

**Minutes of the  
Policy and Resources Scrutiny Panel  
(to be confirmed at the next meeting)**

**Date:** Thursday, 22 June 2023

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Mrs S M Bayford (Chairman)

**Councillor** N J Walker (Vice-Chairman)

**Councillors:** M R Daniells, S Dugan, D J Hamilton, Miss T G Harper and Mrs K Mandry

**Also Present:** Councillor Mrs K K Trott (Item 6)



**1. APOLOGIES FOR ABSENCE**

There were no apologies of absence.

**2. MINUTES**

RESOLVED that the minutes of Policy and Resources Scrutiny Panel meeting held on 02 May 2023 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTION**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. OPPORTUNITIES PLAN**

The Panel received a presentation by the Head of Finance and Audit on the Opportunities Plan 2023-2027. (The presentation is appended to these minutes).

At the invitation of the Chairman, Councillor Mrs K K Trott, addressed the Panel on this item.

Members noted the information in the presentation and the projects that are being considered in year one of the plan, and asked questions on the proposals that have been put forward.

Members had the following suggestions to be put forward for consideration in the Opportunities Plan:

- (i) Explore the opportunity of cost savings on electricity and heating from Hybrid Working, whilst condensing the staff within the building onto less floors.
- (ii) Teams Meetings, members felt that more meetings could be held over teams which would require less staff required in the building later in the evening, it could also save on heating and electricity.
- (iii) Introducing a scheme to encourage residents to rent spare rooms, which would not only benefit the resident with more income, but could help single occupancy properties which receive a Council Tax discount to pay full Council Tax.
- (iv) Large Projects, members felt that it was important for the Council to regularly review the timelines for delivering large projects to ensure that it is still worthwhile the Council undertaking them.

RESOLVED that having asked questions, made comments, and put forward further proposals for consideration, as outlined above, the Policy and Resources Scrutiny Panel notes the content of the presentation.

## **7. EXECUTIVE BUSINESS**

The Panel considered the Executive items of business which falls under the remit of the Policy and Resources Portfolio, including Executive Member decisions and Officer delegated decisions, that have taken place since the last meeting of the Panel 2 May 2023.

### **(1) CONFIDENTIAL - Sale of Development Land at Faraday Business Park (South)**

There were no comments received.

### **(2) Draft Corporate Strategy 2023-2029**

There were no comments received.

### **(3) Vehicle Replacement Programme**

There were no comments received.

## **8. SCRUTINY PRIORITIES**

The Head of Finance and Audit addressed the Panel on this item and gave the Panel an overview of the items already scheduled for the coming year.

Members were given the opportunity to put forward any suggestions of items that they would like to scrutinise. Councillor Dugan requested that an item on the Council's Procurement process be included, to enable members to better understand how the Council achieves best value when procuring services and products.

(The meeting started at 6.00 pm  
and ended at 7.30 pm).



