will focus on the optimisation of revenue spend. More capital improvement works will also be placed through this contract.	200	200	200	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E5	<b>Highways Winter Maintenance</b> Review and rationalisation of the Council's salting network and associated operational activities.	This opportunity will optimise the use of the available assets and technology to reduce the cost of providing the service. There may be an impact on Hampshire residents from a planned review of the salted network. There may be an impact on Highways staff as new ways of service delivery might be required.	0	500	500	
E6	<b>Street Lighting</b> To achieve revenue savings by reducing the energy requirements for street lighting, and through the implementation of operational efficiencies.	Dimming street lights reduces the level of illumination making streets darker for motorists and pedestrians. Road signs and markings are retro-reflective and will appear bright in vehicle lights, reducing the impact of dimmer street lights. It is possible to vary the dimming by time of day and location to provide brighter lighting when required for site specific reasons. Switching off street lights altogether would have the greatest impact, but would likely be limited to the middle of the night (e.g. 1am to 4am) and not applied everywhere (e.g. not town centres). Large parts of the road network have no street lighting.	275	525	525	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E7	<p><b>School Crossing Patrols</b> To make this service cost neutral by securing alternative sources of funding, and/or making service reductions.</p>	<p>The optimum outcome of an alternative funding model would see no impact on service users. However, this option would impact upon school or community budgets, though the contribution requested for a single patrol would be relatively small. The Council would still manage the service.</p> <p>Other options would see a reduction in the number of school crossing patrols employed, and a potential impact upon service users in terms of perception of safety for walks to school.</p> <p>This is a discretionary service and therefore changes will not affect the statutory responsibility of parents or guardians to get their child safely to school.</p>	0	800	1,200	0-63
E8	<p><b>On Street Parking and other Parking Charges</b> To explore the opportunity to address traffic and safety issues through implementing consistent, county-wide approaches to on-street parking pay and display and other parking</p>	<p>The savings would be achieved by providing a single countywide, standardised approach to civil parking enforcement. This could see an impact upon staff, principally in District Councils who currently deliver the service. There would be a potential impact upon service users as some parking charges might increase and new charges be introduced.</p>	50	100	900	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
	controls.					
E9	<b>Agency Agreements</b> Ending all current transport and traffic agency agreements with the District Councils to be replaced with a new delivery arrangement better reflecting current policy and financial priorities.	Known impacts will be a reduction in the respective Highways Development Planning and Traffic Management agency budgets, efficiencies in the delivery of the Highways Development Planning Service, and more restricted district activity in Traffic Management, which could see a low impact upon some service users. There is potentially an impact upon mainly District Council staff arising from TUPE, which remains to be quantified. As this opportunity progresses, further adjustments to the delivery of these services may be pursued, the impact of which cannot yet be quantified.	300	500	500	



Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E10	<b>Revenue works charging review</b> Maintenance works currently charged to revenue will be charged to capital to reflect CIPFA regulations.	Impact on services will be minimal. However, a coherent approach will be needed to ensure that best value is still achieved from the Council's capital spend and that off setting revenue budgets in line with CIPFA regulations does not have a negative impact upon capital scheme delivery.	455	455	455	
E11	<b>Concessionary Fares</b> Capitalise upon changes in contract arrangements, national trends, and opportunities to reduce Council investment in service or, subject to changes in the law, to introduce nominal charges to realise efficiencies and savings.	Impact upon service users from these proposals should be minimal as they revolve around making more efficient use of existing budgets to reflect changing user trends. If HCC were, subject to legal changes, introduce a nominal charge, then there would be an impact upon some service users who would be obliged to make a small financial contribution to their journeys.	800	1,000	1,000	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E12	<p><b>Bus Subsidies and Community Transport</b> Stopping the community transport service and withdrawal of all current County Council funded bus subsidies.</p>	<p><i>Community Transport</i> – impact upon community transport users as they might be required to use a wider selection of service providers depending on their needs and circumstances. There is also likely to be an impact upon community service providers, local authorities and voluntary organisations.</p> <p><i>Bus subsidy</i> - withdrawal of this subsidy may affect choice and frequency of bus services available to users and possibly affect income for bus operators.</p>	0	4,000	4,000	
E13	<p><b>Waste Disposal Contract</b> To reduce the cost of managing waste across Hampshire.</p>	<p>Impact upon residents largely via communications programme(s) designed to either reduce the amount of waste that is created and/or to increase the amount of waste that is recycled. Additional impact on partners (District Councils and Veolia) for whom various options will be dependent upon changes in their own practices. Hampshire wide co-operation between authorities will be needed to underpin some of the opportunities.</p>	1,000	2,000	3,675	

