

**1 AUGUST 2001**

**NEW FOREST DISTRICT COUNCIL**

**CABINET**

Minutes of a meeting of the Cabinet held at Appletree Court, Lyndhurst on Wednesday, 1 August 2001.

e Cllr S A Hayes (Chairman)  
p Cllr M J Kendal (Vice-Chairman) (in the Chair)

**Councillors:**

p P H Cummings  
e T J Droogleever  
e P C Greenfield

**Councillors:**

p Mrs M D Holding  
p B Rickman  
p C A Wise

**In Attendance:**

**Councillors:**

K F Ault  
F J Bright  
B D Dash  
F R Harrison  
J A G Hutchins JP

**Councillors:**

Mrs B Smith  
M H Thierry  
D B Tipp  
S S Wade

**Officers Attending:**

D Yates, Ms E Malcolm, C Malyon, Ms J Bateman, D Brown, R Millard, Miss G O'Rourke and, for part of the meeting, K Connolly, S Maggs, Ms H Renwick and G Tombs.

**45. MINUTES.**

**RESOLVED:**

That the minutes of the meeting held on 2 July 2001, having been circulated, be signed by the Chairman as a correct record.

**46. DECLARATIONS OF INTEREST.**

Members declared interests as follows:

Cllr Hutchins – Minute No. 11

Cllr Thierry – Minute No. 20

**47. PUBLIC PARTICIPATION.**

No issues were raised during the public participation period.

**48. IMPLEMENTING ELECTRONIC GOVERNMENT STATEMENT (REPORT A).**

In March 2001 the DTLR had published two documents outlining their plans for Local Government On line and Local e-Government targets. Every Council was required to produce an Implementing Electronic Government (IEG) statement by 31 July 2001.

Members noted that the statement had been produced and submitted on time and that good progress was being made on implementing the Electronic Governance Strategy. Initial analysis showed that the Council was on course for 50% of interactions with the public to be supported electronically by 2002. The Electronic Governance Team was confident that the Council would meet the Government's targets for 100% electronic service delivery by 2005.

**RESOLVED:**

That the Electronic Government Statement be confirmed.

**49. AUDIT OF COUNCIL BUILDINGS – DISABILITY DISCRIMINATION ACT – IMPLEMENTATION FOR 2004 (REPORT B).**

The Cabinet considered a report detailing the implications for Council buildings with public access arising from the implementation of legislation in 2004.

It was noted that the majority of the works required had been and would continue to be carried out as part of the corporate buildings planned maintenance programme. Whilst there was additional funding of £20,000 in the capital programme it was noted that there would be pressure on budgets, particularly in the leisure area, to comply with the legislation within the required timescale.

**RESOLVED:**

- (a) That the necessary works arising from the Audit of Council Buildings be supported for inclusion in the expenditure plans and;
- (b) That services be encouraged to identify and undertake other necessary works to ensure compliance.

**50. COMPLAINTS – ANNUAL REPORT (REPORT C).**

The Cabinet considered a report reviewing the complaints investigated corporately during 2000 and comparing the results to previous performance.

**RESOLVED:**

That services be encouraged to minimise the activities that contribute to complaints as listed in paragraph 6.2 of Report C to the Cabinet.

**51. CAPITAL STRATEGY AND ASSET MANAGEMENT PLAN 2001 (REPORT D).**

The Cabinet considered a report setting out a Capital Strategy and Asset Management Plan. The document had been developed corporately through the Asset Management Group involving full participation and consultation with directorate representatives.

It was agreed that it would be useful for the Finance and Support Portfolio Holder to be invited to attend meetings of the Asset Management Group in future. It was also agreed that, in future, the Council's list of assets should indicate which were leasehold and which were freehold.

**RECOMMENDED:**

*That the Capital Strategy and Asset Management Plan as attached to Report D to the Cabinet be approved.*

**52. NEW FOREST TRANSPORT OFFICER POST : REQUEST FOR FUNDING (REPORT E).**

In response to a request from the New Forest Committee, Hampshire County Council had proposed the appointment, initially on a three year fixed term contract, of a New Forest Transport Officer.

Members noted that the role of the new Transport Officer would be wide ranging and would complement the New Forest Transport Strategy. This strategy gave an overview of the district as a whole and linked in with other neighbouring strategies.

