



RUSHMOOR BOROUGH COUNCIL

SPECIAL MEETING OF THE CABINET

Wednesday, 1st February, 2017 at 7.00 p.m.
at the Council Offices, Farnborough

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **14th February, 2017**.

84. EXCLUSION OF THE PUBLIC –

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

Minute No.	Schedule 12A Para. No.	Category
85	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

85. **AWARD OF THE WASTE, RECYCLING, STREET CLEANSING, GROUNDS AND PUBLIC CONVENIENCES CONTRACT(S) –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1704 and confidential appendix, which sought approval to award the Council's contracts in respect of waste and recycling collections, street cleansing, grounds maintenance and the cleaning of public toilets.

Members were informed of the sensitive nature of the information contained in the confidential appendix and, subsequently, discussed at the meeting. It was stressed that the details of the contractors involved and any financial details could not be disclosed at that stage, to prevent jeopardising the legally prescribed procurement process.

The Cabinet was reminded that bidders had submitted expressions of interest in respect of three lots:

- Lot 1 – Waste collection and street cleansing
- Lot 2 – Grounds maintenance and toilet cleaning
- Lot 3 – Combination of Lots 1 & 2

Members were informed that some bidders had pulled out of the process prior to the Competitive Dialogue stage and another had pulled out afterwards. The bids for the first stage had been received in November, 2015 and had been assessed on quality and price, with separate evaluation teams considering each element independently. At that stage, the evaluation had been weighted 60:40 in favour of quality over price. This had had the effect of identifying and eliminating any poor quality bids at an early stage. At subsequent stages, the weighting had been equalised. This process had produced a short list of three bidders for each of the three lots, including some companies that had been shortlisted for more than one lot.

Stage 2 submissions had been received from the remaining bidders in March, 2016 and, overall, these had been of a better quality than the submissions received previously. Prices had been keen and had demonstrated potential savings for the Council. It was felt that this improvement in quality had been brought about, in part, by the use of the Competitive Dialogue process. At that stage, one further bidder on each lot had been eliminated, leaving two bidders in respect of each lot.

It was reported that a further two and a half weeks of Competitive Dialogue had been carried out with bidders in October, 2016 and final tenders had been received during December, 2016. These had been evaluated and moderated during January, 2017, using a scoring system set up to identify the arrangement that would be the most economically advantageous for the Council. The system had involved the independent scoring of each of the

submitted Method Statements in terms of price and quality, followed by the ranking of the bids accordingly to the combined score. The confidential appendix set out the scores and the final ranking.

The Cabinet was informed that the Future Contracts Member Working Group had continued to meet regularly throughout the process. The Group had carried out scrutiny and had supported the process in many ways. Members of the Group had been directly involved at various stages, including carrying out visits to the premises of bidders and assisting with the evaluation of the final tenders. The Group had met on Monday 30th January, 2017 and had endorsed the recommendations set out in the Report. A member of the Group, Cr. C.P. Grattan, was invited to address the meeting. Cr. Grattan expressed disappointment that the Council had not decided to pursue a Joint Venture with Norse, rather than procure a new contract. He was, however, pleased to offer his support to the outcome of the procurement exercise.

The Cabinet discussed the contents of the Report and confidential appendix and asked questions to seek clarification in many areas, including recycling rates, weed treatment and the removal of chewing gum and other detritus. In particular, Members welcomed the financial savings and numerous service improvements that were offered by the proposed new contract.

The Cabinet RESOLVED that

- (i) the award of the Waste, Recycling, Street Cleansing, Grounds and Public Convenience contract(s) to the contractor(s) set out in the confidential appendix to the Head of Community and Environmental Services' Report No. COMM1704 be approved;
- (ii) a supplementary estimate of £22,000 for 2017/18 onwards, to cover the annual costs of the residents' survey and the visual inspection of street cleansing, be approved; and
- (iii) the provision of £155,000 from the flexible use of capital receipts, to cover the additional mobilisation and IT costs, be approved (the formal authorisation of the flexible use of capital receipts was included within the Capital Programme 2017/18, which would be submitted to the Cabinet on 7th February, 2017 for recommendation to the Council on 23rd February, 2017).

The Meeting closed at 8.01 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL



RUSHMOOR BOROUGH COUNCIL

CABINET

*Tuesday, 7th February, 2017 at 7.00 p.m.
at the Council Offices, Farnborough*

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **21st February, 2017**.

86. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 10th January, 2017 were confirmed and signed by the Chairman.