Ref	Service Area and Description of Proposal	Impact of Proposal	2018/19	2019/20	Full Year Impact	Staffing Impact
			£'000	£'000	£'000	FTE
E14	<p><b>Household Waste Recycling Centres (HWRCs) Service Review</b></p> <p>To achieve a significant reduction against the ongoing cost of managing Hampshire's Waste Recycling Centres network.</p>	<p>Hampshire currently provides more HWRCs than comparable authorities with almost 85% of the population currently within five miles of an HWRC. Closure of up to half of the HWRCs network will result in longer travel distances for some users in order to dispose of their waste. There is also the potential for amended opening hours across the HWRC network, which could either limit or enhance users' ability to access the service dependant on location.</p> <p>Subject to a change in the law, an introduction of a nominal charge for access to the HWRCs would have an impact upon service users who would be obliged to make a small financial contribution to dispose of their waste. However, this would also eliminate the need for site closures.</p>	300	1,200	1,200	
<b>Totals</b>			<b>5,180</b>	<b>16,130</b>	<b>19,005</b>	<b>0-113</b>

(1) Savings E1-E3 depend in part on proposals to be considered by the Executive Member for Economic Development on 19 September 2017

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# **ENVIRONMENT POLICY AND REVIEW PANEL WORK PROGRAMME**

Set out below are the key issues which form the Panel's on-going work programme. The topics covered reflect the following:

- the development of a new policy for recommendation to the Cabinet
- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them. An update will be submitted to each meeting of the Panel.

## **ENVIRONMENT PORTFOLIO ACCOUNTABILITY AND AREAS OF RESPONSIBILITY**

### **Planning and Building Control**

To carry out all functions falling to be determined by the Council in relation to planning policies including regional, structure and local plans and non-statutory development plans and policies.

To carry out the Council's functions in respect of the necessary statutory provisions in relation to all matters related to applications for and enforcement action under the building regulations and issues relating to the building acts and any other associated legislation, regulations and provisions, including provisions on dangerous buildings and structures and means of escape in case of fire.

To deal with the planning and transportation policy aspects of major development and re-development proposals.

To carry out the Council's functions in respect of the definition and re-definition of conservation area boundaries and policy issues relating to trees and nature conservation.

To study planning and transportation proposals outside the Borough, which may affect the Borough, and to make representations thereon as appropriate.

To exercise the Council's functions in the preparation, approval and management of schemes for environmental improvements in the Borough.

To approve and administer schemes for historic buildings and access grants

To deal with planning policy aspects of economic development proposals in the Borough

To deal with matters relating to service administration and working arrangements in relation to the Development Control Service.

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### **Economy and Regeneration**

To promote the regeneration of the Borough through the development of policies and initiatives to promote the long-term success of the local economy and through the development of partnerships with local and regional organisations in relation to town centres and local centres.

To control and manage markets.

To liaise with the European Community, the Government Office for the South East and other appropriate bodies and to, where possible, seek financial assistance for initiatives to assist regeneration and the local economy.

