



**New Forest**  
DISTRICT COUNCIL

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# Council Meeting Agenda

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**16 April 2018**



# SUMMONS

**To All Members of the Council**

**You are hereby summoned to attend a meeting of the District Council to be held in the the Council Chamber, Appletree Court, Lyndhurst on Monday, 16 April 2018, at 6.30 pm**



**Bob Jackson**  
**Chief Executive**

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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# AGENDA

## **Apologies**

### **1. MINUTES (Pages 1 - 26)**

To confirm the minutes of the meeting held on 26 February 2018 as a correct record.

### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

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

### **4. LEADER'S ANNOUNCEMENTS**

**5. BY-ELECTION FOR MILFORD WARD - 5 APRIL 2018 (Pages 27 - 28)**

To receive the report of the Returning Officer on the by-election held on 5 April 2018 to fill the vacancy for the Milford Ward.

**6. REPORT OF AUDIT COMMITTEE (Pages 29 - 64)**

To consider the report of the Audit Committee dated 23 March 2018.

**7. REPORT OF GENERAL PURPOSES & LICENSING COMMITTEE (Pages 65 - 68)**

To consider the report of the Committee dated 9 March 2018.

**8. REPORTS OF THE CABINET (Pages 69 - 74)**

To consider the reports of the Cabinet dated 7 March and 4 April 2018.

**9. REPORT OF THE OVERVIEW & SCRUTINY PANELS 2017/18 (Pages 75 - 82)**

To receive the annual report of the Overview & Scrutiny Panels.

**10. QUESTIONS UNDER STANDING ORDER 22**

**11. QUESTIONS TO PORTFOLIO HOLDERS UNDER STANDING ORDER 22A**

To ask questions of Portfolio Holders. Members are reminded that questions must be submitted to the Chief Executive or to the Executive Head of Governance and Regulation by not later than noon on Friday 13 April 2018.

**12. ANNUAL MEETING - 14 MAY 2018 - CHANGE IN START TIME**

To agree a change in the start time of the annual meeting on 14 May 2018 from 6.30 p.m. to 6.00 p.m.

**13. NOMINATIONS FOR THE OFFICES OF CHAIRMAN AND VICE-CHAIRMAN OF THE COUNCIL**

To consider and make recommendations to the Council on 14 May 2018 for election/appointment to the offices of Chairman and Vice-Chairman of the Council for the following municipal year.

The Conservative Group has nominated Cllr M J Kendal for election to the office of Chairman.

Further nominations may be made at the meeting.

**14. MEMBERSHIP OF COMMITTEES AND PANELS**

To consider any changes to the membership of Committees or Panels that might be proposed by the political groups.

**15. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

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26 FEBRUARY 2018

## NEW FOREST DISTRICT COUNCIL

Minutes of a meeting of the New Forest District Council held in the Council Chamber, Appletree Court, Lyndhurst on Monday, 26 February 2018

- \* Cllr Mrs C V Ward (Chairman)
- \* Cllr M J Kendal (Vice-Chairman)

### Councillors:

- \* A R Alvey
- \* Mrs D E Andrews
- \* W G Andrews
- \* P J Armstrong
- \* G C Beck
- \* Mrs S M Bennison
- \* J E Binns
- \* G R Blunden
- \* D A Britton
- \* Mrs D M Brooks
- \* Mrs F Carpenter
- \* Mrs L D Cerasoli
- \* S J Clarke
- \* Mrs J L Cleary
- \* I C Coombes
- \* Ms K V Crisell
- \* S P Davies
- A H G Davis
- \* W H Dow
- Ms L C Ford
- \* R L Frampton
- \* A T Glass
- \* L E Harris
- \* M R Harris
- \* D Harrison
- \* J D Heron
- \* E J Heron
- \* Mrs A J Hoare
- Mrs M D Holding

### Councillors:

- \* Mrs P Jackman
- \* Mrs E L Lane
- Mrs P J Lovelace
- \* B D Lucas
- Mrs R Matcham
- \* Mrs A E McEvoy
- \* A D O'Sullivan
- J M Olliff-Cooper
- \* N S Penman
- \* A K Penson
- \* D M S Poole
- \* L R Puttock
- \* B Rickman
- W S Rippon-Swaine
- Mrs A M Rostand
- \* D J Russell
- Miss A Sevier
- \* M A Steele
- \* M H Thierry
- \* Mrs B J Thorne
- \* D B Tipp
- D N Tungate
- \* A S Wade
- R A Wappet
- \* J G Ward
- \* M L White
- \* C A Wise
- \* Mrs P A Wyeth

\*Present

### Officers Attending:

R Jackson, Miss G O'Rourke, C Read, Mrs R Rutins and Ms M Stephens

### Apologies:

Cllrs Davis, Ms Ford, Mrs Holding, Mrs Lovelace, Mrs Matcham, Olliff-Cooper, Rippon-Swaine, Mrs Rostand, Miss Sevier, Tungate and Wappet.

**46 MINUTES****RESOLVED:**

That the minutes of the meeting held on 11 December 2017 be signed by the Chairman as a correct record.

**47 DECLARATIONS OF INTEREST**

Cllr Kendal in Minute No. 53, Report of the Cabinet dated 7 February 2018.

All members of the Council had been granted dispensations to speak and to vote on Minute No. 56, the 2018/19 Council Tax.

**48 CHAIRMAN'S ANNOUNCEMENTS**

- At the invitation of the Chairman, Mrs Morgan and Mrs Alarcon from First Opportunities, one of the Chairman's chosen charities, gave a brief presentation on the work of the charity. First Opportunities was an independent charity providing therapeutic play and education for babies and young children with special needs. The charity was based in New Milton but served the wider District. The charity not only provided valuable support for the children, but also their parents and carers.

It cost the charity in the region of £70,000 a year to run the group. Only 25% of the charity's income came in the form of statutory grants; for the other 75%, the charity relied on the generosity of individuals, various voluntary organisations, businesses and churches etc. The charity, along with other organisations, was facing financial challenges with a decline in grants. The generosity of the Chairman and former Chairman Cllr Beck, in fundraising for the charity was greatly appreciated.

- The Chairman reminded members that she would be hosting a charity music concert at Ringwood School on Saturday 10 March 2018, in conjunction with the Hampshire Music Service. The concert would be dedicated to the memory of former Cllr Sophie Beeton who had recently died.
- The Chairman reminded members that in accordance with the law, recorded votes would be taken under the budget items.

**49 LEADER'S ANNOUNCEMENTS**

The Leader of the Council reported that the latest forecasts were that the weather would turn exceptionally cold later in the week with anticipated snowfall.

The Council was prepared for the inclement weather, with Senior Managers meeting on a daily basis to assess the situation, and officers being in daily contact with other agencies including Hampshire County Council, to ensure that any disruption that might occur was kept to a minimum. Should services be disrupted, plans were in place to ensure that the Council was able to return to normal operations as soon as possible.

The cold weather could be particularly challenging to those in the community sleeping rough. The Council's Homelessness Team had been working hard to get rough sleepers off the streets in the freezing temperatures. The Council had helped approximately 15 rough sleepers to get off the streets. Some were reluctant to leave the streets, but officers had persevered and ensured that these individuals had a room for the duration of the extreme weather. The Leader of the Council thanked officers for their dedication.

**50 REPORT OF AUDIT COMMITTEE**

Cllr O'Sullivan, Chairman of the Audit Committee, presented the report of the meeting held on 26 January 2018.

On the motion that the report be received and the recommendation adopted, it was

**RESOLVED:**

That the report be received and the recommendation be adopted.

**51 REPORT OF GENERAL PURPOSES & LICENSING COMMITTEE**

Cllr Clarke, Chairman of the General Purposes & Licensing Committee, presented the report of the meeting held on 12 January 2018.

On the motion that the report be received and the recommendation adopted, it was

**RESOLVED:**

That the report be received and the recommendation be adopted.

**52 REPORT OF PLANNING COMMITTEE**

Cllr W G Andrews, Chairman of the Planning Committee, presented the report of the meeting held on 10 January 2018.

On the motion that the report be received and the recommendation adopted, it was

**RESOLVED:**

That the report be received and the recommendation be adopted.

**53 REPORT OF THE CABINET**

Cllr Kendal disclosed a pecuniary interest in item 1 of the report of the Cabinet dated 8 February, on the grounds that the area in question was visible from his home. There was no discussion on this item.

The Leader of the Council, as Chairman of the Cabinet, presented the report of the meeting held on 8 February 2018.

**Item 3 – Members Allowances 2018/19 – 2022/23 – Report of the Independent Remuneration Panel**

The Leader of the Liberal Democrat Group referred to the increase in the number of Cabinet members from 6 to 8 shortly after the Independent Remuneration Panel had met. He requested that the Panel be asked to review the special responsibility allowance for Portfolio Holders, as, in his view, the workload of the Cabinet was being shared between more individuals leading to greater costs in members' allowances. He had sought clarification from the independent author of the report, Dr Hall, who had confirmed that the recommendation before members had been based upon the Cabinet structure at the time of the review (namely 6 Portfolio Holders). Cllr Harrison felt the additional cost of the increase in Cabinet Portfolio Holders (approximately £20,000) was hard to justify.

The Deputy Leader, in disagreeing with this view, stated that the workload of the Leader and other Cabinet members had increased substantially, in light of key legislation (such as the Homelessness Reduction Act) and other external pressures, which underlined the need for additional Cabinet posts.

**Item 5 – The Medium Term Financial Plan – Setting the Budget for 2018/19**

The Chairman moved that Standing Order 47.6 be suspended to allow the Leader of the Council and the Leader of the Opposition to exceed the time limit for making their speeches. The motion was seconded and carried.

The Chairman ruled that in accordance with Standing Order 47.11, she would allow more than one amendment to be proposed and discussed at the same time.

The Leader of the Council made a statement on the Administration's proposed budget supported by visual aids, attached as Appendix 1 to these minutes. He also showed a promotional film made by Creative England, which highlighted the District's special characteristics and unique area as a filming location.

The Deputy Leader of the Council seconded the recommendation.

The Leader of the Liberal Democrat Group then made the statement attached as Appendix 2 to these minutes, and proposed the following: -

That this authority, when sending out council tax bills, includes an invitation to residents living in Band H properties to pay a voluntary additional sum of £100, £250 or £500 which the council will use to support programmes that maintain and improve public services, especially those that have most impact on the poorest, most vulnerable members of our community.

Cllr Wade seconded.

Members discussed the Cabinet's budget proposals together with the Liberal Democrats' proposal.

Some members expressed the view that the Liberal Democrat Leader had not researched the contents of his speech, as some statements, particularly his comments pertaining to the Police & Crime Commissioner (PCC), were incorrect. It was pointed out that the budget proposed by the PCC had not been rejected, but following scrutiny had been presented in a transparent way, improving on the previous Commissioner's approach.



Other members spoke against the principle of a PCC, suggesting that the role should be abolished.

Members were also of the view that the balanced budget proposed by the Leader of the Council addressed future pressures on and aspirations of the Council.

The Deputy Leader of the Council expressed the view that the proposal put forward by the Opposition did not take into account the large number of elderly persons living in high tax band properties across the District. However, he felt that the suggestion could be explored further by a Task & Finish Group. Other members spoke in support of the budget recommended by the Leader of the Council.

The Leader of the Liberal Democrat Group said that the lives of New Forest residents could be improved with greater partnership working. He was satisfied with the proposal that a task and finish group be established, as suggested by the Deputy Leader, to examine his suggestion of inviting residents in Band H properties to make a voluntary contribution, over and above their Council tax, to support local services.

The Leader of the Council commended the budget to the Council. A recorded vote was taken on the budget recommended by the Cabinet. The outcome was:

Members voting for: 46  
Members voting against: 2  
Abstentions: 0

Details are shown in Appendix 3 to these minutes.

The motion was carried.

#### **Item 7 – Electoral Review of the District Council**

Cllr Ward, as Chairman of the Electoral Review Task & Finish Group, thanked all members of the Task & Finish Group for their contributions. Cllr Ward also thanked the Service Manager, Democratic Services & Member Support and the Electoral Services Team for their hard work and assistance to the Group. Cllr Ward commended the recommendations set out in the Cabinet Report.

#### **RESOLVED:**

That the report of the Cabinet dated 8 February 2018 be received and the recommendations be adopted.

#### **54 QUESTIONS UNDER STANDING ORDER 22**

There were none.

#### **55 QUESTIONS TO PORTFOLIO HOLDERS UNDER STANDING ORDER 22A**

There were none.

**56 COUNCIL TAX 2018/19**

All members of the Council had been granted dispensations to speak and to vote on this matter.

The Council considered the Council Tax for 2018/19.

A recorded vote was taken on the recommendation.

The outcome was:

Members voting for: 46  
Members voting against: 2  
Abstentions: 0

Details are shown in Appendix 4 to these minutes.

The motion was carried.

**RESOLVED:**

- (a) That it be noted that on 11 December 2017 the Council calculated the Council Tax Base for the year 2018/19:
  - (i) for the whole Council area as 70,621.0 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (ii) for dwellings in those parts of its area to which a Parish precept relates.
- (b) To calculate that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish Precepts) is £11,889,750.
- (c) That the following amounts be calculated for the year 2018/19 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 as amended by the Localism Act 2011: -
  - (i) £144,878,430 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (ii) £127,250,230 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (iii) £17,628,200 being the amount by which the aggregate at (c)(i) above exceeds the aggregate at (c)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B(1) of the Act).

