

FAREHAM

BOROUGH COUNCIL

AGENDA SCRUTINY BOARD

Date: Thursday, 22 January 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices, Fareham

Members:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

Mrs M E Ellerton

M J Ford, JP

A Mandry

Mrs S Pankhurst

P W Whittle, JP

Deputies: J V Bryant

Miss T G Harper

T J Howard

R H Price, JP

D L Steadman



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Scrutiny Board held on 20 November 2014.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Presentation by, and Questioning of, the Executive Member for Planning and Development

To receive a presentation by the Executive Member for Planning and Development on the performance of services within the Planning and Development portfolio over the last year and on future plans.

7. Motion to Council Under Standing Order 15

The following motion was proposed by Councillor Mrs K K Trott at the meeting of the Council on 11 December 2014:

"I propose that Fareham Borough Council resolves to write to the Secretary of State for Communities and Local Government to confirm that the Council believes that the Government's Right to Buy Policy represents poor value for money and that Local Authorities should be given the option to suspend the Right to Buy Policy in their local areas."

The Mayor advised that as the subject of the motion comes within the terms of the Executive, then the motion would stand referred without discussion to an appropriate meeting of the Executive. As part of this process, the Executive must consult the Scrutiny Board and so the Scrutiny Board is now required to consider the matter and pass its views to the Executive.

8. Housing Revenue Account Budget and Capital Plans 2015/16 (Pages 5 - 20)

To consider a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2015/16.

9. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16 (Pages 21 - 106)

To consider a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16.

10. Preliminary Overall Review of the Scrutiny Board's Work Programme 2014/15 and Draft Programme for 2015/16 (Pages 107 - 120)

To consider a report by the Director of Finance and Resources on the preliminary overall review the Board's work programme for 2014/15 and draft programme for 2015/16.

11. Executive Business

If requested by a member, to consider any item of business dealt with by the Executive since the last meeting of the Board. The relevant Executive meetings are 1 December 2014 and 5 January 2015. (This will also include any decisions taken by individual Executive members during the same time period.)

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
14 January 2015

**For further information please contact:
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Tel:01329 236100
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FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 20 November 2014

Venue: Collingwood Room – Civic Offices, Fareham

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton,
M J Ford, JP, A Mandry, Mrs S Pankhurst and P W Whittle, JP

Also

Present: Councillor N R Gregory (minute 7)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that, subject to the amendment of the list of those present by the insertion of 'Councillor' by the names of the Chairman and Vice-Chairman and the inclusion of 'Councillor T M Cartwright, MBE – Executive Member for Public Protection; and Councillor L Keeble - Executive Member for Streetscene' under those also present, the minutes of the meeting of the Scrutiny Board held on 25 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning a change to the work programme (minute 8(a) below refers).

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF PORTCHESTER CREMATORIUM OPERATIONAL ACTIVITY

The Board considered a report by the Director of Finance and Resources on Portchester Crematorium operational activity. The Chairman welcomed James Clark, the Manager and Registrar of Portchester Crematorium and John Haskell, the Clerk to the Portchester Crematorium Joint Committee, to the meeting, who, together with the Director of Finance and Resources, presented the report and answered members' questions thereon.

It was AGREED that:-

- (a) the Manager and Registrar and the Clerk to the Joint Committee be thanked for the report and for attending and answering members' questions; and
- (b) the report be noted.

7. COMMUNITY ACTION TEAM (CAT) REVIEW

The Board considered a report by the Director of Finance and Resources on the proposed Community Action Team (CAT) Review.

At the invitation of the Chairman, Councillor N R Gregory addressed the Board during the consideration of this item.

The Head of Corporate Services presented the report and answered members' questions thereon.

It was AGREED that the Executive be advised of the Board's views on the proposed community action team review, as shown in Appendix B to the report, as follows:-

- (a) the role of the Chairmen of Community Action Teams should be consistent, with a local connection, as is observed with the existing arrangements;
- (b) the role of chairing Community Action Team meetings should be separated from the role of Councillors answering questions related to policy, or officers answering technical questions;
- (c) the principle of 'hot topic' meetings was supported;
- (d) there should be a cyclical meeting for general business raised by residents and residents' associations in the year that the CAT was not due to receive the Leader of the Council's biennial presentation;
- (e) the principle of not continuing the police presence at meetings, unless for a specific police-related hot topic, be supported;
- (f) the principle of the biennial 'Meet the Leader' sessions be supported;
- (g) the principle of ten CAT areas be supported, but meetings should be publicised to wider areas when relevant to the topic for discussion;
- (h) publicity should be wide and broad enough to encourage wider attendance, particularly for Meet the Leader meetings so residents have the opportunity to attend these meetings more frequently;
- (i) the idea of multiple meetings in a community for a single topic, to maximise the opportunity to engage with local residents, be supported;
- (j) the Special Responsibility Allowance payable to members for being CAT Chairmen should be removed.

8. REVIEW OF THE BOARD'S WORK PROGRAMME

The Board considered a report by the Director of Finance and Resources on the Board's work programme for 2014/15.