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## Street Scene Services

To deal with all highways matters either under statute for action by the Council or under agency arrangements with the appropriate highway authority, including:-

- Matters relating to the regulation of traffic, restrictions on the use of highways (including the making of traffic regulations orders) and the provision of parking places;
- Matters concerning the control, naming and lighting of streets (including the numbering of houses, siting of litter bins and other street furniture), and the exercise of the Council's powers under the New Streets Byelaws ;
- Matters relating to private streets, including their making up under private street works procedures or the advance payments code;
- Adoption of highways; and
- Approval of the siting of telephone kiosks, post boxes, cables, mains and other apparatus in, under and over the highway.

To deal with the removal and disposal of abandoned vehicles

To deal with all issues in relation to the provision and management of car parks (including parking charges and the provision of parking bays for the disabled).

To deal with matters relating to road safety, in conjunction with the County Council, as appropriate.

To deal with matters relating to the street scene including street cleansing (highways, parks, car parks, the provision of litterbins, removal of flytips and litter education).

To deal with discretionary matters relating to land drainage.

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## Environmental Health

Page 78 To exercise environmental health powers (other than those licensing powers dealt with by the Licensing Committee) exercised by the Council in relation to the following issues:-

- public conveniences;
- refuse, salvage, waste collection/disposal, recycling and waste minimisation;
- cemeteries, burial grounds and crematoria;
- environmental health issues in relation to the control of markets;
- Sunday trading;
- caravans and caravan sites;
- food safety and hygiene matters;
- infectious diseases;
- pest control; and
- control of dogs.

To develop the policy framework in relation to the environmental health functions to be discharged by the Council (including those issues identified under the Licensing Committee) and to make recommendations to the Council where such policies affect the overall policy framework of the Council.

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## Other Matters

To carry out all statutory and discretionary functions relating to sewers and drains.

To deal with all matters relating to the administration and enforcement of the Council's byelaws relating to the functions of the portfolio.

To deal with issues relating to the letting and monitoring of contracts relating to the functions in the portfolio.

To develop and monitor initiatives for landscaping and Christmas decorations for shopping areas, etc.