- |       |            |  |
|-------|------------|--|
| (iv)  | £249.62    | being the amount at (c)(iii) above (Item R), all divided by the Council Tax Base, Item T ((c)(i) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).   |
| (v)   | £5,738,450 | being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.   |
| (vi)  | £168.36    | being the amount at (c)(iv) above less the result given by dividing the amount at (c)(v) above by Item T ((c)(i) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year specifically for the District Council. There are no non-parished areas. |
| (vii) |            |  |

## LOCAL COUNCIL AREA

	£
ASHURST & COLBURY	202.37
BEAULIEU	183.99
BOLDRE	193.53
BRAMSHAW	188.56
BRANGSORE	223.20
BREAMORE	192.91
BROCKENHURST	210.85
BURLEY	185.38
COPYTHORNE	183.80
DAMERHAM	205.61
DENNY LODGE	203.35
EAST BOLDRE	207.72
ELLINGHAM HARBRIDGE & IBSLEY	199.97
EXBURY & LEPE	168.36
FAWLEY	285.79
FORDINGBRIDGE	255.48
GODSHILL	214.52
HALE	213.49
HORDLE	213.76
HYDE	187.57
HYTHE & DIBDEN	264.25
LYMINGTON & PENNINGTON	271.79
LYNDHURST	223.82
MARCHWOOD	283.44
MARTIN	204.07
MILFORD-ON-SEA	204.99
MINSTEAD	195.37
NETLEY MARSH	189.58
NEW MILTON	247.27
RINGWOOD	260.65
ROCKBOURNE	243.38
SANDLEHEATH	195.52
SOPLEY	225.04
SWAY	204.66
TOTTON & ELING	296.50
WHITSBURY	185.73
WOODGREEN	198.69

being the amounts given by adding to the amount at (c)(vi) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (c)(ii) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (viii) These are the District plus Town/Parish Council elements only. See below and page for the full amounts of Council Tax.

LOCAL COUNCIL AREA	A £	B £	C £	D £	E £	F £	G £	H £
ASHURST & COLBURY	134.91	157.40	179.88	202.37	247.34	292.31	337.28	404.74
BEAULIEU	122.65	143.11	163.54	183.99	224.87	265.76	306.64	367.98
BOLDRE	129.01	150.53	172.02	193.53	236.53	279.54	322.54	387.06
BRAMSHAW	125.70	146.66	167.61	188.56	230.46	272.36	314.26	377.12
BRANSGORE	148.79	173.61	198.40	223.20	272.79	322.40	371.99	446.40
BREAMORE	128.60	150.05	171.47	192.91	235.77	278.65	321.51	385.82
BROCKENHURST	140.56	164.00	187.42	210.85	257.70	304.56	351.41	421.70
BURLEY	123.58	144.19	164.78	185.38	226.57	267.77	308.96	370.76
COPYTHORNE	122.53	142.96	163.38	183.80	224.64	265.49	306.33	367.60
DAMERHAM	137.07	159.92	182.76	205.61	251.30	296.99	342.68	411.22
DENNY LODGE	135.56	158.17	180.75	203.35	248.53	293.73	338.91	406.70
EAST BOLDRE	138.47	161.57	184.64	207.72	253.87	300.04	346.19	415.44
ELLINGHAM HARBRIDGE & IBSLEY	133.31	155.54	177.75	199.97	244.40	288.84	333.28	399.94
EXBURY & LEPE	112.23	130.95	149.65	168.36	205.77	243.19	280.59	336.72
FAWLEY	190.52	222.29	254.03	285.79	349.29	412.81	476.31	571.58
FORDINGBRIDGE	170.31	198.71	227.09	255.48	312.25	369.03	425.79	510.96
GODSHILL	143.01	166.85	190.68	214.52	262.19	309.86	357.53	429.04
HALE	142.32	166.05	189.77	213.49	260.93	308.37	355.81	426.98
HORDLE	142.50	166.26	190.01	213.76	261.26	308.76	356.26	427.52
HYDE	125.04	145.89	166.73	187.57	229.25	270.93	312.61	375.14
HYTHE & DIBDEN	176.16	205.53	234.89	264.25	322.97	381.69	440.41	528.50
LYMINGTON & PENNINGTON	181.19	211.40	241.59	271.79	332.18	392.58	452.98	543.58
LYNDHURST	149.21	174.09	198.95	223.82	273.55	323.29	373.03	447.64
MARCHWOOD	188.95	220.46	251.94	283.44	346.42	409.41	472.39	566.88
MARTIN	136.04	158.73	181.39	204.07	249.41	294.77	340.11	408.14
MILFORD-ON-SEA	136.65	159.44	182.21	204.99	250.54	296.10	341.64	409.98
MINSTEAD	130.24	151.96	173.66	195.37	238.78	282.20	325.61	390.74
NETLEY MARSH	126.38	147.46	168.51	189.58	231.70	273.84	315.96	379.16
NEW MILTON	164.84	192.33	219.79	247.27	302.21	357.17	412.11	494.54
RINGWOOD	173.76	202.73	231.69	260.65	318.57	376.49	434.41	521.30
ROCKBOURNE	162.25	189.30	216.34	243.38	297.46	351.55	405.63	486.76
SANDLEHEATH	130.34	152.08	173.79	195.52	238.96	282.42	325.86	391.04
SOPLEY	150.02	175.04	200.03	225.04	275.04	325.06	375.06	450.08
SWAY	136.43	159.19	181.92	204.66	250.13	295.62	341.09	409.32
TOTTON & ELING	197.66	230.62	263.55	296.50	362.38	428.28	494.16	593.00
WHITSBURY	123.81	144.46	165.09	185.73	227.00	268.28	309.54	371.46
WOODGREEN	132.45	154.54	176.61	198.69	242.84	287.00	331.14	397.38

being the amounts given by multiplying the amounts at (c)(vii) above by the number which, in the proportion set out in Section 5(1) of the Act is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (d) That it be noted that Hampshire County Council, the Police and Crime Commissioner for Hampshire and the Hampshire Fire and Rescue Authority have issued precepts for 2018/19 to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated below:

## PRECEPTING AUTHORITY

PRECEPTING AUTHORITY	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
HAMPSHIRE COUNTY COUNCIL	800.64	934.08	1,067.52	1,200.96	1,467.84	1,734.72	2,001.60	2,401.92
POLICE AND CRIME COMMISSIONER FOR HAMPSHIRE AUTHORITY	118.31	138.02	157.74	177.46	216.90	256.33	295.77	354.92
HAMPSHIRE FIRE AND RESCUE AUTHORITY	43.83	51.13	58.44	65.74	80.35	94.96	109.57	131.48
	962.78	1,123.23	1,283.70	1,444.16	1,765.09	2,086.01	2,406.94	2,888.32

That the Section 151 Officer be given delegated authority to implement any variation to the overall level of Council Tax arising from the final notification of the Hampshire Fire and Rescue Authority precept.

- (e) That, having calculated the aggregate in each case of the amounts at (c)(viii) and (d) above, the Council, in accordance with Section 30 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011), hereby sets the following amounts as the amounts of Council Tax for the year 2018/19 for each part of its area and for each of the categories of dwellings shown on the next page:-

LOCAL COUNCIL AREA	A £	B £	C £	D £	E £	F £	G £	H £
ASHURST & COLBURY	1,097.69	1,280.63	1,463.58	1,646.53	2,012.43	2,378.32	2,744.22	3,293.06
BEAULIEU	1,085.43	1,266.34	1,447.24	1,628.15	1,989.96	2,351.77	2,713.58	3,256.30
BOLDRE	1,091.79	1,273.76	1,455.72	1,637.69	2,001.62	2,365.55	2,729.48	3,275.38
BRAMSHAW	1,088.48	1,269.89	1,451.31	1,632.72	1,995.55	2,358.37	2,721.20	3,265.44
BRANGORE	1,111.57	1,296.84	1,482.10	1,667.36	2,037.88	2,408.41	2,778.93	3,334.72
BREAMORE	1,091.38	1,273.28	1,455.17	1,637.07	2,000.86	2,364.66	2,728.45	3,274.14
BROCKENHURST	1,103.34	1,287.23	1,471.12	1,655.01	2,022.79	2,390.57	2,758.35	3,310.02
BURLEY	1,086.36	1,267.42	1,448.48	1,629.54	1,991.66	2,353.78	2,715.90	3,259.08
COPYTHORNE	1,085.31	1,266.19	1,447.08	1,627.96	1,989.73	2,351.50	2,713.27	3,255.92
DAMERHAM	1,099.85	1,283.15	1,466.46	1,649.77	2,016.39	2,383.00	2,749.62	3,299.54
DENNY LODGE	1,098.34	1,281.40	1,464.45	1,647.51	2,013.62	2,379.74	2,745.85	3,295.02
EAST BOLDRE	1,101.25	1,284.80	1,468.34	1,651.88	2,018.96	2,386.05	2,753.13	3,303.76
ELLINGHAM HARBRIDGE & IBSLEY	1,096.09	1,278.77	1,461.45	1,644.13	2,009.49	2,374.85	2,740.22	3,288.26
EXBURY & LEPE	1,075.01	1,254.18	1,433.35	1,612.52	1,970.86	2,329.20	2,687.53	3,225.04
FAWLEY	1,153.30	1,345.52	1,537.73	1,729.95	2,114.38	2,498.82	2,883.25	3,459.90
FORDINGBRIDGE	1,133.09	1,321.94	1,510.79	1,699.64	2,077.34	2,455.04	2,832.73	3,399.28
GODSHILL	1,105.79	1,290.08	1,474.38	1,658.68	2,027.28	2,395.87	2,764.47	3,317.36
HALE	1,105.10	1,289.28	1,473.47	1,657.65	2,026.02	2,394.38	2,762.75	3,315.30
HORDLE	1,105.28	1,289.49	1,473.71	1,657.92	2,026.35	2,394.77	2,763.20	3,315.84
HYDE	1,087.82	1,269.12	1,450.43	1,631.73	1,994.34	2,356.94	2,719.55	3,263.46
HYTHE & DIBDEN	1,138.94	1,328.76	1,518.59	1,708.41	2,088.06	2,467.70	2,847.35	3,416.82
LYMINGTON & PENNINGTON	1,143.97	1,334.63	1,525.29	1,715.95	2,097.27	2,478.59	2,859.92	3,431.90
LYNDHURST	1,111.99	1,297.32	1,482.65	1,667.98	2,038.64	2,409.30	2,779.97	3,335.96
MARCHWOOD	1,151.73	1,343.69	1,535.64	1,727.60	2,111.51	2,495.42	2,879.33	3,455.20
MARTIN	1,098.82	1,281.96	1,465.09	1,648.23	2,014.50	2,380.78	2,747.05	3,296.46
MILFORD-ON-SEA	1,099.43	1,282.67	1,465.91	1,649.15	2,015.63	2,382.11	2,748.58	3,298.30
MINSTEAD	1,093.02	1,275.19	1,457.36	1,639.53	2,003.87	2,368.21	2,732.55	3,279.06
NETLEY MARSH	1,089.16	1,270.69	1,452.21	1,633.74	1,996.79	2,359.85	2,722.90	3,267.48
NEW MILTON	1,127.62	1,315.56	1,503.49	1,691.43	2,067.30	2,443.18	2,819.05	3,382.86
RINGWOOD	1,136.54	1,325.96	1,515.39	1,704.81	2,083.66	2,462.50	2,841.35	3,409.62
ROCKBOURNE	1,125.03	1,312.53	1,500.04	1,687.54	2,062.55	2,437.56	2,812.57	3,375.08
SANDLEHEATH	1,093.12	1,275.31	1,457.49	1,639.68	2,004.05	2,368.43	2,732.80	3,279.36
SOPLEY	1,112.80	1,298.27	1,483.73	1,669.20	2,040.13	2,411.07	2,782.00	3,338.40
SWAY	1,099.21	1,282.42	1,465.62	1,648.82	2,015.22	2,381.63	2,748.03	3,297.64
TOTTON & ELING	1,160.44	1,353.85	1,547.25	1,740.66	2,127.47	2,514.29	2,901.10	3,481.32
WHITSBURY	1,086.59	1,267.69	1,448.79	1,629.89	1,992.09	2,354.29	2,716.48	3,259.78
WOODGREEN	1,095.23	1,277.77	1,460.31	1,642.85	2,007.93	2,373.01	2,738.08	3,285.70

## 57 MEMBERSHIP OF COMMITTEES AND PANELS

There were no changes.

CHAIRMAN

**Attachments:** Appendices 1 – 4

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### Leader of the Council – Budget Presentation

Slide Number	Slide	Notes
1	“Meeting the needs of our Community – Securing a better future for the New Forest”	Meeting the needs of our Community – Securing a better future for the New Forest.
2	INTRODUCTION	<p>More than 170,000 in our community expect us to help make their lives better.</p> <p>My budget speech this year offers the opportunity for me to reflect on what we have achieved for our residents and businesses and will endeavour to deliver for them in the future.</p>
3	PEER CHALLENGE	<p>LOCAL GOVERNMENT ASSOCIATION</p> <p>In October 2017 we invited the improvement focused independent Peer Challenge to come to the Council and review how we perform for our community.</p>
4	<i>The Peer Team said:</i> <b>“The Council delivers services that.....are valued by residents.”</b>	Providing good services to residents is important but a priority is to support business, which in turn “creates jobs in our community for our community”
5	We provide over 100 Services to our Community	The council provides 100’s of services but recognises that our community expects us to provide visible services that keep the New Forest special
6	Our refuse and recycling services continues to be provided weekly	The weekly refuse and recycling collection is a visible service that our community wants and works well in harmony with the animals and the special features of our area.
7	We continually look to improve services	We are happy to work with both traditional methods and modern requirements to meet the needs of our community
8	We prioritise the need to provide more homes for local people	Finding homes in our community for local people is a top priority. We recognise this is a challenge with over 3,000 in our community waiting for a Council home.
9	We recognise that housing is more than bricks and mortar - it is about community	We have established a member Task and Finish group to look at how we can avoid homelessness for so many in our community.
10	We play a significant role in the Health of our community	Our Health & Leisure centres are valued by many in our community. They help many of our young people to learn to swim and encourage health lifestyles across all ages.
11	We will continue to invest in our 5 Health & Leisure Centers	We are committed to our 5 Health & Leisure centres that operate on school sites. The Council’s recent investment of £650,000 at Ringwood Health and Leisure means that all of our centres are now at the same high standard of facility.