**RESOLVED:**

That a contribution of up to £5,730 per year for 3 years from 1 April 2002 towards the cost of employing a New Forest Transport Officer as set out in Report E to the Cabinet be agreed in principle, subject to a successful bid being made through the expenditure plan process.

**53. FINANCIAL SUPPORT FOR VOLUNTARY AND NOT FOR PROFIT ORGANISATIONS (REPORT F).**

The Cabinet considered a report reviewing the way in which financial support to voluntary and non profit making organisations was provided and proposing a framework and process that would achieve a degree of consistency in approach.

In particular members noted that the policy framework for the discretionary element of non domestic rate relief would also be reviewed. This would ensure that there was consistency between grant allocations and discretionary rate relief. It was agreed that a further report would be made to the Cabinet on this aspect of the review.

**RECOMMENDED:**

***That all non service specific and core funding grants be combined with effect from 31 March 2002 within the Leisure Portfolio.***

**RESOLVED:**

- (a) That the proposed grant framework as detailed in Report F to the Cabinet be supported and that the relevant Review Panels be asked for their comments;
- (b) That the administration of non service specific and core funding grants be transferred to the Leisure Services Section;
- (c) That service specific grants and national non domestic rate relief, be administered as they are currently;
- (d) That core funding arrangements be applied to Citizens' Advice Bureaux, the New Forest Voluntary Service Council and ArtSway;
- (e) That a new set of guidelines and application forms that are consistent with the above framework be developed;
- (f) That the small grant scheme be discontinued from 31 March 2002 and that the budget be retained within the new combined grants budget;
- (g) That further guidance be developed in consultation with other agencies to ensure that public funding for voluntary organisations is used to its maximum potential;
- (h) That it be noted that decisions on grant aid allocations will be made by the relevant Portfolio Holder;
- (i) That an electronic means of applying for grants be devised; and

- (j) That the framework and process for awarding discretionary rate relief be reviewed to ensure a consistent approach is adopted for all financial support provided to voluntary and non profit making organisations, and that a further report be made to Cabinet on this particular aspect of the review.

**54. LAUNCHING FEES AT KEYHAVEN (REPORT G).**

The Cabinet considered a further report on the issue of launching fees at Keyhaven.

**RESOLVED:**

- (a) That the fees and charges for 2001/2 at Keyhaven remain as previously agreed; and
- (b) That the structure of fees at Keyhaven be the subject of a specific discussion under the consultative arrangements for Keyhaven, and that the outcome be reported in the consideration of fees for 2002/03.

**55. LOCAL INFORMATION OFFICE AND AFFORDABLE HOUSING AT STANNINGTON CAR PARK, ASHLEY ROAD/SPENCER ROAD, NEW MILTON (REPORT H).**

Cllr Hutchins disclosed a non pecuniary interest in this item as a member of New Milton Town Council. He remained at the meeting and took part in the debate.

Members were updated on the current position in relation to the provision of office accommodation in New Milton.

It was noted that officers were continuing to work closely with the Town Council and the Citizens' Advice Bureaux and that a further report giving a detailed financial appraisal would be made to Cabinet as soon as possible.

**RESOLVED:**

That officers be asked to examine urgently the options available to provide the proposed office accommodation and affordable housing and to report their findings back to Members at the earliest opportunity.

**56. REPORT TO CABINET BY INDUSTRIAL RELATIONS COMMITTEE (REPORT I).**

***RECOMMENDED:***

***That Cllrs Cummings and Humber be appointed as standing substitutes to the Industrial Relations Committee.***

It was noted that the following substitutes had also been appointed.

5 from Unison – (Notified as Mr D Adams, Mrs M Dent, Mr M Field, Mr C Roberts and Mr P Thompson)

1 from GMB – name to be advised

1 from T&G – name to be advised

**57. CRIMINAL RECORDS BUREAU (REPORT J).**

The Cabinet considered a report detailing the introduction of the new Criminal Records Bureau which would replace the present police check process that the Council undertook for certain employees.

**RESOLVED:**

- (a) That all policies relating to the recruitment of employees who are exempt under the Rehabilitation of Offenders Act be reviewed by Personnel Services working with the Personnel Systems Group and the Employee Side;
- (b) That the Personnel Manager be appointed as Lead Signatory, and the Senior Personnel Adviser, the Head of Support Services and Recruitment Administrator in the Community Services Directorate, and the Administration Section Manager in the Finance Directorate, be appointed as Countersignatories; and
- (c) That a supplementary estimate of £3,300 be approved in 2001/02 for Leisure Services and that bids of £6,600 for 2002/03 and £10,200 from 2003/04 onwards be included in the expenditure plans.