**WORK PROGRAMME - ON-GOING ITEMS**

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
29.05.01  (06.06.17)	<p><b>Parking Management</b></p> <p>To review the objectives of the Parking Management section, monitor their achievement and make recommendations.</p>	<p>The Panel receives an annual report from the Parking Service on arising issues such as dealing with persistent offenders, blue badge misuse, signage, abandoned vehicles and verge parking.</p> <p>A Working Group had been established in November 2016 to develop the car parking strategy and the Panel received an update at <b>6 June 2017</b> meeting.</p>	<p>The Working Group had been disbanded in October 2017 due to the changes to on-street parking proposed in the Hampshire County Council Transformation to 2019 programme which would affect a large proportion of the strategy.</p>	<p>Peter Amies, Head of Community                      Tel. (01252) 398750                      Email.  <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
28.06.05  (11.04.17)	<p><b>Farnborough Town Centre</b></p> <p>To receive updates on the Farnborough Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Farnborough Town Centre.</p> <p>A Farnborough Town Centre Working Group was set up to focus on the development and marketing of the town centre. Members of the Group are Crs. R.L.G. Dibbs, C.P. Grattan, D.S. Gladstone, P.J. Moyle, Marina Munro, L.A. Taylor, and P.G. Taylor.</p>	<p>The Panel received a progress update from the Working Group at the <b>11 April 2017</b> Panel meeting.</p>	<p>Andrew Lloyd, Chief Executive                      Tel: (01252) 398397  <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
<p>09.07.05 (06.06.17)</p>	<p><b>Aldershot Town Centre</b></p> <p>To receive updates on the Aldershot Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Aldershot Town Centre.</p> <p>An Aldershot Town Centre Task and Finish Group was replaced by the Aldershot Regeneration Group for the 2016/17 municipal year to focus on the regeneration of the town centre.</p>	<p>An update was received on Aldershot Town Centre on <b>6 June 2017</b>. The Aldershot Regeneration Group was a Cabinet Group and updates would be provided to the Cabinet in future.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>
<p>10.11.15</p>	<p><b>Markets</b></p> <p>To review the progress with the Aldershot and Farnborough markets/ car boot sales.</p>	<p>In January, 2015 Cabinet had agreed to bring the operation of the markets and car boot sales 'in-house'.</p> <p>The Farnborough Tuesday market had opened in March, 2015 followed by the Sunday market in May, 2015.</p> <p>The Aldershot Saturday market had opened in June, 2015.</p>	<p>An update on the performance of the markets and car boot sales and details on the impact of recent changes was provided at the Farnborough Town Centre Working Group on 15 February 2017.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
09.06.15 (05.04.16)	<p><b>Recycling, waste collection and environmental crime and grime</b></p> <p>To review the progress of recycling, monitor implementation, performance and make recommendations on future developments.</p>	<p>A presentation was received by Serco, the new waste and recycling contractor at the Panel meeting on 11 April 2017.</p>	<p>Serco would be invited to a future Panel meeting to provide feedback on performance once the contract was being delivered.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
19.02.13 (06.06.17)	<p><b>Hampshire Highways - Panel Monitoring</b></p>	<p>The Panel would be monitoring the Council's highways improvement in the future.</p> <p>The Panel considered the schemes to be included in the 2015/16 Rushmoor Programme at the September 2014 meeting.</p>	<p>The Panel received details on the changes to the Highway Agency agreements at the 6 June 2017 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
18.11.14 (08.11.16)	<p><b>Aldershot Crematorium and Cemeteries</b></p>	<p>The Panel received a presentation in November, 2014 on the work of the Bereavement Service and received details about a new scheme to recycle metal parts.</p>	<p>The Panel to received and update on sustainability and maintenance of Rushmoor's cemeteries at November 2016 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
09.05.12 (26.01.16)	<b>Outside bodies contribution</b>	The Council's Conservation Team, Rowhill Nature Reserve, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority, Friends of Brickfields Country Park and Cove Brook Greenway Group attended the 26 January 2016 meeting.	A further update would be presented to the Panel in due course.	Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>
20.01.15 (06.09.16)	<b>Overnight Toilets in Aldershot Town Centre</b>	Following a proposal by Cr. Jeremy Preece, and consideration of the various options, the Panel recommended that a scheme for additional toilet provision in Aldershot Town Centre be evaluated prior to consideration by Cabinet.	A further proposal from Cr. Jeremy Preece was made at the 6 September 2017 Panel meeting. It was referred to the Aldershot Regeneration Group.	Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>
31.01.17	<b>Demolition of Buildings and Dangerous Structures</b>	Details received from Building Control and Environmental Health on the procedure for dealing with demolition and dangerous structures at the 31 January 2017 meeting.	The Panel noted the position and requested additional monitoring on individuals that had not followed correct procedures in the past.	Martin Hobley, Building Control Partnership Manager Tel. (01252) 398723 Email. <a href="mailto:martin.hobley@rushmoor.gov.uk">martin.hobley@rushmoor.gov.uk</a>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
31.01.17	<b>Aldershot Catchment Study and Lead Local Flood Authority</b>	Eight20 informed the Panel on the Aldershot Catchment Study and the proposed scheme to address the flooding issues. HCC as the Lead Local Flood Authority attended to advise on the Local Flood Risk Management Strategy.	The Panel requested regular updates on the progress of the work to address the flooding issues in Aldershot.	Helen Payne, Principal Environmental Health Officer Tel. 01252 398170 Email. <a href="mailto:helen.payne@rushmoor.gov.uk">helen.payne@rushmoor.gov.uk</a>
05.09.17	<b>Christmas Activity in the Borough</b>	The Panel received information from Council Officers and representatives from Princesmead and The Meads regarding current activities planned for Christmas 2017. A number of actions were agreed to be taken forward.	A review of the Christmas activity in 2017 would be carried out at the March 2018 Panel meeting and officers would report back on the costs of additional activity in 2018.	David Phillips, Town Centre and Cultural Manager Tel. 01252 398570 Email. <a href="mailto:david.phillips@rushmoor.gov.uk">david.phillips@rushmoor.gov.uk</a> John Trusler, Principal Engineer Tel. 01252 398377 Email. <a href="mailto:john.trusler@rushmoor.gov.uk">john.trusler@rushmoor.gov.uk</a>
23.01.18	<b>Serco</b>	The Panel received an update on the Serco contract delivery six months into the contract.	An update would be provided at the September 2018 Panel meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a> James Duggin, Contracts Manager Tel. (01252) 398167 <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
23.01.18	<b>Farnborough Civic Quarter Masterplan</b>	The Panel received a report on the position with the Farnborough Civic Quarter Masterplan.	Details on the Farnborough Growth Package would be provided at a future meeting.	Karen Edwards, Corporate Director Tel. (01252) 398800 <a href="mailto:karen.edwards@rushmoor.gov.uk">karen.edwards@rushmoor.gov.uk</a> Nick Irvine, Principal Planning Officer Tel. (01252) 398739 <a href="mailto:nick.irvine@rushmoor.gov.uk">nick.irvine@rushmoor.gov.uk</a>