12	We will continue to make the New Forest a safer place to "Eat Well" by .....	I was pleased to present the first Eat Out Eat Well gold awards to Walhampton School, Paultons Park and Forres Sandle Manor in Fordingbridge for providing healthy options in their food businesses. There is also another school that has won the gold award - Ballard School, and their presentation will be in early March.
13	....ensuring those in our community maintain high standards	Initiatives that create high standards is our approach to work with business helps to ensure we both protect our community and encourage the many high standard culinary delights available in the New Forest.
14	We will continue to ensure the New Forest is kept a tidy place to live	The Community engages well with us. Next weekend March 3 <sup>rd</sup> and 4 <sup>th</sup> is the first of the annual Spring Clean Events. To date we have 20 community events taking place across this weekend with 478 people taking part.
15	<i>The Peer Team said: "The Council works well with local partners ....."</i>	For our community to get the best it is important that we work closely with the many forms of governance in the New Forest. This includes Hampshire county Council, our 37 local Town and Parish councils, the National Park Authority, Police and Fire Services. Indeed, we will be seeking to progress better working relationships with the National Park Authority.
16	We have good local partnerships with other local organisations ...	We have good local partnerships with other local organisations.....
17	...as well as supporting the important role played by our many volunteers	It was good to see that the Byron Road Group in New Milton achieved national recognition for their dazzling display of festive spirit by winning £10,000 from Christopher Biggins and the Daily Mail.
18	We are prepared to share our successes worldwide!	Representatives from the Bangladesh Water Development Board met with representatives from the council to hear the process behind the design of the Milford Beach Huts and to learn about local coastal management. The visit to the UK was to look at examples of coastal engineering, infrastructure development, and emergency management.
19	We are supportive of all who have served the community .....	We acknowledge that within our community there are many people who have served our country, we will continue to ensure they are recognised.
20	....and share pride in our place with other communities	Our chairman this year Cllr. Christine Ward has demonstrated the importance of the role. She has shown much Civic Pride in the way she has carried out her role as our ambassador. Thank you Christine.

21	The Peer Team said: <b><i>“The Council has recognised the importance of partnership in promoting the economic development of the district”</i></b>	Promoting our economy which supports our community is a priority and we are putting a great deal of effort into developing our Economic Development Strategy, through consultation, engagement with business as well as detailed research to ensure it supports our business and delivers for our community.
22	Our priority is to help local business grow	The 2018 Business Show will take place at the New Forest Show in a special new business area of the showground.
23	We work closely with the New Forest Business Partnership	This builds on the success of the 2017 Show which saw over 50 local business exhibiting and provided an excellent platform for new business relationships
24	We aim to support local business to be successful for the benefit of our community	We are fortunate that here in the New Forest we have such a high quality of local business as well as national and international business. NFDC sponsored the Customer Care Category won by Lymington Yacht Haven
25	We have created new organisations that work in partnership to benefit business	I am pleased to be part of the Board of Go New Forest which has seen a successful first year in developing its strategies to encourage more tourism related revenue into the district. The recent AGM of the British Guild of Travel Writers was a great success for the New Forest.
26	The Peer Team said: <b><i>“The Council engages well with service users and residents.”</i></b>	The Council engages well with service users and residents.
27	We will continue to be accessible to all our community	Customer services are an integral part of our commitment to putting the customer first. It is often the only point of contact for many in our community with over 100,000 visits annually to our information offices. We recognise changing demands and are committed to enabling ease of access to all that want to contact our services. Modernisation and technology is changing the way many organisations engage with their community. Our approach will be to ensure that no one is excluded from meeting the new demands of customers.
28	We helped our community elect a new National Government & County Council	We helped our community elect a new National Government and County Council.

29	We have consulted widely on the development of our Local Plan	Local Plan - Significant increase in Housing provision - From 200 to 520 per annum - Working with the community and development industry to ensure the right type of houses to address local needs. - Formal Council approval June 2018 - Public Examination Winter 2018
30	The Peer Team said: <b><i>“(The) Council has an excellent understanding of its local context.”</i></b>	We listen to the needs of local people in providing services.
31	Providing services in a local context New Public Convenience in New Milton	New public toilets at New Milton recreation ground and Bath Road in Lymington have a dedicated changing facility with ceiling hoist and a height adjustable changing bed. Hadley’s Heroes has now named NFDC as one of their ‘heroes’ for its response to their campaign to provide improved “changing places” facilities.
32	Finding innovative solutions	This award winning design has received national recognition at the Concrete Society Awards where it received a highly commended and this design has also been shortlisted for the Civic Trust awards which will be judged in May
33	The Peer Team said: <b><i>“(The Council) is on the cusp of change”</i></b>	We recognise that we need to change and modernise but not forgetting the past. “Old yet ever New”
34	I together with the Chief Executive have been making the case for change	I enjoyed meeting our staff to talk about the organisation of the future when “Barry and Bob went talkabout”
35	I have made changes to Cabinet to ensure councillors’ skills are used more widely	The changes I made to Cabinet enables me to bring even more breadth of knowledge into the Cabinet which is needed to help us meet the challenges ahead.
36	We recognise in the budget the need for investment in technology and smarter working.	We have provided budgets of £2.1m over a 3 year period to bring our ICT up to today’s needs and enable us to build an organisation that is fit for the future. The recent improvements in “wifi” are an example of the improvements we have already made.
37	The Peer Team said: <b><i>“The Council enjoys a healthy financial position ..... relative to many of its peers”</i></b>	Despite the challenges we are in a healthy financial position because we have planned wisely not for the short term with “gimmicks” but for the long term which is sustainable.

38	This is despite reductions in Government Funding	Government funding is reducing but we have not and will not whinge about this fact. It is something faced by nearly all of the public sector. Instead we will get on and plan sensibly for future manifesto's in the knowledge we will likely have less resources.
39	Council Tax will need to increase this year by £5 to £168.36	Council Tax will rise this year but given what we will be providing I believe it provides excellent value for money given the range of services we provide.
40	Maintaining all these services and more with a <u>Council Tax increase of less than 10p per week</u>	We will continue to deliver all of these services, and more, for a Council Tax increase of less than 10p per week.
41	Looking ahead we have more to do to fund future budget gaps	We have much to do in the future and our manifesto will set out our realistic ideas to take us forward to 2023.
42	We will look to generate new sources of income ...	Our approach to investment in the District has both been sensible and financially beneficial. I hope we will find more good deals for our community in our community in the future. This is all part of our Treasury Investment Strategy and the continued diversification of our cash investments.
43	.....and invest in working smarter	And invest in working smarter.
44	The Peer Team said: <b><i>"The Council has a committed workforce who are happy ....and take pride in New Forest"</i></b>	This observation is so very true. Without the commitment of our workforce we would not achieve so much.
45	I believe we have staff that are prepared to do that bit extra...	I believe we have staff that are prepared to do that bit extra...
46	.... my thanks to the Chief Executive and all his team on the "frontline"....	... my thanks to the Chief Executive and all his team on the "frontline"...
47	.... and in the back office of the council	I have been particularly pleased with the progress we have made with the Employee Engagement Panel (EEP) over the last year. Our interface with employees and Trade Unions feels much of a team New Forest than the "old" Industrial Relations Committee approach.
48	Before I finish I would like to acknowledge the sad passing of Cllr. Sophie Beeton, we will all miss her positive contribution	It is with great sadness that we lost Cllr. Sophie Beeton, her happy smile and enthusiasm will be missed by us all.
49	Thank you to all councillors and cabinet members for helping get to this positive position and be optimistic about the future	Thank you to all councillors and cabinet members for helping get to this positive position and be optimistic about the future.

50	Finally, before we debate the budget I would like us to reflect on this special place and the community we represent	In developing the Film New Forest Project, the Council have worked in partnership with Creative England to produce a promotional film which outlines the various opportunities and benefits to filming in the District. With a valuable contribution from Observer and BBC Film Critic Mark Kermode, the film 'Through the Wardrobe' highlights in particular the huge versatility of filming locations including open forest, coastal and industrial. I would like to introduce this film to you now.
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### Liberal Democrat Leader - Budget Speech 2018

Some of my fellow members will be sad to learn that this will be my final budget speech.... for this year.

Only last week, I spoke at Hampshire County Council, making the point that conservatives have nobody else to blame but themselves for increasing council tax and cutting services.

The Conservative Chairman of the Local Government association, Lord Porter, expressed his view of the Chancellor's Autumn budget.

***"It's hugely disappointing that the budget offered nothing to ease the financial crisis facing local services"***. I could not have put it better myself.

Local Government should be valued. I think the public value what we do, more than central government does.

It talks about devolving power, but look what it does in practice. On something we all care very deeply about... **crime and anti-social behaviour**. It's put all the decision making in the hands of one man, the Police & Crime Commissioner. Now I don't like to personalise politics, but when he behaves the way he does, it's hard not to. The phrase "Remote arrogant and out of touch" with what we need doesn't come close.

When he tried setting a budget recently, it was voted down by the Police Panel, including all the conservative Councillors who could see that the absolute stupidity in what he was trying to do, doubling the size of his office operation, whilst losing 110 front line police officers.

Leader, whatever you proposed in your budget this evening, it would not have topped his efforts. It is high time that we dropped the whole idea of Police & Crime Commissioners and got back to local Councillors holding the Chief Constable to account and setting the budgets.

So my **first plea**, is for you to start lobbying for this to happen. Otherwise, our communities, already hit by crime and lack of police resources are only going to suffer more.... and I note that the governments answer to overcrowded prisons is to release prisoners early. What impact do we suppose that will have?

My **second plea** is about **housing**. We know that good, secure, well-maintained housing is a pre-requisite to living any sort of quality life. We have a housing waiting list of over three thousand people for the best part of twenty years whilst we have lost half our council housing.

I acknowledge that, for some, home ownership is something to be applauded. But it should never have been allowed to happen at the expense of depriving others of no home at all to live in. Can it be right that we have so many families forced to endure living in Bed & Breakfast accommodation and others homeless, even "sofa surfing". I cannot be the only Councillor who regularly receives pleas of help from people with really serious housing issues.

I applaud the work of the housing officers. They do an incredible job without the means to fulfil demands for housing, whether it be those without any housing or those with housing that doesn't meet their needs. Meeting housing need must be a corporate priority, not beach huts, or even super beach huts, but housing.

What sort of crazy government is it that has decided Councils can borrow money to speculate on commercial property deals, including shopping centres elsewhere in the country, whilst denying you the ability to replace the council housing lost under the "Right to buy" scheme here in the New Forest, where we have people desperately frustrated on long waiting lists for any housing for years and years?

### **Third plea: On recycling waste,**

South Oxfordshire District Council, also run by the Conservatives, came first in the 2015/16 municipal waste recycling tables. Their recycling, reuse and composting rates are a phenomenal 67.3%. By contrast, our recycling rate was 29.8%.

Come on folks, let's get our act together. We are in **317<sup>th</sup>** place out of 351 local authorities when it comes to performance.

I think the public here are confused about what items can be recycled. I think we have made it more difficult for them. Removing most of the well-used "Bring Back" sites across the New Forest has only reduced the amounts of recycling and all the new charges and threats to close or restrict access to the Household Waste recycling Centres, hasn't helped at all.

### **Fourth plea: Be Pro-active**

It's right that this authority has downsized and is working smarter. We Liberal Democrats show just what can be done with small numbers.

Members will know that I have always been supportive of moves that would improve the operational efficiency of this Council. Let me say, at this point, that I am immensely impressed by the quality of our Council employees. It's very clear to me that they are hard-working, professional and have shown huge commitment to public service in all the different areas they operate in.

I am glad that you have finally agreed to ask the Electoral Commission to look at downsizing the number of members. It doesn't matter that it was my proposal originally. However, I don't accept that it will take five years or more for it to be implemented. There is a large sum of public money at stake here. Tell them that we expect them to be able to review this within months and that we want a smaller authority for the next administration.

So, what, I hear you ask, would be different under a Liberal Democrat administration?

I will start by pledging that there will be a lot less of doing things without thought for the consequences to others. It's good to talk. Even the Conservative led Peer Review recognised the need to work better with the National Park Authority.

You will also see a lot more lobbying for a better deal from government. This Council almost never troubles the postbag of our two MP's, or even plays any active role within the Local Government Association. We can therefore hardly expect to get a better deal than we do. We need to grow a spine and start asserting ourselves with the powers that be.

My party has a clear vision for reforming things in the New Forest and I hope to publish the detailed manifesto in the next few weeks.

**Fifth plea: Good Governance** - Sometimes, good governance is about what you don't do, rather than what you do. Please no more, time, energy and expense in dealing with reviews and proposals for changing local government structures. It's already cost taxpayers about £1 million, with nothing to show for it.

And don't send letters out to residents informing them that they owe one penny on council tax. I have an example of that here. It surely makes no sense at all to incur costs a hundred times greater than the size of the debt you seek to recover. Let's make sure our computer systems are programmed not to waste money.



### **Sixth plea: Let's help where it is most needed....**

Whether this issue is lack of adequate housing, subsidised transport, an absence of support for children in the early years, mental health issues, crime and anti-social behaviour or lonely, isolated older people, I think that this Council should and could be doing much more to support the people who need it.

With long waits on housing lists with thousands of people, we have taken away hope. We have taken away a quality of life everyone should feel entitled to. We are not offering hope and a home to young families. We are only offering yet more years in cramped and difficult conditions.

Members, we should be ashamed of ourselves. We have let down a generation of New Forest residents who look to us, their Council, their elected representatives to do something for them.

I am really pleased that you have decided to focus on the issue of homelessness. Frankly, it is a scandal that things have been allowed to get to as bad as they are. We need to look at the new obligations being placed upon us by new legislation and embrace it as an opportunity to help those who have been abandoned. It's why I have agreed to work cross-party and join the panel.

I think we can look towards the positive approaches taken by Winchester City Council and well away from the really negative things that Bournemouth Council have tried.

I have a specific proposal, an amendment to your budget plans that I would like to offer for consideration.

I think we all recognise that the way council tax works is unfair. It's a regressive tax. Every time it increases above inflation, it has a disproportionate impact on lower income residents.

Reform isn't going to happen anytime soon, so as a temporary measure, I would like you to consider this.

I am not claiming this as our own, unique, idea. In fact, I have taken this initiative from Westminster Council, who – like us – have a large number of wealthy people living in their area, many of whom say that they are concerned about public services and particularly issues such as homelessness and foodbanks and that they would be willing to pay a bit more council tax if it was used to alleviate the worst impacts of poverty in their area.

Westminster Councillors, have decided to write to all owners of “Band H” properties, worth more than £1 million and above, asking that they pay a voluntary extra sum. I cannot think of any good reason why we shouldn't at least try such an initiative here in the New Forest.