**58. THE COUNCIL'S PEOPLE STRATEGY (REPORT K).**

The Cabinet received a report detailing a People Strategy and the consultation process that had been undertaken to achieve it.

**RESOLVED:**

That the People strategy attached as appendix A to Report K to the Cabinet be adopted as the strategy for the council as employer.

**59. DISCIPLINARY, CAPABILITY AND GRIEVANCE PROCEDURES (REPORT L).**

The Cabinet considered a report recommending revisions to the Council's disciplinary and grievance procedures and introducing a new capability procedure.

**RESOLVED:**

That disciplinary, capability and grievance procedures as detailed in Appendices 1, 2 and 3 to Report L to the Cabinet be approved with effect from 1 September 2001.

**60. PROPOSED AMENDMENT TO LOCAL AGREEMENT 13 – COMMERCIAL SERVICES (CRAFT AND MANUAL WORKERS) (REPORT M).**

The Cabinet considered a change to Local Agreement 13 which related to procedures for managing sickness levels. It was noted that the effective date of the agreement had been altered since Industrial Relations Committee and would now, for operational reasons, be from 30 July 2001 (previously 6 August).

**RECOMMENDED:**

*That a supplementary estimate in the sum of £24,000 be approved to cover the current estimated additional Single Status costs.*

**RESOLVED:**

That the amendments to Local Agreement 13 as set out in Appendix 1 to Report M to the Cabinet, and which were supported by the Industrial Relations Committee, be approved.

**61. APPOINTMENTS TO OUTSIDE BODIES.**

**RESOLVED:**

- (a) That Cllr Smith be appointed to the Marchwood Energy from Waste Liaison Panel and that a further nomination be invited from the Liberal Democrat Group; and

- (b) That the appointment to the Hyde Housing Association (Hampshire Regional Committee) be deferred.

**62. IMPLEMENTATION OF CCTV (REPORT O).**

The Cabinet noted with pleasure that the Council had been successful in its bid for government funding for the implementation of CCTV within the district. The Government Office - South East (GOSE) had made a formal offer of £975,000, which was the maximum 85% grant available, towards the installation of CCTV in Ringwood, Totton and Lymington town centres and the provision of a Control Centre at Appletree Court, Lyndhurst.

Provision of £172,000 had been made in the Capital Programme 2001/02, which would be reduced by contributions from other organisations including town and parish councils. Annual revenue running costs were estimated at £240,000 from 2002/2003 but these would also be reduced by contributions from other organisations.

Members noted that a supplementary estimate of £45,000 would be needed in 2001/2002 to enable employees to be recruited and trained in advance of the system going live.

***RECOMMENDED:***

***That a supplementary revenue estimate of £45,000 for 2001/02 be approved.***

**RESOLVED:**

- (a) That the offer of £975,000 grant funding from GOSE be accepted and that the installation of CCTV in Lymington, Ringwood and Totton proceed;
- (b) That a contract with MFD Ltd, the Council's consultant, be let immediately to start progressing the implementation of CCTV;
- (c) That it be noted that an amount of £1,146,625, is already included in the expenditure plans for 2001/02 (Capital Programme) with a maximum contribution of £172,000 from the District Council that will reduce by any confirmed contributions from other organisations; and
- (e) That the inclusion of on-going revenue costs of £240,000 in the expenditure plans from 2002/03 be supported.



**63. EXCLUSION OF THE PUBLIC AND THE PRESS.**

**RESOLVED:**

That, under Section 100 (A)(4) of the Local Government Act 1972, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 9 of Part I of Schedule 12A of the Act.

**64. STILLWATER PARK (REPORT N).**

Cllr Thierry disclosed a non pecuniary interest in this item as a member of Ringwood Town Council. He remained at the meeting and took part in the debate.

A report setting out the current position in relation to Stillwater Park was considered.

**RESOLVED:**

That for strategic housing reasons Stillwater Park be approved for sale on the open market and that a further report be made to the Cabinet detailing any offers received, before the Council takes any decision on whether or not to proceed with a sale.

CHAIRMAN