87. **REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX LEVEL –**

(Leader of the Council)

The Cabinet considered the Head of Financial Services' Report No. FIN1708, which made final recommendations on the budget, Council Tax requirement and proposals for budget savings for 2017/18. The Report also set out the General Fund revenue budget summary, detailed base revenue budgets in Cabinet portfolio order, lists of additional items for inclusion in the budget and the Capital Programme.

At its meeting on 20th September, 2016, the Cabinet had considered and endorsed the Head of Financial Services' Report No. FIN1619 which had included the Council's Medium Term Financial Strategy for 2016/17 – 2019/20 and had set out the high level strategic financial direction for the Council, after taking account of the Medium Term Financial Forecast. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in the Report, which also outlined the way in which these increased risks would be mitigated by maintaining current reserves, such as the Stability and Resilience Reserve, to protect the Council from adverse fluctuations in its financial position and the Service Improvement Fund, to ensure sufficient resources were available to progress key invest-to-save projects. This would enable the Council to take a strategic, longer term approach that built upon the Council's 8-Point Plan, focusing on key projects that would contribute towards the savings required to maintain a balanced budget, while moving the Council towards financial stability in the medium to long term.

The Cabinet was advised that the Report had been prepared on the basis that there would be no change to the provisional local government finance settlement figure. Any changes which materially altered the figures contained in the budget summary, particularly in respect of the local government finance settlement figure or the operation of the Business Rates Retention Scheme, would be made by the Council's Section 151 Officer, in consultation with the Leader of the Council, under the delegation arrangements agreed by the Council on 20th January, 2014.

The General Fund Revenue Budget would enable the Council to deliver services at similar to current levels and identified reductions in the level of net spending of £550,000, to be delivered during 2017/18. The General Fund summary showed that the revenue balances were expected to be marginally above £1.5 million by the end of 2017/18. This was at the mid-point of the approved range of balances of £1 million - £2 million and was deemed to be acceptable given the levels of risks and uncertainty that had been identified. The General Fund Revenue Budget assumed a £5 increase in a Band D charge for Council Tax, which accorded with Government policy assumptions and fell within the permissible level of increase before triggering a local referendum. This equated to an increase of 2.66% per annum for a Band D property. The Cabinet was advised that the Business Rate Retention Scheme represented a volatile income stream and, for this reason, it was necessary to maintain sufficient reserves to meet any unforeseen shocks to the system. Future changes to the New Homes Bonus and the pace and extent of the Council's invest-to-save programme and regeneration plans would bring further potential pressures to the revenue budget over the medium term. Additional items for inclusion in the budget had been kept to a minimum and were only included where they had been identified as having a high priority in terms of achieving the Council's aims. These items were expected to total £63,010 in 2017/18.

The Capital Programme of £13.6 million in 2017/18 was set out in Appendix 4 of the Report. The Programme no longer included contributions

from the Council's revenue account as these would now be used to cover borrowing costs, when required. Implementation of the core Programme in 2017/18 would require the use of £10.3 million in capital receipts or from borrowing, together with £3.3 million use of developers' Section 106 contributions and income from other capital grants.

Under Section 25 of the Local Government Act, 2003, the Head of Financial Services, being the Council's Chief Finance Officer, was required to report to the Council on the robustness of the estimates contained in the budget and the adequacy of the reserves maintained by the Council. The Council had to have regard to this report when making its decisions on the budget. The Chief Finance Officer was satisfied that the budget was robust and that it was supported by adequate reserves.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
 - (a) the General Fund Revenue Budget Summary, as set out in Appendix 1 of the Head of Financial Services' Report No. FIN1708;
 - (b) the detailed General Fund Revenue Budget Summary, as set out in Appendix 2 of the Report;
 - (c) the additional items for inclusion in the budget, as set out in Appendix 3 of the Report;
 - (d) the Council Tax requirement of £5,863,664 for this Council;
 - (e) the Council Tax level for Rushmoor Borough Council's purposes of £192.73 for a Band D property in 2017/18;
 - (f) the Capital Programme, as set out in Appendix 4 of the Report;
 - (g) the Head of Financial Services' Report under Section 25 of the Local Government Act, 2003, as set out in the Report;
 - (h) the holding of reserves, as set out in the Report; and
- (ii) **RESOLVED** that authority be delegated to the Council's Section 151 Officer, in consultation with the Leader of the Council and the Cabinet Member for Corporate Services, to make any necessary changes to the General Fund Summary arising from the final confirmation of the Local Government Finance Settlement and the Business Rates Retention Scheme estimates.