So the motion is “This authority, when sending out council tax bills, includes an invitation to residents living in Band H properties to pay a voluntary additional sum of £100, £250 or £500 which the council will use to support programmes that maintain and improve public services, especially those that have most impact on the poorest, most vulnerable members of our community”.

Thank you for listening. I so move.

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## APPENDIX 3

### RECORDED VOTE MINUTE NO. 53 – SUBSTANTIVE MOTION ON ITEM 5 OF THE REPORT OF THE CABINET DATED 8 FEBRUARY 2018

Votes For		Votes Against	Abstentions
Cllr Alvey	Cllr J Heron	Cllr Harrison	
Cllr Mrs Andrews	Cllr Mrs Hoare	Cllr Wade	
Cllr Andrews	Cllr Kendal		
Cllr Armstrong	Cllr Mrs Jackman		
Cllr Beck	Cllr Mrs Lane		
Cllr Mrs Bennison	Cllr Lucas		
Cllr Binns	Cllr Mrs McEvoy		
Cllr Blunden	Cllr O'Sullivan		
Cllr Britton	Cllr Penman		
Cllr Mrs Brooks	Cllr Penson		
Cllr Carpenter	Cllr Poole		
Cllr Mrs Cerasoli	Cllr Puttock		
Cllr Clarke	Cllr Rickman		
Cllr Mrs Cleary	Cllr Russell		
Cllr Coombes	Cllr Steele		
Cllr Ms Crisell	Cllr Thierry		
Cllr Davies	Cllr Mrs Thorne		
Cllr Dow	Cllr Tipp		
Cllr Frampton	Cllr Mrs Ward		
Cllr Glass	Cllr Ward		
Cllr L Harris	Cllr White		
Cllr M Harris	Cllr Wise		
Cllr E Heron	Cllr Mrs Wyeth		

**Total:**

**46**

**2**

**0**

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## APPENDIX 4

### RECORDED VOTE MINUTE NO. 56 - THE 2017/18 COUNCIL TAX

Votes For		Votes Against	Abstentions
Cllr Alvey	Cllr J Heron	Cllr Harrison	
Cllr Mrs Andrews	Cllr Mrs Hoare	Cllr Wade	
Cllr Andrews	Cllr Kendal		
Cllr Armstrong	Cllr Mrs Jackman		
Cllr Beck	Cllr Mrs Lane		
Cllr Mrs Bennison	Cllr Lucas		
Cllr Binns	Cllr Mrs McEvoy		
Cllr Blunden	Cllr O'Sullivan		
Cllr Britton	Cllr Penman		
Cllr Mrs Brooks	Cllr Penson		
Cllr Carpenter	Cllr Poole		
Cllr Mrs Cerasoli	Cllr Puttock		
Cllr Clarke	Cllr Rickman		
Cllr Mrs Cleary	Cllr Russell		
Cllr Coombes	Cllr Steele		
Cllr Ms Crisell	Cllr Thierry		
Cllr Davies	Cllr Mrs Thorne		
Cllr Dow	Cllr Tipp		
Cllr Frampton	Cllr Mrs Ward		
Cllr Glass	Cllr Ward		
Cllr L Harris	Cllr White		
Cllr M Harris	Cllr Wise		
Cllr E Heron	Cllr Mrs Wyeth		

**Total:**

**46**

**2**

**0**

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**COUNCIL – 16 APRIL 2018**

## **BY-ELECTION FOR DISTRICT COUNCIL'S MILFORD WARD – 5 APRIL 2018 – REPORT OF THE RETURNING OFFICER**

1. An election to fill the vacancy for the Milford Ward of the District Council, caused by the death of the late Cllr Mrs Sophie Beeton, was held on Thursday 5 April 2018. Three candidates were validly nominated for the election.

2. The following votes were cast:

Wynford Bevan Davies (Liberal Democrats)	200
Christine Hopkins (Conservative Party Candidate)	1,057
Sally Anne Spicer (Labour Party)	126

Cllr Christine Hopkins has therefore been declared duly elected a Councillor for the Milford Ward of New Forest District Council.

3. The turnout was 32.2%.
4. Cllr Mrs Hopkins has given notice that she has joined the Conservative Group on the Council. The political representation on the Council (taking into account the recent death of Cllr Bob Wappett) remains at:

Conservative	56
Liberal Democrat	2
Independent	1

### **Further information:**

Rosemary Rutins  
Service Manager, Democratic Services &  
Member Support  
Tel: (023)80 285588  
e-mail: [rosemary.rutins@nfdc.gov.uk](mailto:rosemary.rutins@nfdc.gov.uk)

### **Background Papers:**

Published documents

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## REPORT OF AUDIT COMMITTEE

(Meeting held on 23 March 2018)

### 1. REVIEW OF FINANCIAL REGULATIONS (Minute No 46)

The Committee has considered proposed revisions to the Council's Financial Regulations. The current Regulations have been in place for several years and are in need of review to ensure they reflect the Council's current policies and practices.

The recent peer review feedback recommended that the Council should;

*"Review levels of decision making to empower managers and staff to deliver".*

The proposed amendments recommended to the Financial Regulations take this commentary into account.

Up to date Financial Regulations support the Section 151 Officer in directing and ensuring the proper administration of the Council's financial affairs. They are also an essential point of reference for all Service Managers as they form a mandatory framework for the financial administration of the Council.

The revised Financial Regulations, including a schedule summarising the approval limits for budget virements and supplementary budgets, are attached at **Appendix 1**. The revisions give more authority to Service Managers across the Council to make financial decisions in their service areas, before the need to request formal approval for budget virements. As a matter of course, Service Managers will be expected to consult and brief their respective Portfolio Holders on matters affecting their budgets, on a regular basis.

Subject to a minor amendment (reflected in the attached draft regulations), the Committee recommends the adoption of the revised regulations with the added provision that they be reviewed at least every 3 years.

A summary of the proposed amendments is:

Reference	Amendment	Reason
Throughout	Remove reference to 'Director of Resources' and replace with Section 151 Officer	Remove reference to old post with and replace with current establishment.
Throughout	Remove reference to 'Directors' and replace with 'Executive' or 'Service Manager' where applicable	Remove reference to old post with and replace with current establishment.
Throughout	Remove reference to 'Supplementary Estimate' and replace with 'Supplementary Budget'	The Council sets budgets, not estimates, hence term updated.
1.2	Quoted acts updated	To confirm the most recent statutory acts that these financial regulations have regard to.

4.3	Wording amended	The S151 officer shall determine whether a budget movement is a transfer or a virement, utilising the definitions as given.
4.3.2	New regulation added	To ensure Service Managers only have the ability to conduct virement in their own budgets, and not affect budgets of other Service Managers without their prior approval.
4.3.3	New regulation added	To ensure Service Managers do not spend additional income, without Supplementary Budget rules taking effect.
4.4	Revised approval limits for budget virement	Previous limits too low as being a virement, no impact to the Council's overall budget. Revised approval limit before Council need to get involved represents c2% of Council Tax.
4.7	Revised approval limits for supplementary budgets	Previous limits too low. Revised limit before Council need to approve represents c1% of Council Tax.
4.11	New regulation added	If external funding is received, commencement on delivering the intended purpose should progress without delay.
4.13	Wording amended	To be consistent with revised 4.3, only this time applicable to capital.
4.14	Revised approval limits for budget virement	Previous limits too low as being a virement, no impact to the Council's overall budget. Revised approval limit before Council need to get involved consistent with 4.3. Portfolio Holder level extended to reflect potential individual transaction sizes within the capital programme.
4.15	Revised approval limits for supplementary budgets	Previous limits too low. Revised limit before Council need to approve represents c1% of Council Tax. Portfolio Holder level extended to reflect potential individual transaction sizes within the capital programme.

4.17.5	Wording updated to include 'Material'	Only material budget variations and movements require noting on the Council's Financial Monitoring Reports.
4.19	Wording added to 4.19 and new 4.19.2	To allow appropriate flexibility in expenditure, when the annual budgets set are indicative with the intention of fulfilling a medium term strategy.
5.1	Wording added to 5.1.1	Only income outside of the course of 'ordinary business' to be notified to the S151 Officer.
5.1	Wording amended 5.1.5	Official receipt must be 'made available', not necessarily 'always received'. This is to avoid unnecessary issuing of low value receipts.
5.2	Wording added to 5.2.1	'Portfolio Holder' added to reflect the current delegation for approving revised Fees and Charges.
6.1	Service Manager for Business Improvement and Customer Services added	Responsibility for insurance sits with the Service Manager.
7.1	Service Manager for Estates and Valuations added	Responsibility for land and property registers sits with the Service Manager.
7.3	Inventories required to list items in each service area between £500 and the capital de-minimus level	To ensure the safe custody and recording of NFDC assets.
9.2	Wording added to reflect delegation	To reflect current SLA and arrangements with HCC.
10.1	Gateway Procurement Cards added to narrative under (d)	GPC's now widely in use across the Council. Separate procedure notes exist for card holders.
13.1	Service Manager for Human Resources added	Responsibility for Salary payments and other emoluments now sits with the Service Manager.

**RECOMMENDED:**

- (a) *That the revised Financial Regulations as set out in Appendix 1 to this report be approved with effect from 17 April 2018; and***
- (b) *That the Financial Regulations be reviewed at least every three years.***

**CLLR A O'SULLIVAN  
CHAIRMAN**

**Attachments:** Appendix 1



## FINANCIAL REGULATIONS



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## 1. GENERAL MATTERS OF FINANCIAL ADMINISTRATION

- 1.1 The Council shall approve the overall financial strategy. The Cabinet, Portfolio Holders, Committees and Scrutiny Panels may act within the powers delegated to them by the Council and within these Regulations.
- 1.2 These regulations apply to the Council, its members and officers in all its functions. This includes functions carried out under Section 151 of the Local Government Act 1972, the Local Government Finance act 1988, the Local Government and Housing Act 1989 and the Accounts and Audit Regulations 2015.
- 1.3 The Section 151 Officer may set aside these regulations if he/she considers necessary. Any decision to suspend Financial Regulations will be reported to the Council. In the event of a civil emergency the deputy S151 Officer may set aside these regulations if he/she considers it necessary.
- 1.4 Where the Council performs works under an agency agreement with another authority or body, the financial regulations of the principal authority shall take precedence over these regulations, unless otherwise agreed.
- 1.5 These regulations shall be read in conjunction with Standing Orders as to Contracts.
- 1.6 Except for regulations 2.1, 2.1.1 and 3.1, the Section 151 Officer may nominate an officer to exercise any power or duty these regulations confer on him/her. In addition to the statutory Register of Delegations maintained by the Chief Executive, the Section 151 Officer shall maintain a register of the powers and duties he/she confers, and the job titles of the officers on whom he/she has conferred each power or duty.
- 1.7 Where these regulations give an Executive or Service Manager power to authorise an officer to exercise a power or duty, the Executive or Service Manager shall maintain a register of all authorisations and the job titles of the officers who are authorised.
- 1.8 Reports under these regulations shall, where practical, be in writing. In writing includes email communication but formal budget authorisation may only be achieved by completing fully the proper control document or through the formal Cabinet/Council process.
- 1.9 The Section 151 Officer will issue supporting financial practice notes from time to time. These should be read in conjunction with these regulations.

## 2. ACCOUNTING PROCEDURES AND RESPONSIBLE FINANCIAL OFFICER

### GENERAL PRINCIPLES

- 2.1 The Section 151 Officer is responsible for the proper administration of the Council's financial affairs for the purposes of section 151 of the Local Government Act 1972.
- He/she is directed by the Council.
- He/she is authorised to determine the financial practices, procedures and systems required.

### PRACTICES, PROCEDURES AND SYSTEMS

- 2.1.1 The Section 151 Officer will report to each Member of the Council and to the Council's external auditors if the Council, the Cabinet, Portfolio Holder, Committee, or an Officer:
- (a) has made, or is about to make, a decision which involves or would involve the Council incurring unlawful expenditure; or
  - (b) has taken, or is about to take, a course of action which if pursued to its conclusion would be unlawful and likely to cause a loss to the Council; or
  - (c) is about to enter an item of account unlawfully.
- This is required by section 114 of the Local Government Act 1988.

- 2.2 The Executives and Service Managers shall ensure proper financial control of the parts of the budget for which they are responsible. They are authorised to commit revenue or capital expenditure:
- (a) which is authorised through the Council's approved revenue and capital budgets; or
  - (b) by virement or tolerances permitted by section 4 of these Regulations.

- 2.2.1 The Executives and Service Managers may authorise **other** officers to exercise financial authority. Such authorisation does not reduce the overall responsibility of the Executive and Service Manager.
- 2.2.2 Details of such delegations shall be sent to the Chief Executive, who shall include the delegations in the Register of Delegations.

- 2.3 The Cabinet, Portfolio Holder, Committee, Panel or Council must consider a report which clearly identifies the costs and benefits before it takes a decision on any new proposals which include any material financial implications.

- 2.3.1 Any financial proposals must:
- (a) be approved by the Section 151 Officer and,
  - (b) comply with these regulations.
- 2.3.2 The Section 151 Officer may comment adversely on any proposal, or submit an independent report.



2. ACCOUNTING PROCEDURES AND RESPONSIBLE FINANCIAL OFFICER

GENERAL PRINCIPLES		PRACTICES, PROCEDURES AND SYSTEMS	
2.4	Where expenditure is urgently required outside the regulations set out in Section 4, the Section 151 Officer, in consultation with the Chief Executive, the Portfolio Holder with responsibility for Finance and the Portfolio Holder with responsibility for the relevant service area, may authorise approval.	2.4.1	The action taken must be reported to the next meeting of the Council.

### 3. AUDIT ARRANGEMENTS AND FRAUD INVESTIGATIONS

#### REGULATIONS 3.1 AND 3.1.1 TO 3.1.2 COMPLEMENT THE ACCOUNTS AND AUDIT REGULATIONS 2015

##### GENERAL PRINCIPLES

- 3.1 The Section 151 Officer is the Responsible Financial Officer. He/she shall maintain an adequate and effective internal audit of the Council in accordance with relevant legislation.