# OPPORTUNITIES PLAN

## 2023-2027

### Update June 2023

# Agenda

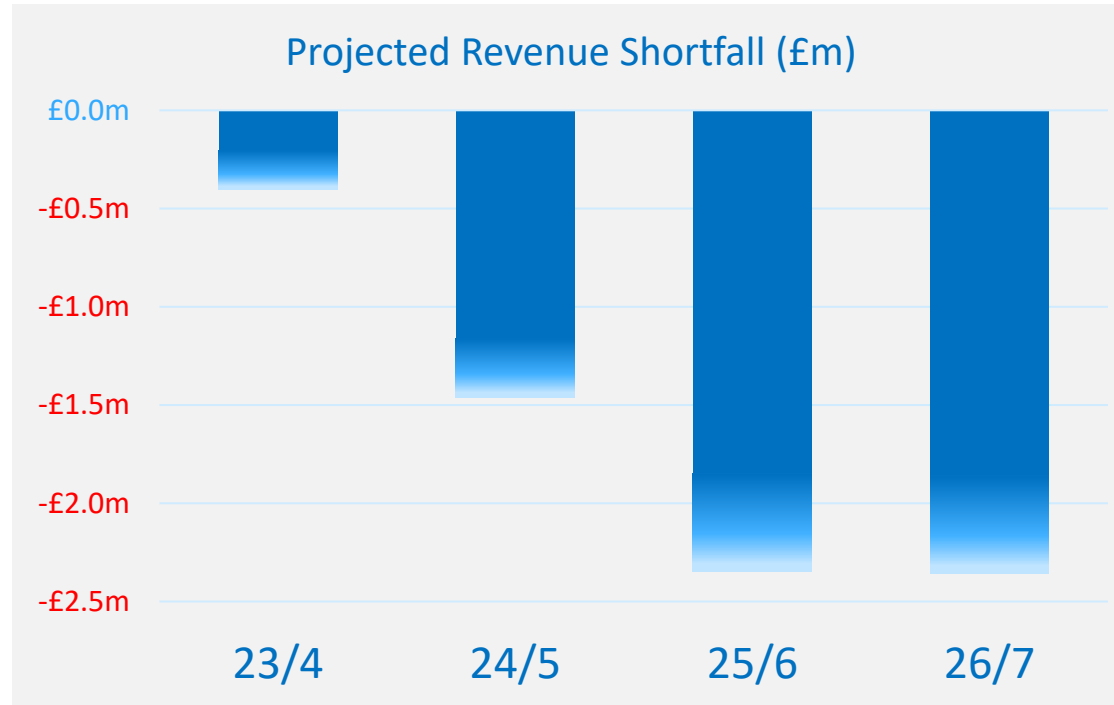
1. Opportunities Plan background reminder
2. Overview of Opportunities Plan development
3. Significant project proposals by Scrutiny Panel area
4. Next steps

# Background

# MTFS Five Year Outlook

- Shortfall of £401k this year, rising to £2.4m by 2026
- Known and quantifiable variables allowed for
- New priorities (e.g. Climate Change, Town Centre Regeneration) not allowed for

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# Messages

- January Executive and All Member Briefing:
  - Approved Medium Term Financial Strategy and assumptions
  - Estimated budget gaps/reserves
  - Budget gap not a fixed figure and will regularly change
- Late February:
  - Briefing note to Members and Managers
  - Outlined approach to closing the budget gap

# Approach to Close the Gap

# Overall Plan Development Approach

Establishment Review

Procurement Review

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Capital/Treasury  
Review (to start)

County and Discretionary  
Service Review

Manager  
Discussions

Other Member /  
employee Ideas

Service  
reviews

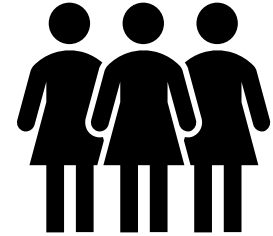
Previous Opp Plan  
– Projects  
Underway

Previous Opp  
Plan not used

Opportunity Plan Long List

# Establishment Review

- Strategic Council wide approach to review
- Identified a number of potential posts:
  - Currently vacant
  - Fixed term where funding has finished
  - Over filled posts compared to establishment
  - Service review suggestions
- Each assessed on a risk rating
- Possible additional 'invest to save' posts to support some Opportunities Projects



# Procurement Review

## Planned Market Testing (BAU)

- Large capital projects e.g. Fareham Live – will always explore value engineering opportunities
- Supplier contracts:
  - Are they good value for money?
  - Has the contract expired?
  - Can we do this another way or in house?
  - Test the market