88. **ANNUAL TREASURY MANAGEMENT STRATEGY 2017/18 AND PRUDENTIAL INDICATORS FOR CAPITAL FINANCE –**
(Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1705, which set out an update to the Treasury Management and Prudential Indicators for 2016/17, the Treasury Management Strategy for 2017/18, the Annual Borrowing Strategy, the Annual Investment Strategy, the Prudential Indicators for Capital Finance and the Minimum Revenue Provision Statement. Members were reminded that the purpose of the treasury management operation was to ensure that the Council's cash flow was planned, so that sufficient cash was available when needed but also that any surplus funds were invested in counterparties or instruments, in line with the Council's agreed Investment Strategy. The Strategy allowed for the use of a wide range of financial institutions and investments, after due consideration of security and liquidity, to enable the generation of improved returns. The Strategy also provided the flexibility to pursue a range of diverse investment opportunities, within appropriate investment boundaries, in line with the advice from the Council's treasury advisers, Arlingclose. It was reported that, while investment holdings remained significant, the Council would incur some borrowing to support the financing of its Capital Programme in the current year.

The Cabinet RECOMMENDED TO THE COUNCIL that approval be given to:

- (i) the revised Treasury Management and Prudential Indicators for the year 2016/17, as set out in Appendix A of the Head of Financial Services' Report No. FIN1705;
- (ii) the Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, as set out in Appendix B of the Report;
- (iii) the Prudential Indicators, as set out in Appendix C of the Report; and
- (iv) the Minimum Revenue Provision (MRP) Statement, as set out in Appendix D of the Report.

89. **RUSHMOOR BOROUGH COUNCIL PLAN 2017/18 –**
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1701, which introduced the draft Rushmoor Borough Council Plan for 2017/18.

Members were informed that the proposed Council Plan had built on the four priorities and 36 key actions that had been identified by the Cabinet. The development of the Plan had taken into account the need to respond to

the continued economic pressures and uncertainty that local government faced. It was confirmed that the document would be regularly monitored to ensure that progress was being made against the agreed priorities.

The Cabinet RECOMMENDED TO THE COUNCIL that the Rushmoor Borough Council Plan 2017/18, as set out in the Directors' Management Board's Report No. DMB1701, be approved.

90. **REVIEW OF DISCRETIONARY RATE RELIEF 2017/18 –**
(Concessions and Community Support)

The Cabinet considered the Head of Financial Services' Report No. FIN1709, which set out discretionary rate relief applications made by organisations in respect of the beginning of the new five year rating list, which would take effect from April, 2017.

The Cabinet was reminded that discretionary rate relief was granted to charities and not-for-profit organisations to offset business rate liabilities. The Cabinet Member for Concessions and Community Support had carried out a review of the amounts and periods of discretionary rate relief and had made a number of recommendations, which were set out in the Report. It was proposed that, in the cases of four specific organisations, a different approach should be taken and the reasons for this were set out in the Report. Furthermore, it was proposed that, where organisations had not yet returned an application, the Cabinet Member for Concessions and Community Support should be authorised to decide on the level of relief to be awarded, based on the adopted approach.

The Cabinet RESOLVED that

- (i) discretionary rate relief awards, as set out in the Head of Financial Services' Report No. FIN1709, be approved;
- (ii) the proposed approach for the four organisations, as set out at paragraph 4.9 of the Report, be endorsed; and
- (iii) where organisations had yet to return an application, the Cabinet Member for Concessions and Community Support be authorised to determine the level of support to be awarded, once the application had been received and assessed.

NOTE: Cr. P.G. Taylor declared an interest in this item in respect of his involvement with The Triangle bookshop and café, which was, currently, in receipt of discretionary rate relief and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

91. **DEPLOYMENT OF RIGHT TO BUY CAPITAL RECEIPTS TO THE NORTH TOWN REGENERATION SCHEME –**
(Health and Housing)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1703, which sought approval to utilise Right to Buy receipts, including all interest accrued, to the sum of £457,775.67 in support of the North Town regeneration scheme. The regeneration of North Town was a strategic housing priority for the Council. First Wessex had requested that the money was made available to contribute towards the funding of units of affordable housing. The Right to Buy Agreement stated that Right to Buy receipts would be used for the provision of affordable housing in Rushmoor.

The Cabinet RESOLVED that the deployment of Right to Buy receipts, including all interest accrued, to the sum of £457,775.67 in support of the North Town regeneration scheme be approved, as set out in the Head of Environmental Health and Housing's Report No. EHH1703.

92. **PRIVATE SECTOR RENT HOUSING COMPANY –**
(Health and Housing)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1704, which set out options for the development of a housing company to help the Council to meet the Borough's housing needs.