##### PRACTICES, PROCEDURES AND SYSTEMS

- 3.1.1 In carrying out his/her duties under 3.1, the Section 151 Officer, or his/her authorised representative, may:
- (a) enter any Council premises or land at any reasonable time, subject to any statutory requirements;
  - (b) have access to all records and documents concerning any past or prospective financial transactions of the Council;
  - (c) require, and receive, any necessary explanations concerning any matter under examination;
  - (d) require any employee of the Council to produce any Council property under his/her control.
- 3.1.2 All employees have a duty to report suspected fraud or irregularities immediately to the Section 151 Officer. He/she shall take the steps he/she considers necessary under the Council's Anti-Fraud, Bribery and Corruption Strategy, and Anti-Money Laundering Policy.
- 3.1.3 Any suspected fraud or irregularity concerning the Section 151 Officer must be reported to the designated deputy S151 Officer and the Chief Executive.

## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Revenue Budget Preparation

- 4.1 The Leader of the Council shall ensure preparation of detailed budgets of both income and expenditure for all services, for approval by the Cabinet and the Council.

### PRACTICES, PROCEDURES AND SYSTEMS

#### Revenue Budget Preparation

- 4.1.1 In preparing detailed budgets for expenditure and income, the overall financial strategy and spending priorities approved by the Council must be adopted.
- 4.1.2 The Section 151 Officer shall determine the timetable and procedures for budget preparation.
- 4.1.3 No budgets shall be created without the consent of the Section 151 Officer.
- 4.1.4 Budgets may not include contingency sums for unplanned expenditure. These regulations contain enough flexibility to meet unplanned expenditure.
- 4.1.5 Business Units should aim to recover all their costs in accordance with guidelines issued by the Section 151 Officer.
- 4.1.6 Budgets must identify the gross sums for each item of income and expenditure.

- 4.2 The Section 151 Officer shall determine financing arrangements for all approved expenditure.

- 4.2.1 Expenditure which:
- (a) involves any leasing, hire purchase, or rental agreements, and
  - (b) may have implications for the Council under the Government's capital expenditure controls
- may not be incurred without the Section 151 Officer's approval.

## 4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES	PRACTICES, PROCEDURES AND SYSTEMS
<b>Revenue Expenditure – Budget Movements</b>	<b>Revenue Expenditure – Budget Movements</b>
<p>4.3 Budget provision may be moved from one budget heading to another.</p> <p>The Section 151 Officer will determine whether a budget movement (where there is no increase in overall budget) can take place either as a transfer as a virement.</p> <p>Budget Transfers are movements between similar budget priorities and will require adherence to 4.3.1 – 4.3.4.</p> <p>Budget Virements are movements between different budget priorities and will require adherence to 4.3.1 – 4.4.5.</p> <p>The relevant Service Accountant must be informed of all budget movements to ensure that the Financial Information System budget position is accurate, to assist budgetary control.</p> <p><b>The Section 151 Officer must be notified <u>before</u> expenditure is committed and can veto any proposed budget movements.</b></p>	<p>4.3.1 Virements or budget transfers may not be made from headings for Support Services or Capital Financing. Virement from Capital Charges may only be undertaken with the prior approval of the Section 151 Officer, irrespective of the value.</p> <p>4.3.2 Virement or budget transfers from Employee allocations may only be undertaken with the agreement of the source Service Manager, irrespective of the value.</p> <p>4.3.3 Virement or budget transfers from income will generally constitute a Supplementary Budget request.</p> <p>4.3.4 All requests for virements or budget transfers must be made using the proper control document.</p>
<p>4.4 All proposals for virement shall be approved in line with the requirements outlined in 4.4.1 – 4.4.5.</p>	<p>4.4.1 <b>Sums up to £25,000 vired between individual service cost centres:</b> requires the approval(s) of the Service Manager(s).</p> <p>4.4.2 <b>Sums between £25,001 and £50,000:</b> require the approval(s) of the Service Manager(s) in consultation with the relevant Executive Head and the Portfolio Holder(s) with responsibility for the Service(s) to/from which the virement</p>

is made.

4.4.3 **Sums between £50,001 and £240,000:** require approval of the Cabinet.

4.4.4 **Sums over £240,000:** require approval of the Council.

4.4.5 **More than one request for virement to or from the same budget in the same financial year:** sums must be aggregated to decide which of regulations 4.4.1 to 4.4.4 applies.

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4.5 Virement must not commit the Council to increased net expenditure in future years. Particular care is required if the virement is to an employee budget.

4.5.1 Virement authorisation must identify whether the virement is for one year only or is ongoing. Ongoing requests that will lead to increasing expenditure in future years on a particular budget heading must identify the budget(s) for matching reductions for future years. Otherwise the request must be considered as a supplementary budget rather than a virement.

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4.6 Virement between revenue and capital budgets is not generally permitted. Any exceptional proposals require the prior approval of the Section 151 Officer.

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## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Revenue Expenditure – Supplementary Budgets

- 4.7 There is no authority to spend in excess of an approved budget. If this becomes necessary **and a budget movement is not possible** then a supplementary budget must be obtained.

The base for supplementary budgets is the lowest service cost centre level identified in the approved Policy budget.

For example:-

- Cemeteries
- Applemore Health and Leisure Centre
- Public Conveniences
- HRA Reactive Maintenance

Any proposal for a supplementary budget must be approved in line with the requirements outlined in 4.7.2 – 4.7.6 **before** expenditure is committed.

**The Section 151 Officer must be notified before expenditure is committed and can veto any proposed supplementary budgets.**

### PRACTICES, PROCEDURES AND SYSTEMS

#### Revenue Expenditure – Supplementary Budgets

- 4.7.1 All requests for supplementary budgets must be made using the proper control document, and must follow the procedures below.
- 4.7.2 **Sums up to £10,000:** require the approval(s) of the Service Manager(s).
- 4.7.3 **Sums between £10,001 and £50,000:** require the approval(s) of the Service Manager(s) in consultation with the relevant Executive Head(s), Portfolio Holder for Finance and the Portfolio Holder with responsibility for the Service(s).
- 4.7.4 **Sums between £50,001 and £120,000:** require approval of the Cabinet.
- 4.7.5 **Sums over £120,000:** require approval of the Council.
- 4.7.6 **More than one request for supplementary budget for the same budget in the same financial year:** sums must be aggregated to decide which of regulations 4.7.2 to 4.7.5 applies.

## 4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES		PRACTICES, PROCEDURES AND SYSTEMS	
Capital Budget Preparation		Capital Budget Preparation	
4.8	The Leader of the Council shall ensure preparation of detailed budgets of both income and expenditure for all services, for approval by the Cabinet and the Council.	4.8.1	In preparing detailed proposals for capital schemes, the overall strategy and spending priorities approved by the Council must be adopted.
4.9	The strategic objectives and priorities for capital expenditure and asset utilisation will be identified annually in the Council's Capital Strategy and Asset Management Plans.	4.9.1	The Section 151 Officer will determine <ul style="list-style-type: none"> <li>(a) the definition of capital and revenue expenditure; and capital memorandum items, i.e. assets to be acquired under lease arrangements.</li> <li>(b) the timetable and procedures for capital budget preparation, and</li> <li>(c) de-minimis levels for capital expenditure.</li> </ul>
		4.9.2	Each scheme bid must be supported by a business case. This must include a proper project appraisal, all options considered, forecast of revenue implications for each year during implementation, and for future years and, where appropriate, the incidence of expenditure.
		4.9.3	Each scheme must clearly identify proposed expenditure on each significant element of the project.

## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Capital Budget Preparation (cont)

- 4.10 The Section 151 Officer will determine the financial arrangements for all approved expenditure.

### PRACTICES, PROCEDURES AND SYSTEMS

#### Capital Budget Preparation (cont)

- 4.10.1 Expenditure which:
- (a) involves any leasing, hire purchase or rental agreements, and
  - (b) may have implications for the Council under the Government's capital expenditure controls
- may not be incurred without the approval of the Section 151 Officer.
- 4.10.2 The availability of sources of external funding should be identified at the time the capital expenditure is proposed, together with any future financial implications for this Council.
- 
- 4.11.1 If new or increased grant or contributions are received towards specific schemes, the Capital expenditure budget will be grossed up accordingly and retrospectively reported for information as appropriate via Financial Monitoring. If increased NFDC resources are required, Virement and Supplementary Budget rules will apply as usual.

- 4.11 Supplementary Budget rules do not apply in instances where external funding received allows an increase in, or new scheme specific expenditure.



## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Capital Expenditure – Budget Movements

- 4.12 Budgetary provision may be moved from one capital scheme to another providing the proposals achieve the Council's strategic objectives outlined in the Capital Strategy.

- 4.13 The Section 151 Officer will determine whether a budget movement (where there is no increase in overall budget) can take place either as a transfer as a virement.

Budget Transfers are movements between similar budget priorities and will require adherence to 4.13.1 – 4.13.2.

Budget Virements are movements between different budget priorities and will require adherence to 4.13.1 – 4.14.5.

The relevant Service Accountant must be informed of all budget movements to ensure that the Financial Information System budget position is accurate, to assist budgetary control.

**The Section 151 Officer must be notified before expenditure is committed and can veto any proposed budget movements.**

- 4.14 All proposals for virement shall be approved in line with the requirements outlined in 4.14.1 – 4.14.5.

### PRACTICES, PROCEDURES AND SYSTEMS

#### Capital Expenditure – Budget Movements

- 4.13.1 External funding and approvals which are scheme specific are not available for virements, unless prior approval has been obtained from the external funder/approver.

- 4.13.2 All requests for virement must be made using the proper control document.

- 4.14.1 **Sums up to £25,000:** require the approval(s) of the Service Manager(s).

- 4.14.2 **Sums between £25,001 and £50,000:** require the approval(s) of the relevant Service Manager(s) in consultation with the relevant Executive Head(s) and the Portfolio Holder(s) with responsibility for the Service(s).
  - 4.14.3 **Sums between £50,001 and £240,000:** require the approval(s) of the Service Manager(s) in consultation with the relevant Executive Head(s), Portfolio Holder for Finance and the Portfolio Holder with responsibility for the Service(s).
  - 4.14.4 **Sums over £240,000:** require approval by the Council.
  - 4.14.5 **More than one request for virement to or from the same scheme in the same financial year: sums must be aggregated to decide which of regulations 4.14.1 to 4.14.4 applies.**
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## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Capital Expenditure – Supplementary Budgets

- 4.15 There is no authority to spend in excess of an approved budget. If this becomes necessary **and a budget movement is not possible** then a supplementary budget must be obtained.

Any proposal for a supplementary budget must be approved in line with the requirements outlined in 4.15.2 – 4.15.5 **before** expenditure is committed.

**The Section 151 Officer must be notified before expenditure is committed and can veto any proposed supplementary budgets.**

### PRACTICES, PROCEDURES AND SYSTEMS

#### Capital Expenditure – Supplementary Budgets

- 4.15.1 All requests for supplementary budgets must be made using the proper control document, and must follow the procedures below.
- 4.15.2 **Sums up to £10,000:** require the approval(s) of the Service Manager(s).
- 4.15.3 **Sums between £10,001 and £120,000:** require the approval(s) of the Service Manager(s) in consultation with the relevant Executive Head(s), the Portfolio Holder for Finance and the Portfolio Holder with responsibility for the Service(s).
- 4.15.4 **Sums over £120,000:** require approval of the Council.
- 4.15.5 **More than one request for supplementary budget for the same budget in the same financial year:** sums must be aggregated to decide which of regulations 4.15.2 to 4.15.4 applies.

## 4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES	PRACTICES, PROCEDURES AND SYSTEMS
Budgetary Control/Reporting	Budgetary Control/Reporting
<p>4.16 Expenditure may only be committed from a budget for the purpose for which it was approved.</p>	<p>4.16.1 Budget Responsible Officers and Service Managers will:</p> <ul style="list-style-type: none"> <li>(a) monitor actual performance on each budget regularly; and</li> <li>(b) take appropriate steps to ensure budgets are not overspent.</li> </ul>
<p>4.17 The Section 151 Officer will report regularly to the Executive Management Team, Portfolio Holders, Scrutiny Panels and the Cabinet, on overall financial performance, predicted gross capital expenditure and net revenue expenditure for the current financial year.</p>	<p>4.17.1 Service Managers will provide data or supporting information for all budgetary control reports.</p> <p>4.17.2 Service Managers will identify opportunities for savings and additional income and shall ensure these are included promptly in the appropriate monitoring reports and budget plans.</p> <p>4.17.3 Service Managers will identify, at the earliest opportunity, potential expenditure for which there is no budget provision. They shall also identify proposed sources of finance for meeting additional expenditure, either by movements or supplementary budget (regulations 4.3 to 4.15).</p> <p>4.17.4 Budget Responsible Officers are responsible for carrying out budgetary control and for informing Service Managers of any potential budget variations at the earliest opportunity, in order to allow Service Managers to fulfil their obligations.</p>

## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Budgetary Control/Reporting (cont)

- 4.18 Unspent revenue budgetary provision may not be carried forward between financial years, unless regulation 4.18.1 has been applied.

### PRACTICES, PROCEDURES AND SYSTEMS

#### Budgetary Control/Reporting (cont)

- 4.17.5 The Section 151 Officer's financial monitoring report will identify material budget movements and supplementary budgets.
- 4.17.6 Any budget changes which impact on the employee establishment must also be notified by the Budget Responsible Officer to the Human Resources Section to ensure that the HR system is updated.
- 4.17.7 In circumstances where the regulations in section 4 cannot be complied with, for instance where expenditure needs to be incurred before Cabinet or Council approval is obtained, regulation 2.4 should be applied.
- 4.18.1 The Section 151 Officer may approve earmarking of funds to meet approved expenditure in the following financial year, subject to a written request by an Executive or Service Manager.

## 4. BUDGETS AND FINANCIAL CONTROL

### GENERAL PRINCIPLES

#### Budgetary Control/Reporting (cont)

- 4.19 Exceptionally, schemes may be moved between financial years. This is termed “rephasing” and is subject to the approval of the Section 151 Officer.
- The inclusion of items in the expenditure plans outside of the current financial year is an intention to spend only. Budget provision does not exist for those items, other than when it relates to a scheme already committed to in the current year’s budget, or when the annual budget identified is part of a medium term strategy and so is indicative for the current fiscal year and not fixed.

#### Use of Provisions and Reserves

- 4.20 Provisions and earmarked reserves may only be used for the purpose for which they were originally approved.

### PRACTICES, PROCEDURES AND SYSTEMS

#### Budgetary Control/Reporting (cont)

- 4.19.1 Any proposals to rephase a capital scheme or part of a capital scheme from the current financial year to a future financial year must be included in the regular financial monitoring reports presented to Cabinet. If there are any adverse financial consequences of such proposals a separate report detailing reasons for the rephasing and the consequences must also be presented. The Section 151 Officer will consider the financial position of the relevant budget and strategic targets for the financial year before deciding whether to support the recommendation.
- 4.19.2 For spend in line with the fulfilment of an adopted medium term strategy, the Section 151 officer may approve additional spend in any one given year above the identified indicative annual budget.
- 4.19.3 Any proposal to bring forward new scheme expenditure from future years to the current financial year should be considered as a supplementary budget and follow the regulations set out in section 4.7 and 4.15.

#### Use of Provisions and Reserves

- 4.20.1 The Section 151 Officer must approve all proposals before expenditure is incurred.

## 5. INCOME

### GENERAL PRINCIPLES

- 5.1 The Section 151 Officer shall approve arrangements for collecting income due to the Council.

### PRACTICES, PROCEDURES AND SYSTEMS

- 5.1.1 The Section 151 Officer must be notified promptly of:
- (a) all money due to the Council outside of the course of ordinary business;
  - (b) contracts, leases and other agreements entered into which involve the Council receiving money.
- 5.1.2 The Section 151 Officer will have the right to inspect any documents or other evidence.
- 5.1.3 Any agreement which allows the extension of credit payment facilities must be agreed in advance by the Section 151 Officer.
- 5.1.4 The Section 151 Officer will be responsible for ordering, issuing and controlling all receipt forms.
- 5.1.5 An official receipt must be made available for all cash received on the Council's behalf. An accounting record in a form acceptable to the Section 151 Officer shall be made for any other remittance received.
- 5.1.6 All money received must be banked intact at frequent, regular intervals. The procedures issued by the Section 151 Officer must be followed.
- 5.1.7 Personal cheques must not be cashed out of money held on the Council's behalf.

## 5. INCOME

### GENERAL PRINCIPLES

5.2 At least once a year each Service Manager will review all fees and charges for services he/she is responsible for.

5.3 The Section 151 Officer shall be authorised to write off uncollectable or cancelled debt, and will delegate approval for write-offs up to a certain level to authorised Service Managers.

### PRACTICES, PROCEDURES AND SYSTEMS

5.2.1 The review will be undertaken in conjunction with the Section 151 Officer and approved by the Portfolio Holder.

5.3.1 The Section 151 Officer will review and write-off debts above the levels delegated to Service Managers.

5.3.2 The Section 151 Officer shall report written off debt to Cabinet annually.



## 6. INSURANCE

### GENERAL PRINCIPLES

- 6.1 The Service Manager for Business Improvement and Customer Services shall arrange insurance cover to meet the Council's requirements. He/she shall be responsible for registering any claims.

### PRACTICES, PROCEDURES AND SYSTEMS

- 6.1.1 Service Managers shall consult with, and inform, the Service Manager for Business Improvement and Customer Services Manager immediately of:-
- (a) all new risks and liabilities which may need to be insured;
  - (b) any changes which may affect existing insurances;
  - (c) anything which may lead to a claim by or against the Council;
  - (d) any interest in property granted by or to the Council which may involve a transfer of insurance cover; or
  - (e) the terms of any indemnity the Council is requested to give.
- 6.1.2 Contractors or agents acting for the Council must have insurance arrangements which adequately indemnify the Council against any third party claim. Service Managers shall consult with the Business Improvement and Customer Services Manager to ensure this.

## 7. INVENTORIES, SECURITY AND DISPOSAL OF ASSETS

### GENERAL PRINCIPLES

### PRACTICES, PROCEDURES AND SYSTEMS

7.1 The Service Manager for Estates and Valuations will ensure a register of land and buildings owned by, or leased to, the Council is maintained.

7.1.1 The register of land and buildings will record:

- (a) the purpose for which the land and buildings are held;
- (b) the location;
- (c) the extent;
- (d) the plan reference;
- (e) the purchase details;
- (f) the particulars and nature of the interest;
- (g) rents payable, and
- (h) tenancies granted.

7.1.3 Service Mangers shall supply the Section 151 Officer with the information necessary to maintain the Council's asset register of other assets (for example Vehicles & Plant).

7.2 The Section 151 Officer will ensure safe custody of the title deeds of property owned by, or mortgaged to, the Council.

7.2.1 The Service Manager for Legal acts on behalf of the Section 151 Officer for this purpose.

## 7. INVENTORIES, SECURITY AND DISPOSAL OF ASSETS

GENERAL PRINCIPLES		PRACTICES, PROCEDURES AND SYSTEMS	
7.3	Service Managers will keep inventories of all items of moveable furniture, equipment, minor Vehicles & Plant, where the individual item value is greater than £500 but less than the capital de-minimus level.	7.3.1	Service Managers will arrange an annual check of inventories.
		7.3.2	The Service Manager for ICT will be responsible for maintaining an inventory of the ICT equipment.
7.4	Service Managers will ensure that proper security is always maintained for all assets under their control, both leased and purchased.		
7.5	Service Managers will aim for maximum utilisation of assets.		
7.6	The Section 151 Officer will determine procedures for disposing of assets, both leased and purchased.		

## 8. STOCKS AND STORES

### GENERAL PRINCIPLES

8.1 Service Managers are responsible for the receipt, safe custody, proper security, and issue, of stocks and stores within their service areas.

8.2 Stocks must be maintained at the lowest level which meets operational requirements.

8.3 Service Managers shall notify the Section 151 Officer immediately if:

- (a) a deficiency of stocks and stores occurs; or
- (b) obsolete items are identified.

...if above the delegated levels as documented in the Council's write-off policy.

### PRACTICES, PROCEDURES AND SYSTEMS

8.1.1 Stocks and stores records must be maintained in a form agreed with the Section 151 Officer.

8.1.2 Service Managers shall supply the Section 151 Officer with the information he/she requires for the Council's financial records.

8.1.3 Service Managers shall arrange for 'independent' physical counts of stocks at least once a year.

8.3.1 The Section 151 Officer shall decide on the course of action where a deficiency, or obsolete items, are identified. He/she may authorise any value of write-off. Depending on the sums involved, he/she may report to the Cabinet or Council, as appropriate.

8.3.2 Disposal of surplus or obsolete stocks and stores must comply with "Disposal of Surplus Items Procedures".

## 9. BANKING ARRANGEMENTS, TREASURY MANAGEMENT, INVESTMENTS AND TRUST FUNDS

GENERAL PRINCIPLES	PRACTICES, PROCEDURES AND SYSTEMS
<p>9.1 The Section 151 Officer is authorised to make all arrangements for banking services, and to determine banking procedures.</p>	<p>9.1.1 All bank accounts shall be in the name of the Council.</p> <p>9.1.2 The Section 151 Officer shall take measures to prevent misappropriation or misuse of Council funds.</p>
<p>9.2 The Section 151 Officer is authorised to:</p> <ul style="list-style-type: none"> <li>(a) borrow and lend all monies; and</li> <li>(b) arrange for the investment of funds, either directly, or through a delegation to a third party.</li> </ul>	<p>9.2.1 The Section 151 Officer is required to act in accordance with the adopted CIPFA Code for Treasury Management in Local Authorities.</p> <p>9.2.2 The Section 151 Officer shall report to the Cabinet annually on how he/she has exercised his delegated Treasury Management powers.</p> <p>9.2.3 All investments shall be made in the name of the Council, except Bearer Securities and trust funds.</p> <p>9.2.4 All officers who act as trustees of trust funds because of their official position must give the Section 151 Officer all title documents concerning the trust.</p>

## 9. BANKING ARRANGEMENTS, TREASURY MANAGEMENT, INVESTMENTS AND TRUST FUNDS

### GENERAL PRINCIPLES

### PRACTICES, PROCEDURES AND SYSTEMS

9.3 The Council will agree the Treasury Management Strategy annually.

9.3.1 The Section 151 Officer will:

- (a) recommend the Strategy to the Council after approval of the Audit Committee and Cabinet, and,
- (b) implement the Strategy.

9.4 The Council will set the following borrowing limits before the start of the financial year:

- (i) an amount of money (the 'authorised limit') which is the maximum amount the Council may have outstanding as borrowing;
- (ii) an amount which is a part of the authorised limit (the 'operational limit'), which is the average amount the Council may have outstanding as borrowing; and
- (iii) a limit on the proportion of the total amount of interest payable by the Council which:
  - (a) is at a rate or rates which can be varied by the person to whom it is payable, or
  - (b) can vary by reference to external factors.

The Council may vary these limits at any time.

9.4.1 The Section 151 Officer will report to the Council if borrowing reaches a level which may result in the limits being breached.

9.4.2 The Section 151 Officer will be authorised to exercise the Council's statutory borrowing powers, and act as the registrar of loan instruments.

9.4.3 He/she may borrow amounts which can be contained within the limits of the Council's capital financing requirement.

9.4.4 He/she will maintain records of all money the Council borrows. Any borrowing must be in an appropriate manner and on appropriate terms and conditions.

9.4.5 The borrowing limits must not exceed the maximum prescribed.

## 10. ORDERS FOR GOODS AND SERVICES

### GENERAL PRINCIPLES

- 10.1 Official orders must be issued for all goods and services required by the Council, except for:
- (a) public utilities;
  - (b) purchases from imprest accounts or petty cash;
  - (c) works or services provided under a contract, where Standing Orders as to Contracts apply;
  - (d) purchases made through corporate credit cards, gateway procurement cards or through the Internet

### PRACTICES, PROCEDURES AND SYSTEMS

- 10.1.1 The Section 151 Officer shall approve the form of official orders.
- 10.1.2 A separate Code of Practice will be issued by the Section 151 Officer for the use of corporate credit cards, gateway procurement cards and the Internet, for purchases of goods and services. All purchases must be in accordance with this Code.

## 11. PAYMENT OF ACCOUNTS

### GENERAL PRINCIPLES

11.1 Service Managers, or their authorised officers, will certify all payments for goods, supplies or services.

### PRACTICES, PROCEDURES AND SYSTEMS

- 11.1.1 The Section 151 Officer will approve manual and electronic procedures for certifying payments.
- 11.1.2 A Service Manager may authorise an officer in his/her department to certify official orders, accounts for payment and salary and wages records.
- 11.1.3 Service Managers shall keep a record of the specimen signatures or passwords of officers who are authorised to certify accounts for payment. The record must be in a form acceptable to the Section 151 Officer. Service Managers must send copies of specimen signatures or passwords to the Section 151 Officer.
- 11.1.4 Service Managers shall immediately notify the Section 151 Officer when an authorised officer leaves the employment of the Council.
- 11.1.5 All payments for goods, supplies or services must be invoiced.



## 11. PAYMENT OF ACCOUNTS

### GENERAL PRINCIPLES

### PRACTICES, PROCEDURES AND SYSTEMS

- 11.1.6 Certification by an authorised officer means that:
- (a) the expenditure has been properly incurred, and there is budget provision or authority to spend; and
  - (b) the goods, supplies or services have been received or carried out, checked for quantity and quality, and approved; and
  - (c) appropriate entries have been made in inventories or stores records; and,
  - (d) the prices, discounts and other allowances are correct, and extensions and calculations accord with the Section 151 Officers' Invoice Certification guidance notes; and
  - (e) the invoice is an original (not a copy or duplicate) and, where appropriate, is a proper VAT invoice; and,
  - (f) in the case of public utility charges, standing charges are correct and the consumption recorded is reasonable.
- 11.1.7 To maintain internal control:
- (a) the authorising officer must not normally be the person who ordered or received the goods; and
  - (b) another authorised officer must certify any reimbursement of personal expenditure.

## 12. PETTY CASH IMPRESTS AND CHANGE FLOATS

### GENERAL PRINCIPLES

- 12.1 The Section 151 Officer will authorise change floats and imprest accounts for defraying minor expenditure.

### PRACTICES, PROCEDURES AND SYSTEMS

- 12.1.1 Petty cash payments will be limited to:
- (a) the maximum approved limit, and
  - (b) minor items of expenditure.
- They must be supported by receipts, including proper VAT receipts where appropriate.
- 12.1.2 All income received on the Council's behalf must be banked or paid as provided in regulation 5.1. It may not be paid into an imprest account.
- 12.1.3 Reimbursements to imprest accounts must be made at least monthly.
- 12.1.4 Imprest holders are personally responsible for the custody of petty cash, and shall ensure its safekeeping. On request they shall give the Section 151 Officer evidence of the state of the account.

## 13. SALARIES

### GENERAL PRINCIPLES

13.1 The Service Manager for Human Resources will pay all salaries and other emoluments to all current and former Council employees.

13.2 Service Managers, or their authorised officers, will ensure that all employee appointments accord with Council policy and the approved budget, grades and rates of pay.

### PRACTICES, PROCEDURES AND SYSTEMS

13.1.1 Service Managers, or their authorised officers, will notify the Service Manager for Human Resources as soon as possible of all matters affecting such payments. The Service Manager for Human Resources may specify the form of the notification.

13.2.1 Service Managers will maintain a record of the specimen signatures of officers currently authorised on their behalf to certify relevant pay documents and time sheets. The record shall be in a form acceptable to the Service Manager for Human Resources. Copies of specimen signatures shall be sent to the Service Manager for Human Resources.

13.2.2 All time sheets or other pay documents must be:

- (a) certified by or on behalf of the Service Manager; and
- (b) in a form approved by the Service Manager for Human Resources.

