

2 MAY 2018

NEW FOREST DISTRICT COUNCIL

CABINET

Minutes of a meeting of the Cabinet held in the Council Chamber, Appletree Court, Lyndhurst on Wednesday, 2 May 2018

- * Cllr B Rickman (Chairman)
- * Cllr E J Heron (Vice-Chairman)

Councillors:

- * Mrs D E Andrews
- * J E Binns
- * Mrs J L Cleary

Councillors:

- * M R Harris
- * J D Heron
- * Mrs A J Hoare

*Present

In attendance:

Councillors:

W G Andrews
G C Beck
Mrs S M Bennison
G R Blunden
Mrs F Carpenter
S J Clarke
S P Davies
A T Glass
L E Harris
A D O'Sullivan

Councillors:

N S Penman
A K Penson
W S Rippon-Swaine
Mrs A M Rostand
M A Steele
D N Tungate
Mrs C V Ward
M L White
C A Wise

Officers Attending:

R Jackson, Miss G O'Rourke, Mrs M Sandhu, A Bethune, Mrs S Hamilton, Ms S Mullins, R Phillips, R Stevens, Miss J Debnam and Mrs R Rutins

Apologies:

None were received.

84 MINUTES

RESOLVED:

That the minutes of the meeting held on 4 April 2018 be signed by the Chairman as a correct record.

85 DECLARATIONS OF INTEREST

There were no declarations of interest made by any member in connection with an agenda item.

86 PUBLIC PARTICIPATION

No issues were raised in the public participation period.

87 DEMOCRATIC ARRANGEMENTS - OVERVIEW AND SCRUTINY PANELS

The Cabinet considered revisions to the structure and terms of reference of the overview and scrutiny panels to align them with the new portfolio structure and also ensure that each portfolio holder was only scrutinised by a single panel. In addition, as a result of new legislation, there would be a significant increase in workload on housing and homelessness and a new panel was proposed that was dedicated to that function. It was proposed that this panel would meet in the evening to give further opportunities for participation to those Members that found it difficult to attend daytime meetings.

It was also proposed that each Panel would, in future, meet 4 times a year, plus the annual meeting; instead of 5 times per annum as present.

RECOMMENDED:

- (a) *That an additional overview and scrutiny panel be introduced;*
- (b) *That the panels be named as set out below; and that they have particular responsibility for the overview and scrutiny of the service areas attaching to the Portfolios shown:*

O&S Panel	Portfolio	Service responsibilities
Corporate	Leader (Cllr Barry Rickman)	Political Structures
		Employee Engagement
		Corporate Plan
		Staff Matters
		Organisational strategy
		Town & Parish matters
		Emergency Planning
	Finance, Corporate Services & Improvement (Cllr Jeremy Heron)	Medium Term Financial Plan
		Financial Services
		Business Rates & Council Tax
		Housing Benefits
		ICT
		Legal Services
		Democratic Services
		Human Resources
		Performance & risk management

	Local Economic Development, Business & Innovation (Cllr Michael Harris)	Economic Development Strategy
		Business Engagement & Growth
		New Forest Business Partnership
		Local Enterprise Partnerships
		Asset Management/Property Matters
		Smarter Working
		Collaboration & Innovation
Community & Leisure	Community Affairs (Cllr Diane Andrews)	Community Engagement
		Community Grants & Support
		Customer Services
		Elections & Electoral Registration
		Community Safety Partnership (Safer New Forest)
		CCTV
		Careline
		Communications

Community & Leisure (Cont)	Leisure & Wellbeing (Cllr James Binns)	Health & Leisure Centres
		Local Leisure, Arts & Heritage
		Health & Wellbeing Board
		Older Persons' Affairs
		Children & Youth Affairs
Housing	Housing Services (Cllr Jill Cleary)	Housing Strategy (Local Housing Need)
		Council House Estate Management and Rent Accounting
		Council Housing Maintenance
		Homelessness

Environment & Infrastructure	Environment & Regulatory Affairs (Cllr Alison Hoare)	Refuse Collection & Recycling
		Street Cleaning
		Abandoned Vehicles
		Environmental Health Services
		Coastal Protection & Drainage Issues
		Grounds Maintenance Services
		Cemeteries
		Public Toilets
		Sustainability
		Improvement Grants & Private Sector Housing
	Planning & Infrastructure (Cllr Edward Heron)	Local Plan
		Development Control
		Building Control
		Listed Buildings & Conservation
		Open Space Infrastructure
		Car Parking & Traffic Management Matters

- (c) **That each Panel continues to comprise 10 members;**
- (d) **That the political proportionality be as set out in paragraph 4 of Report Item 4 to the Cabinet;**
- (e) **That each Panel meets four times per year, in January, March, June and September, with**
- **an additional annual meeting to appoint the Chairman and the Vice-Chairman of the Panel, and**
 - **special meetings as may be deemed necessary by the Chairman of that Panel.**

RESOLVED:

That each Overview and Scrutiny Panel be recommended to meet on the following dates and times during 2018/19:

Panel	Day of meeting	Recommended dates	Start time
Corporate O&S Panel	Thursday	28 June 2018 27 September 2018 24 January 2019 28 March 2019	9.30 a.m.

Community & Leisure O&S Panel	Tuesday	19 June 2018 18 September 2018 15 January 2019 19 March 2019	6.00 p.m.
Environment O&S Panel	Thursday	14 June 2018 13 September 2018 10 January 2019 14 March 2019	2.00 p.m.
Housing O&S Panel	Wednesday	20 June 2018 19 September 2018 16 January 2019 20 March 2019	6.00 p.m.

88 DISCRETIONARY HOUSING PAYMENTS POLICY

The Cabinet considered changes to the Discretionary Housing Payments Policy to reflect the introduction of Universal Credit. The Discretionary Housing Payments Scheme was locally administered and was designed to help claimants on low incomes who had a shortfall between the amount of support they received through Housing Benefit or Universal Credit and their actual rent, with that shortfall causing hardship. Government funding for the scheme had been reduced from £324,613 in 2017/18 to £278,541 in 2018/19. In 2017/18 all the funding had been used, through 765 awards.

RESOLVED:

- (a) That the Discretionary Housing Payments policy, as attached as Appendix 1 to Report Item 5 to the Cabinet, be approved and adopted;
- (b) That the Service Manager Revenues and Benefits, Benefits Manager and Senior Benefits Officer be given delegated authority to make decisions under the above policy; and
- (c) That an annual report be submitted to the appropriate Overview and Scrutiny Panel on funding allocations, policy delivery and appeals.

89 INTERNET OF THINGS

The Cabinet considered whether to allow aerials to be placed on the Council's buildings to allow a local company to establish an "Internet of Things". The aerials would be 60 cm tall, of narrow diameter, pole mounted with a base station. The aerials supported a Low-Power Wide-Area Network for functions such as asset tracking, remote monitoring of utilities; and monitoring of equipment used to support elderly or vulnerable adults in their homes. In addition to offering potential applications for the Council's business, this would be an additional income stream. The Cabinet considered that all town and parish councils in the area should be made aware of this initiative, so they could take advantage of it if they chose.

RESOLVED:

- (a) That the proposal set out in Report Item 6 to the Cabinet be supported in principle; and

- (b) That, subject to the satisfactory outcome of further investigations to ensure that appropriate safeguards are in place to protect the Council's interests, the Service Manager, Estates and Valuation be authorised to agree the suitability and location of the proposed sites, to secure all necessary authorisations and assessments, and to agree a 5 year licence to permit the installations in accordance with the terms set out in Report Item 6 to the Cabinet.
- (c) That a progress report be submitted to the Cabinet after 6 months.

90 OUTSIDE BODY APPOINTMENT

RESOLVED:

That Cllr Penson be appointed to serve as this Council's deputy representative on the New Forest Citizens' Advice Bureau; and that Cllr Clarke be appointed to serve as this Council's Representative on the Hampshire Archives Trust.

CHAIRMAN