Chairman – Councillor David Gladstone

Lead Officer – Ian Harrison, Corporate Director, Tel. (01252) 398400, Email. [ian.harrison@rushmoor.gov.uk](mailto:ian.harrison@rushmoor.gov.uk)

Last Updated: 07 February, 2018

## ENVIRONMENT POLICY AND REVIEW PANEL WORK FLOW – 2017-2018

<b>31 January 2017</b>	<ul style="list-style-type: none"> <li>• Aldershot Catchment Study - Thames Water Utilities</li> <li>• Hampshire County Council – Lead Local Flood Authority</li> </ul>
<b>11 April 2017</b>	<ul style="list-style-type: none"> <li>• Rushmoor Local Plan – final draft submission</li> <li>• Waste Recycling Contract – Presentation from new Contractor</li> <li>• Update from Farnborough Town Centre Working Group</li> </ul>
<b>6th June 2017</b>	<ul style="list-style-type: none"> <li>• Highway Agency Agreements</li> <li>• Update on the development of the Car Parking Strategy</li> <li>• Update on Aldershot Regeneration</li> </ul>
<b>5th September 2017</b>	<ul style="list-style-type: none"> <li>• Christmas Activity in the Borough</li> </ul>
<b>7th November 2017</b> <i>Joint meeting with Leisure and Youth Policy and Review Panel</i>	<ul style="list-style-type: none"> <li>• Southwood Golf Course consultation</li> </ul>
<b>23 January 2018</b>	<ul style="list-style-type: none"> <li>• Serco – contract delivery performance feedback</li> <li>• Farnborough Civic Quarter</li> </ul>
<b>27 February 2018</b>	<ul style="list-style-type: none"> <li>• HCC Transformation to 2019 programme</li> <li>• Business Improvement Districts – potential for application</li> </ul>
<b>20 March 2018</b>	<ul style="list-style-type: none"> <li>• Review of Christmas 2017 activity and update on costs</li> <li>• Firework – environmental noise pollution</li> <li>• Aldershot Catchment Study – Update</li> </ul>
<b>Items for Future Meetings</b>	<ul style="list-style-type: none"> <li>• Temporary Lights/Road Works – co-ordination of works</li> <li>• Farnborough Growth Package – update on proposals</li> <li>• Food Safety and Hygiene</li> <li>• Flooding in the Borough</li> <li>• Parking on Grass Verges</li> <li>• Serco – six-monthly update (Sept 18)</li> <li>• Environmental Nuisance / Littering Pilot Project with East Hants DC – update on progress (Nov 18)</li> <li>• Neighbourhood Shopping Facilities Policy (Local Plan)</li> <li>• Historic England – Conservation Area Assessment (Local Plan)</li> </ul>
<b>Upcoming Items on Cabinet Work Programme</b>	<ul style="list-style-type: none"> <li>• High Street Multi-Storey Car Park – 6 March</li> </ul>

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