## SCHEDULE 1 – SUMMARY OF REQUIRED APPROVALS FOR BUDGET TRANSFERS, VIREMENTS AND SUPPLEMENTARY BUDGETS

Table 1: Authorisations Required for Budget Transfers, Virements & Supplementary Budgets							
Value	S151 Officer	Service Manager	Executive Head	Portfolio Holder	Finance Portfolio Holder	Cabinet	Council
Transfers: Any Value	Y	Y					
Virements:							
<= £25,000	Y	Y					
£25,001 - £50,000	Y	Y	Y	Y			
£50,001 - £240,000 revenue	Y	Y	Y			y	
£50,001 - £240,000 capital	Y	Y	Y	Y	y		
> £240,000	Y	Y	Y			Y	Y
Supplementary Budgets:							
<= £10,000	Y	Y					
£10,001 - £50,000	Y	Y	Y	Y	Y		
£50,001 - £120,000 revenue	Y	Y	Y			Y	
£50,001 - £120,000 capital	Y	Y	Y	y	y		
> £120,000	Y	Y	Y			Y	Y

## REPORT OF GENERAL PURPOSES AND LICENSING COMMITTEE

(Meeting held on 9 March 2018)

### 1. PAY 2018 UPDATE (MINUTE NO. 26)

The Committee has considered the basis for the Council's local pay arrangements to take effect on 1 April 2018. The Council has a local pay scale and structure and each year considers changes to take account of the local market.

Last year the Council implemented a two phase approach to bands 1-4. The first phase dealt with the lowest pay bands to improve the lowest paid employees' pay. This included introducing a lowest hourly rate of £8. The second phase now proposed includes increasing the lowest hourly rate to £8.50, and a 2% rise on all other bands with effect from 1 April 2018. The proposals are set out in Appendix 1. Provision has also been made for the creation of a new Band 10A to deal with the responsibilities attaching to the role of the Section 151 Officer. Once any national agreement is reached, the Council would be able to review further the 2% increase in the light of the national agreement.

Financial provision to give effect to the recommendation below has been made in the Medium Term Financial Plan.

#### **RECOMMENDED:**

***That the proposed changes to the Council's local pay arrangements, as set out in Appendix 1 to this report, be approved and implemented on 1 April 2018.***

### 2. COSMETIC PIERCING AND SEMI-PERMANENT MAKEUP – PROPOSED CHANGES TO REGISTRATION FEES AND BYELAWS (MINUTE NO. 29)

The Committee has considered proposals to extend the existing registration fees for premises and practitioners undertaking cosmetic piercing and semi-permanent skin-colouring as well as the introduction of new byelaws for the regulation of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis.

The proposals had been submitted for considering in order to comply with changes to legislation, and new, updated byelaws produced by the Department of Health.

The Committee supported the proposals.

#### **RECOMMENDED:**

- (a) ***That the proposed fees, as set out in paragraph 3.3 of the report to the Committee, for the registration of premises and of practitioners undertaking cosmetic piercing and semi-permanent makeup in line with the current fees charged for tattooing, electrolysis and acupuncture, be approved;***
- (b) ***That the proposed changes to the fees and charges, take effect on 1 May 2018; and***
- (c) ***That the single consolidated byelaws for the regulation of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis for New Forest District Council, be adopted and that existing byelaws be revoked.***

CLLR S J CLARKE  
CHAIRMAN

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Leave Days		Hourly Rate	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 10A	BAND 11	CHIEF EXEC (CX)
27	£115,807	£60.0257	CX3													£115,807
27	£112,333	£58.2250	CX2													£112,333
27	£108,963	£56.4783	CX1													£108,963
27	£103,086	£53.4321	81													
27	£100,088	£51.8781	80													
27	£97,172	£50.3667	79													
27	£94,342	£48.8998	78													
27	£91,596	£47.4765	77													
27	£88,914	£46.0864	76													
27	£86,336	£44.7501	75													
27	£83,868	£43.4709	74													
27	£81,480	£42.2331	73													
27	£79,157	£41.0291	72												£79,157	
27	£76,899	£39.8587	71												£76,899	
27	£74,725	£38.7318	70												£74,725	
27	£72,625	£37.6434	69													
27	£70,600	£36.5938	68													
27	£68,644	£35.5799	67													
27	£66,773	£34.6101	66												£66,773	
27	£64,967	£33.6740	65												£64,967	
27	£63,236	£32.7768	64												£63,236	
27	£61,581	£31.9190	63										£61,581			
27	£59,995	£31.0969	62										£59,995			
27	£58,430	£30.2857	61										£58,430			
27	£57,191	£29.6435	60										£57,191			
27	£56,036	£29.0449	59										£56,036			
27	£54,884	£28.4478	58										£54,884			
27	£53,741	£27.8553	57													
27	£52,804	£27.3696	56													
27	£51,847	£26.8736	55													
27	£50,898	£26.3817	54													
27	£49,958	£25.8945	53													
27	£48,997	£25.3964	52													
27	£48,052	£24.9066	51													
27	£46,929	£24.3245	50													
27	£46,159	£23.9254	49									£46,159				
27	£45,223	£23.4402	48									£45,223				
27	£44,280	£22.9514	47									£44,280				
27	£43,316	£22.4518	46									£43,316				
27	£42,340	£21.9459	45	Politically Restricted Above Point 43								£42,340				
27	£41,331	£21.4229	44									£41,331				
27	£40,017	£20.7418	43													
26	£39,457	£20.4516	42									£39,457				
26	£38,472	£19.9410	41									£38,472				
26	£37,514	£19.4444	40									£37,514				
26	£36,534	£18.9365	39									£36,534				
26	£35,590	£18.4472	38									£35,590				
26	£34,467	£17.8651	37							£34,467						
26	£33,472	£17.3494	36							£33,472						
26	£32,535	£16.8637	35							£32,535						
26	£31,684	£16.4226	34							£31,684						
26	£31,044	£16.0909	33						£31,044	£31,044						
26	£30,173	£15.6394	32						£30,173							
26	£29,297	£15.1854	31						£29,297							
25	£28,458	£14.7505	30						£28,458							
25	£27,571	£14.2907	29						£27,571							
25	£26,669	£13.8232	28						£26,669							
24	£25,644	£13.2919	27					£25,644								
24	£24,812	£12.8607	26					£24,812								
24	£24,022	£12.4512	25					£24,022								
23	£23,257	£12.0547	24					£23,257								
23	£22,546	£11.6862	23					£22,546								
23	£21,827	£11.3135	22				£21,827									
23	£21,188	£10.9823	21				£21,188									
22	£20,568	£10.6609	20				£20,568									
22	£19,967	£10.3494	19			£19,967										
22	£19,382	£10.0462	18			£19,382										
22	£18,815	£9.7523	17			£18,815										
22	£18,264	£9.4667	16		£18,264											
22	£17,730	£9.1899	15		£17,730											
22	£17,210	£8.9204	14		£17,210											
22	£16,707	£8.6597	13	£16,707												
22	£16,399	£8.5000	12	£16,399												
Employee Notice Period				One Month						Two Months			Three Months			

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## REPORT OF CABINET

(Meeting held on 7 March 2018)

### 1. **ANTI-MONEY LAUNDERING POLICY (MINUTE NO.75)**

The Cabinet has approved revisions to the Anti-Money Laundering policy. This is partly to reflect recent changes to the legislation with the introduction of the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017. The policy and the powers delegated to the officers have also been updated so that the S 151 Officer, rather than the Chief Executive will be the officer nominated to receive disclosures about money laundering/terrorist financing activity within the Council.

The change of greatest significance is the increase to the limit of cash payment above which the Council will, under its Due Diligence procedure, request proof of identity. This will rise from £2,000 to £4,000. The prescribed limit is £10,000, which is significantly greater than the Council's own limits. The proposed change will be of practical benefit as a number of payees, for example in respect of Council Tax, prefer to pay in cash as a single payment, which may exceed the current limit.

### 2. **PROPOSAL FOR IMPROVED WORKING WITH THE NEW FOREST NATIONAL PARK AUTHORITY (MINUTE NO.76)**

The Cabinet has supported a draft proposal that has been submitted to the National Park Authority for improved working arrangements, particularly with respect to the delivery of the planning function. The National Park Authority and this Council already provided a number of services for each other under a range of service level agreements. These arrangements bring a number of practical benefits and achieve significant savings for both authorities. It is hoped that improved arrangements over a wider range of services may bring enhanced benefits.

**COUNCILLOR B RICKMAN  
CHAIRMAN**

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## **REPORT OF CABINET**

**(Meeting held on 4 April 2018)**

### **1 PROJECT INTEGRA ACTION PLAN (MINUTE NO 81)**

The Cabinet is recommending that the action plan for the Hampshire Waste Partnership, Project Integra, to cover the period 2018-2021, should be approved.

While the Hampshire County Partnership is one of the best examples for the high level of diversion of waste from landfill, their performance on recycling rates is falling behind other county partnerships. The new action plan will focus on improving performance, identifying a wider range of materials to recycle and reducing the cost of managing waste in Hampshire. The proposed 10 key actions for the following 3 years are set out in Section 4.1 of the Action Plan. Project Integra are intending to make significant investment in the infrastructure for recycling, particularly by constructing a new Materials Recycling Facility that will be more flexible and allow the Partnership to collect a wider range of materials, thereby improving recycling performance. When the original Materials Recycling Facilities had been constructed in Hampshire, some 20 years ago, they had been at the leading edge of the technology available, but they are not suitable to take forward the progressive improvements on this front that have taken place over recent years. Members also consider that it is important to continue to focus on materials that are genuinely recycled and not collected for recycling but then diverted into the main waste stream.

The Council's contribution towards the cost of running the Partnership, calculated on the basis of the number of households, is set out in Table 2 of the Action Plan, and in 2018/19 will total £15,225. Subject to minor variation as a result of fluctuations in commodity prices, the budgeted income in 2018/19 from dry mixed recyclable materials is £418,000 and £66,000 for glass. The Partnership will continue to seek out sustainable and profitable markets for recyclable materials.

#### ***RECOMMENDED:***

***That the Project Integra Action Plan 2018-2021, as attached at Appendix 1 to Report Item 4 to the Cabinet, be approved.***

### **2 SAFER NEW FOREST PARTNERSHIP PLAN (MINUTE NO. 82)**

The Cabinet is recommending that the Safer New Forest Partnership Plan for 2018/19 is approved. The Plan is attached as Appendix 1 to Report Item 5 to the Cabinet. The high level priorities for the coming year are:

1. Children at risk
2. Modern slavery and human trafficking
3. Drug related harm
4. Develop consistent recognition and access to support for victims of domestic abuse

The Plan sets out a detailed action plan to support the identified priorities, as well as demonstrating how the Partnership will meet its obligations to engage with the community. This Council, as part of the domestic abuse forum, is one of the lead partners for the actions related to reducing domestic abuse. This issue is of particular concern locally as, although reported rates of domestic abuse in the District

are low, it is possible that the geographical characteristics of the area make it less likely that domestic abuse will be noticed and reported. Increasing awareness of the issue and of the routes through which suspected abuse can be reported is therefore important.

The Partnership Plan recognises that the New Forest is one of the safest places in the UK in which to live, work and visit and the Cabinet welcomed the continuing commitment to make it even safer. All governmental organisations are facing financial constraints but the partners in the New Forest are finding new ways of delivering services and of working together to make the most productive use of the resources available.

**RECOMMENDED:**

***That the Safer New Forest Partnership Plan 2018/19, as attached as Appendix 1 to Report Item 5 to the Cabinet, be approved.***

**3 FINANCIAL MONITORING REPORT (MINUTE NO. 83)**

The Cabinet has been updated on the provisional outturn figures against the 2017/18 budget. This follows the variations that have been reported to the Cabinet, on a regular basis, through financial monitoring reports.

The General Fund outturn is now estimated at £15.346 million, compared to the original budget of £16.587 million. The key variations are set out in Table 1 and paragraphs 3.5 to 3.7 of Report Item 6 to the Cabinet. Once the final year end position has been established these variations will be reviewed to determine which will continue into the future but have not yet been reflected in the 2018/19 budget and Medium Term Financial Plan. In total, since the last financial report to the Cabinet in November 2017, further savings and income generation of £1.303 million have been identified (of which £337,000 has been returned to reserves); new requirements totalling £301,000 have been identified; and the Milford on Sea beach recharge, to the value of £140,000, has been rescheduled.

Additional savings of £127,000 have been identified against the General Fund asset maintenance and replacement budget; and rephasings of £235,000, as a result of incomplete projects, have also been identified. In addition, community grants to the value of £63,000 will be rephased into 2018/19.

The outturn position shows an increase in capital expenditure, bringing the General Fund capital expenditure to £24.418 million, compared to the original budget figure of £21.266 million. The report includes new net requirements of £2.549 million and rephasings of £1.133 million. Further details of the new variations are set out in Tables 3 and 4 of Report Item 6 to the Cabinet.

Further variations amounting to £1.156 million have been identified against the Housing Revenue Account, as set out in Section 5 of the report. A significant proportion of this relates to the transfer of the Disabled Facilities Adaptations budget into the Capital Programme, with a lesser forecast spend on adaptations of £150,000. In accordance with current policy, the Housing Revenue Account will be maintained with a balance of £1 million, with any surplus transferred to the acquisitions and development fund.

The Cabinet supports the proposal to establish a Business Rates Equalisation Reserve to smooth out the significant fluctuations that can arise from this revenue stream, to give greater certainty to the budgeting process.

**COUNCILLOR B RICKMAN  
CHAIRMAN**

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## **Annual Report of the Overview & Scrutiny Panels – 2017/18**

This Annual Report covers the work of the scrutiny panels between May 2017 and March 2018.

The last 12 months have proved to be yet another challenging year financially for the Council. However the Council continues to rise to these challenges by continuously reviewing the way in which it provides its services, to ensure that residents receive value for money. The Panels have continued to examine expenditure and processes through its Task & Finish Groups, particularly through the work of the Budget Task & Finish Group. That Group has made positive contributions by suggesting changes and more efficient delivery of Council's services, resulting in demonstrable savings.

The Panels have adjusted their remits following the change by the Leader of the Council to the number and content of Cabinet Portfolios. They have been involved in action planning following the Peer Review recommendations, and have played a significant role in promoting an electoral review with the aim of reducing the number of members on the Council. In addition, the Panels have assisted the Council to respond to the introduction of key legislation such as the Homelessness Reduction Act which has significantly altered the Council's statutory responsibilities and duties.