The Report set out details of the demand for private rented accommodation. Officers had researched the options for setting up a housing company, through which the Council would be able to provide private rented homes. It was felt that the development of a wholly owned housing company would best enable the Council to deliver the priority of providing more homes in the Borough.

The Cabinet discussed the proposal and was supportive of the principle of developing a housing company.

The Cabinet RESOLVED that

- (i) the principle of setting up a wholly owned housing company, initially to develop and/or purchase property for private rent lettings, as set out in the Head of Environmental Health and Housing's Report No. EHH1704, be approved; and
- (ii) the Head of Environmental Health and Housing, in consultation with the Solicitor to the Council and the Head of Financial Services, be authorised to:
 - prepare a brief and seek quotes for external advice on housing market demand, legal, financial, insurance and tax issues arising from setting up a company; and

- progress the detailed arrangements for setting up the housing company, in consultation with the Cabinet Members for Health and Housing and Corporate Services, as required.

93. **ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 – DRAFT PUBLIC SPACES PROTECTION ORDERS –**
(Business, Safety and Regulation)

The Cabinet considered the Head of Environmental Health and Housing’s Report No. EHH1706, which set out the provisions set out in the Anti Social Behaviour, Crime and Policing Act 2014 in relation to the introduction of Public Spaces Protection Orders (PSPOs) to control individuals or groups committing anti social behaviour in a public space. The Leader of the Council welcomed Acting Chief Inspector Karen McManus of Hampshire Police and Ms. Caroline Ryan of Safer North Hampshire to the meeting.

The Report set out how, under the new legislation, existing Designated Public Places Orders (DPPOs) in relation to Aldershot and Farnborough would convert to PSPOs. Additionally, it was proposed to introduce new PSPOs in Aldershot and Farnborough town centres. It was reported that there would be some overlap between the new and converted PSPOs and that it was likely, therefore, that the converted PSPOs would be discharged later in 2017.

The Cabinet asked several questions in relation to the changes. Assurance was given that PSPOs could be extended to areas outside of the town centres if evidence was provided of ongoing anti social issues.

The Cabinet RESOLVED that the draft Public Spaces Protection Orders be approved for a period of public consultation.

94. **EXCLUSION OF THE PUBLIC –**

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

Minute Nos.	Schedule 12A Para. Nos.	Categories
95	1	Information relating to an individual
96 and 97	3	Information relating to financial or business affairs

**THE FOLLOWING ITEMS WERE CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

95. LEGAL AND ESTATES SERVICES – SERVICE CHANGES –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1701, which set out proposed changes to staffing within the Council's Legal and Estates Services.

Members were informed that the work of both the Legal Services and Estates Services teams had changed substantially over the previous year to reflect the Council's priorities under the 8-Point Plan. In particular, staff had faced an increased workload in respect of making better use of the Council's assets and seeking to generate additional income from property acquisitions. The Report set out other areas of legal work where the workload had also increased.

The Cabinet was supportive of the additional work being carried out in this area and agreed that the proposals would provide the resources required.

The Cabinet RESOLVED that

- (i) the establishment changes set out in the Solicitor to the Council's Exempt Report No. LEG1701 be approved; and
- (ii) the associated costs, as set out in Appendix 3 to the Report, be approved for inclusion in the budget for 2017/18.

96. LAND AND PROPERTY AT NO. 2A WINDSOR WAY, ALDERSHOT –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1703, which set out a proposal to purchase the leasehold interest of No. 2A Windsor Way, Aldershot. It was reported that the Council was already the freehold owner of the land and property at the site, which was, currently, unoccupied following the vacation of St. John Ambulance, who had used it as an ambulance station. Members heard that, if the Council were to buy the leasehold interest, there would be a number of alternative options for the site. If approved, a further Report would be submitted to the Cabinet in this regard in due course.

The Cabinet RESOLVED that the Solicitor to the Council be authorised to:

- purchase the leasehold interest, on the terms set in the confidential appendix to the Solicitor to the Council's Exempt Report No. LEG1703; and
- prepare options for the future use of the site.

97. **UNION STREET EAST, ALDERSHOT REGENERATION –**
(Environment and Service Delivery)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1702, which notified the Cabinet of two urgency decisions that had been taken in respect of the Union Street East regeneration project. The project involved a number of properties and the Council was making good progress in acquiring those that were necessary to intervene effectively in the regeneration of that part of Aldershot town centre.

The Cabinet RESOLVED that the actions taken, as set out in the Solicitor to the Council's Exempt Report No. LEG1702, be noted.

The Meeting closed at 7.58 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL