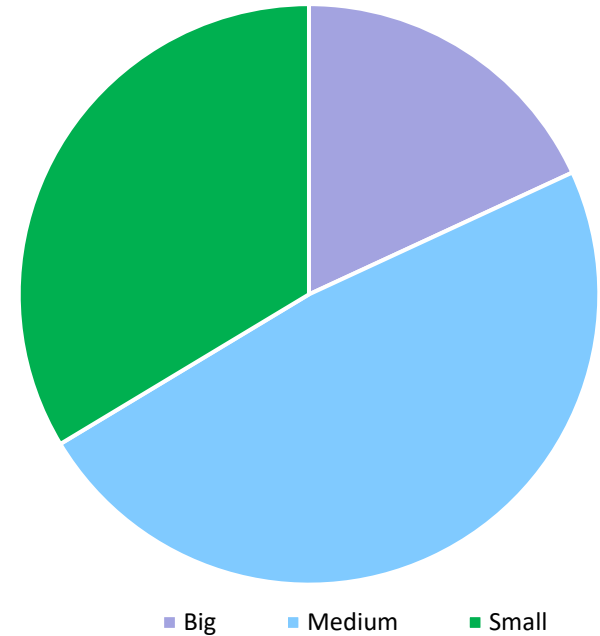
High Spend with no planned market testing

# Service Reviews

# Developing the Plan: Service Reviews

- Discussions with Directors, Heads of Service, service leads and CXMT
- Around 250 potential opportunities captured
- Projects vary greatly in scale
- Main focus of the plan is on year 1 projects
- Around 60 projects already started

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# Financial Projections

- Estimating for each project:
  - Cashable income and savings (GF/HRA/one off)
  - Officer time savings
- Challenging to accurately estimate for some projects
- 60% with figures at the moment
- Estimates are compared to what is in the 2023/24 base budget



# Opps Plan – Part 1

- Business as Usual
- Already Started

Projects proposed for Year 1

# Also...

- Projects planned for Year 2
- Projects not in plan

# Long List Value - Part 1

| Scale of Project             | No. of Ideas | No. with value | Annual Saving GF<br>£'000s | Annual Saving HRA<br>£'000s | Non-Annual<br>£'000s | Non-Cashable<br>£'000s |
|------------------------------|--------------|----------------|----------------------------|-----------------------------|----------------------|------------------------|
| Business as usual            | 13           | 10             | £401                       | £0                          | £175                 | £0                     |
| Already started              | 39           | 30             | £800                       | £38                         | £3,855               | £18                    |
| Projects proposed for Year 1 | 87           | 46             | £414                       | £3                          | £330                 | £38                    |
| Total                        | 139          | 86             | £1,615                     | £41                         | £4,360               | £56                    |

# Part 1 Proposals

# Year 1- Assets



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- Civic Office rentals
- Commercial service charges
- Commercial estate rent reviews
- Managing agents costs

# Year 1 – Local Tax

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- Council Tax Support Scheme
- Empty property review - domestic
- Business rates review – underpay
- Council Tax / Business rates reliefs
- Speed of completion notices
- Business rates on council properties

# Year 1 - Other



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- Hybrid working
- Advertising on Council assets
- Filming location fees
- Welcome Packs for Residents

# Year 1 - Other



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- Graphic design costs
- Partnership recharges
- Joint finance procurement
- Pension letter charge
- External Audit Fees



# Year 2 – Local Tax

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- Businesses run from domestic properties
- Revenues paper correspondence / debt recovery

# Year 2 – Assets & Other

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- Civic Offices maintenance
- Frequency of valuations
- Surveyors charge out rates
- Use of land and assets
- Premium what's on listings

# Not Yet Planned



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- Sell equality impact assessment skills
- Bird aware admin charge

# ALL



- Legal Service costs
- Agency contract margin
- Overtime/ Allowance review
- Finance system automation
- Debt Recovery Vision
- Health and Safety Inspections
- Systems Thinking next steps

# Next Steps

# Next Steps

1. Finalise financial estimates for each bigger project where possible
2. June/July: Presentations to summer Scrutiny Panels/other Committees
3. Incorporate any priority changes / additional member ideas
4. Resourcing the Plan review / additional resources
5. September Executive: Update and confirm Year 1 Opportunities Plan
6. Refresh MTFS projections

# QUESTIONS & IDEAS