Issues which have had a major effect include: -

- The Peer Review – following the review in October, the Council received feedback with 8 key recommendations. Following input from all three Panels, the Council has developed an action plan to address the recommendations raised in the report.
- The changes in the Cabinet – the Leader of the Council increased the number and content of the Cabinet (from 6 to 8). The Scrutiny Panels have therefore seen a change in the Portfolio Holders relating to their Panels. The Portfolio Holders remain engaged with their Panels, continue to provide regular updates and are clear and transparent (through prior consultation) in their decision making.
- The proposal to reduce the size of the Council from 60 members to 48 was approved by the Council at the beginning of 2018, following a number of meetings of a Task and Finish Group reporting to the Corporate Overview and Scrutiny Panel. The Local Government Boundary Commission for England will now schedule a review, but any changes arising from that review won't take effect until the quadrennial District Council elections in 2023. However, it is envisaged that the Panels will be involved in the work that will be needed to put forward a new pattern of wards to take account of the proposed reduction in the number of Councillors.

The way in which the Council (members and officers) utilize technology in their service delivery will be at the forefront of a culture change that will aid the efficient delivery of services. Scrutiny Panel members will help to ensure that changes do not impact on the quality of service provision.

The ongoing need to identify and implement efficiencies is likely to see increased workloads for the Panels, which remain committed to ensuring that the Council and its residents have confidence that the limited resources available are directed to the most important priorities.

## **ENVIRONMENT OVERVIEW AND SCRUTINY PANEL**

**(Responsible for scrutiny of the following portfolios:  
Environment and Planning & Transportation)**

### **Main Reviews 2017/18**

#### **Coastal Defence Work**

The Coastal Defence Task and Finish Group has continued to explore options for securing funding for future coastal defence work in the District. The main focus so far has been on learning from experience elsewhere, drawing particularly on the experience of the Environment Agency and also the Coastal Partnership East.

#### **Planning Fees and Charges**

A task and finish group reviewed the charges for non-statutory services, to make sure that they were achieving cost recovery, where this was appropriate, and also looking for any additional fees that could be introduced to raise income. The planning fees had been subject to inflation-linked price increases since their introduction in 2012 and were due for a more rigorous review. The Panel commended the Group's recommendations to the Portfolio Holder and the Planning Development Control Committee for adoption. In future, the fees will be set on a full cost-recovery basis on all services.

The Task and Finish Group also recommended some changes to the Council's web pages to achieve greater clarity for users of the service.

#### **Public Conveniences**

A task and finish group assessed the condition of a number of public conveniences across the District and made a number of recommendations on the priorities for refurbishment and replacement over the next years. These priorities were adopted by the Panel and commended to the Portfolio Holder. The Panel also supported the Group's recommendation that the possibility of closing the public conveniences at New Street, Lymington should be explored, as should the possible return of the conveniences at Eling Recreation Ground to Totton and Eling Town Council.

#### **Other Items**

##### **Air Quality**

The Panel has been kept updated on various developments with respect to air quality. Firstly, the national context has changed with the publication of the Air Quality Strategy and the UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations in July 2017. This imposes additional responsibilities with respect to air quality in the District, and the Panel has been kept informed as officers' understanding of the implications has developed.

An associated topic is the work to introduce a clean air zone in Southampton, which will affect a small part of this District along the A35 up to the boundary with Southampton. This Council has been working closely with Southampton City Council, which will be publishing key documents over the next few months. This remains a significant area of interest for the Panel. The Portfolio Holder appointed a member advisory group to assist in the development of the outline business case for submission to the Government. The membership of the group is the local ward councillors (Cllrs L Harris and Harrison); Cllrs Bennison and Glass from the Panel; and Cllr Beck from the wider Council. The outline business case had to be submitted by the end of March.

##### **Enforcement Activity (Street Scene)**

The Panel was briefed on changes to the officer structure to create an Enforcement Team that had a wider range of responsibilities, with each officer trained to offer a greater degree of cover over a range of key enforcement functions.

##### **Corporate Tree Strategy and Tree Risk Management Strategy**

The Panel reviewed the effectiveness of these two Strategies, which were adopted in 2014. The Panel was pleased to note that the two documents had streamlined the Council's programming of work and response to one-off incidents. The Panel was also pleased to



note that the contract for works to the Council's trees, which was run jointly with Test Valley Borough Council, was operating smoothly and effectively.

### **New Forest District Local Plan**

The Panel has maintained a watching brief, throughout the year, on progress in developing the Local Plan to go out to public consultation.

### **New Forest Spring Clean**

The Panel was advised of the action being taken by this Council to support community led "Spring Clean" litter picking events across the District. Unfortunately, the very severe weather over the weekend of 3-4 March affected all but one of the Spring Clean events scheduled for that weekend, but it is hoped that these will be rescheduled. In all, 27 events have been arranged, with this Council providing advice and technical input, equipment and collecting the sacks of litter.

### **Pest Control Service**

The Panel has been briefed on work on the charging structure for the pest control service to try to bring its operation onto a cost recovery basis. Benchmarking has established that this Council's charges are 85% less than other local authorities in the area and 300% less than the private sector. Charges will be increased over the coming 2 years to bring this Council more in line with neighbouring authorities.

### **Project Integra**

The Panel received its annual update on performance by Project Integra and was briefed on future developments that would affect the refuse and recycling collection activities.

The Panel also considered the Project Integra Action Plan to cover the next 3 year period and have commended it to the Portfolio Holder for approval.

### **Textile Bring Banks**

The Panel was briefed on the action being taken to maximise the returns to this Council from textile bring banks situated on council-owned land, such as car parks. It is intended that income from this source will, in future, be directed towards wider community benefit through the community grants process.

### **Traffic Management Programme 2018/19**

The Panel reviewed the proposed programme for the coming year and commended it to the Portfolio Holder for approval. The scope of works that can be carried out is now severely limited by the County Council's criteria which effectively constrain projects to those that achieve casualty reduction.

**COMMUNITY OVERVIEW & SCRUTINY PANEL**  
**(Responsible for scrutiny of the following portfolios:**  
**Housing Services, Leisure and Wellbeing and Community Affairs)**

**Main Reviews 2017/18**

**Community Grants**

The Council received 23 applications (up from 17 last year) for Community Grant aid support during August – October 2017. In following the adopted practice for reviewing applications, the Task & Finish Group reviewed each application against the Council's adopted community grants eligibility criteria. The Group determined that three of the applications did not meet the criteria for varying reasons. In total 19 applicants were invited to give a presentation to the Group outlining their grant request. In determining each funding request, in addition to referring to the eligibility criteria, the Group assessed each application against the Council's Corporate Plan priorities, the value for money being offered and how projects would directly benefit residents of the District. The Group then made recommendations to the Panel and to the Cabinet on the allocation of grants for 2018/19. These recommendations were taken forward by the Cabinet and agreed by the Council when setting the budget.

**Dibden Golf Centre**

The Task & Finish Group, after a series of meetings with representatives of Mytime Active, and site visits to the Centre, proposed a rent increase over the next five year period as well as a five year investment programme. This recommendation was agreed by the Panel and subsequently by the Cabinet. In addition, the Chairman of the Task & Finish Group now meets Mytime Active on a quarterly basis, to monitor progress against the agreed investment programme. The Chairman of the Task & Finish Group has held one monitoring meeting and reported back to the Panel on the progress of the investment programme and the performance of Mytime Active at the Centre. The Task & Finish Group will remain a Standing Group for the Panel, and meet biannually to ensure that targets against the investment programme are met in order to safeguard the Centre which is an important asset to the Council.

**Community Safety**

In fulfilling its role as the statutory committee for scrutinising crime and disorder, the Panel reviewed the strategic assessment prepared by the Safer New Forest Strategy and Delivery Group. This assessed the Partnership's performance against the actions identified in the 2017/18 Partnership Plan. In addition, the Panel supported the actions set out in the draft 2018/19 Partnership Plan.

**New Financial Assistance Policy (Disabled Facilities Grants & Home Repair Loans)**

The Panel considered proposed changes to the Council's Housing Financial Assistance Policy for disabled adaptations via the Disabled Facilities Grants (DFGs) and essential repairs for vulnerable homeowners via Home Repair Loans (HRLs). A Disabled Facilities Grant (DFG) was a means-tested grant that helped disabled persons to adapt their homes to meet their needs.

Additional money from the Government's Better Care Fund, together with increased HRA funding for District tenants, had provided the Council with greater scope and flexibility to undertake improvements to the homes of the District's disabled residents. The changes to the new policy reflected this greater flexibility. The Panel strongly supported the changes to the policy to provide greater assistance to the Council's most vulnerable disabled residents to access the support needed to remain in their homes.

## **Other Items**

The Panel has also received updates on: -

- Progress on the CCTV Task & Finish Group recommendations relating to the financing of CCTV cameras in the District.
- Health and Well-being schemes within the District.
- The Panel received a presentation on the facilities development at St Barbes Museum.
- Potential impact of the Homelessness Reduction Act 2017 and the review of key housing strategic documents.
- Progress in implementing universal credit in the District.
- The formulation of the proposed housing strategy.
- Regular updates from Portfolio Holders.

The Panel has also recently established two new Task & Finish Groups: -

Community Grants – the Group was established to examine the Council's current community grant process for the allocation of annual grant funds. The Group will review the current eligibility criteria and councillors' community grants award.

Health & Leisure – the Group was established to examine options for the future delivery of the Council's health and leisure provision.

## **CORPORATE OVERVIEW & SCRUTINY PANEL**

(Responsible for scrutiny of the following portfolios:

**Leader & Corporate Affairs, Finance, Corporate Services & Improvement and Local Economic Development, Property & Innovation.)**

### **Main Reviews 2017/18**

#### **Budget**

The Panel considered the recommendations of the Budget Task and Finish Group, which noted good progress on some of last year's recommendations, but emphasised the need for action on reducing expenditure and pursuing transformative initiatives, with the minimum of delay. The main recommendations concerned Leisure Centre provision, work on Homelessness, partnership / collaborations, waste management, pensions costs, and smarter working.

#### **Property Investment Strategy**

The Panel has monitored the introduction of two investment strategies, commercial and residential. In respect of the Commercial Property Investment Strategy, the Panel was pleased to note the recent purchase of a health centre in New Milton at a cost of £2.1m, yielding £137k per annum in rent. A Residential Property Investment Strategy has also been agreed recently, providing opportunities for purchasing or developing properties for rent under a range of different tenures. Implementation of the Residential Property Investment Strategy will require incorporation of a Council controlled company, which would provide regular reports to the Panel.

#### **Economic Development Strategy**

The Panel has agreed to set up a Task and Finish Group to oversee the finalisation of the Economic Development Strategy before its publication.

#### **Electoral Review**

The Panel has recommended that the Local Government Boundary Commission for England be requested to undertake a review of the electoral arrangements in New Forest District Council, with a view to reducing the number of Members on the Council from 60 to approximately 48. There was insufficient time for implementation by the next election in 2019, meaning that any changes will not have effect until 2023.

#### **Citizens' Advice New Forest (CANF) - Review of Grant**

The Panel considered the recommendations of the Citizens' Advice New Forest (CANF) Task and Finish Group. The Panel recommended that the grant be set at £255,000 for 2018/19, but with the expectation of agreed grant reductions from efficiencies on office accommodation and new operating models in future years.

#### **Democratic Engagement**

The Panel has established a Task and Finish Group to review the current decision-making arrangements (insofar as is permissible by law) to seek to improve community access to and involvement in the democratic process.

#### **Customer Services**

Members received an update on progress with the customer strategy. A lot of work was being undertaken in the background to improve customer transactions, technology and workflow. The ICT infrastructure was being upgraded and related resources being brought forward to improve new ways of working.

#### **Council Tax Reduction Scheme**

The Panel considered the proposed Council Tax Reduction Scheme for 2018/19 as recommended by the Council Tax Reduction Scheme Task and Finish Group.

## **Other Items**

### **Broadband Provision in the New Forest**

The Panel received a progress report on the provision of broadband in the New Forest, including input from representatives of Hampshire County Council and British Telecom, and parish council representatives.

Although much of the Forest now had access to broadband of at least 2mb per second, this was considered the bare minimum, as Superfast Broadband was deemed to be 24 mb per second and this too had yet to be satisfactorily provided in the area. Parish council representatives expressed concerns about prolonged delays with provision, while recognising that there were particular challenges for the New Forest, due to its rural nature, complex land ownership issues, and the constraints within a National Park Authority.

The Economic Development Team will continue to work with communities in delivering their own schemes, and to help partner agencies resolve issues on obtaining local permissions connected with provision. A further Panel update is planned for later this year.

### **Budget Performance, Key Actions and Service Review Programmes**

The Panel has monitored the annual performance and provisional budget outturns in the context of forecasted funding reductions. It also noted key delivery actions and a summary of the completed service reviews and related ongoing savings.

### **Procurement**

The Panel received a presentation on transformation of the Procurement function by implementing a “centre led” procurement organisation, together with related processes within the District Council.

### **ICT Strategy Update**

The Panel received a presentation from the Service Manager (ICT) on the ICT Strategy. The main goals of the current strategy (2017-2018) are to fix the worst legacy problems and to enable flexible and mobile working by staff (‘smarter working’). This is making good progress with many interim steps taken to stabilise and secure service delivery, and large projects have started to replace the aged ICT infrastructure and most problematic applications. In addition, projects are enabling NFDC staff to work in a more flexible and mobile manner. The next ICT strategy, to run from 2019 to 2022, is now in its formative stages.

### **Film New Forest - Progress Update**

The Panel received a report on the progress of Film New Forest as well as future development of the initiative. Financial gain across the Forest was estimated at £45,000 per day when filming. Support for the Film New Forest Project would be maintained in order that the progress made to date may be built upon and further sector related benefit brought to local businesses.

### **National Farmers' Union Presentation (NFU) - Agricultural Industry in the New Forest**

The Panel received a presentation from an NFU representative on New Forest farming and the implications of Brexit. The Common Agricultural Policy provided affordable food and income support for farmers, as a large part of their income was from EU subsidies. Reliance on imports jeopardised food security for the UK and as such it was a strategic industry. The shortage of seasonal labour was a concern. The LEADER Project was appreciated by the farming industry locally and the Council was encouraged to continue to support it.

The Panel felt it was important for the Council to do all it could to support the farming industry, assisting with raising awareness on where food came from and what farmers did, and to give public relations drive to illustrate the need for farmers, for food and for land management.

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