It was AGREED that:-

- (a) the decision to move 'Presentation by, and questioning of, the Executive Member for Planning and Development' from 20 November 2014 to 22 January 2015 be endorsed;

- (b) the programme items as set out in Appendix A to the report be confirmed;
- (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted; and
- (d) the Chairman of the Public Protection Policy Development and Review Panel be requested to consider whether the Panel should investigate with the Police and Crime Commissioner for Hampshire the issue of the under recording of crime by the police as reported in recent articles in the national press.

9. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00pm
and ended at 7.36pm).

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date 22 January 2015

Report of: Director of Finance and Resources

Subject: HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2015/16

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the Housing Revenue Account budget and capital plans for 2015/16. The report will be considered by the Housing Tenancy Board on 26 January 2015.

Enquiries:

For further information on this report please contact Kevin Golledge (Ext 4331).

APPENDICES

Appendix A: [Report to Executive meeting on 2 February 2015 – Housing Revenue Account including Housing Capital Programme 2015/16](#)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 February 2015

Portfolio:	Policy and Resources
Subject:	Housing Revenue Account Spending Plans including the Capital Programme for 2015/16
Report of:	Director of Finance and Resources
Strategy/Policy:	Housing Strategy
Corporate Objective:	A balanced housing market.

Purpose: This report seeks Executive approval for the revised budget for 2014/15, the base budgets, rent increases and fees and charges for 2015/16 and the capital programme with its financing for the years 2014/15 to 2018/19.

Executive summary:

The Executive recommended and the Council approved, in February 2014, the base budget and rent increased for 2014/15, for Housing Revenue Account services.

This report sets out the Housing Revenue Account revised budget for 2014/15 and base budget for 2015/16 along with the capital programme and financing for the years 2014/15 to 2018/19. The report examines the issues affecting the Housing Revenue Account including rent increased with effect from 6 April 2015.

Council budgets are susceptible to change in the level of expenditure and income caused by factors outside the Council's control. A risk assessment has been carried out to indicate the effect on housing balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and a working balance.

Recommendation:

- a) Individual rent increases in line with the rent model, be approved for Council Dwellings with effect from 6 April 2015;
 - b) Rents for Council garages be increased by 5% with effect from 6 April 2015;
 - c) Discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 6 April 2015;
 - d) The revised budget for 2014/15 be approved;
 - e) The base budget for 2015/16 be approved;
 - f) The capital programme and financing for 2014/15 to 2018/19 be approved;
- and

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g) Annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

Reason:

To allow the Full Council to approve the Housing Revenue Account budget for 2015/16.

Cost of proposals:

As detailed in the report.

Appendices:

- A: Capital Programme and Financing**
- B: Housing Revenue Account Budget**
- C: Housing Repairs Account**
- D: Examples of Rent**
- E: Fees and Charges**

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 February 2015

Subject: Housing Revenue Account Spending Plans including the Capital Programme for 2015/16

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for 2014/15 and 2015/16 for the Board to consider. On 6 October 2014, the Executive approved the Council's Finance Strategy for 2015/16 and later years. The budget guidelines contained within the Strategy have been used as a basis for the Housing Revenue Account (HRA) spending plans.

CAPITAL PROGRAMME – APPENDIX A

2. The five year capital programme has been updated and is summarised in the following table. More details of the capital schemes and its financing can be found in Appendix A.

Year	£'000
2014/15	7,351
2015/16	11,232
2016/17	3,207
2017/18	2,240
2018/19	2,375
	<u>26,405</u>

3. The financing of the capital programme is mainly from the Major Repairs Reserve, Revenue Contributions to Capital, external grants, and 1:4:1 Receipts from Right-to-Buy sales (RTB).
4. The major schemes in 2015/16 and 2016/17 are the construction of 16 flats in Palmerston Avenue, 6 houses in Coldeast Close and a new sheltered scheme at the former Coldeast site plus improvements to existing stock.
5. Also included within the programme is the purchase of additional vehicles for use by the Building Services team now that the housing repairs service is being brought in-house.

Contact: Name, Title
E-mail – EMail (Tel: 01329 Tel)

FileName

6. Following the changes to the Right-to-Buy scheme, we are required to utilise retained 1:4:1 RTB receipts to increase our housing stock. Such proceeds must represent no more than 30% of the cost of acquisition or new build with the balance being met from revenue reserves or borrowing and to use the monies within three years of being received. It is intended not to borrow for this purpose.

REVENUE BUDGETS - APPENDICES B and C

7. The following tables summarise the base and revised budgets for 2014/15 and the base budget for 2015/16, of the Housing Revenue Account and Housing Repairs Account. Further information can be found in Appendices B and C.

	Base Budget 2014/15 £000s	Revised Budget 2014/15 £000s	Base Budget 2015/16 £000s
Housing Revenue Account			
Income from service	-12,120	-11,983	-12,268
Expenditure on service	6,962	4,881	5,086
Net cost of service	-5,158	-7,102	-7,182
Interest paid and received	1,721	1,735	1,702
Revenue contribution to capital expenditure etc.	3,852	4,776	5,836
Surplus(-) / deficit	415	-591	356
Opening Balance	-4,905	-4,118	-4,709
Closing Balance	-4,490	-4,709	-4,353
Housing Repairs Account			
Income	-1,679	-874	-1,081
Expenditure	1,679	1,674	1,581
Surplus(-) / deficit	0	800	500
Opening balance	-1,800	-1,800	-1,000
Closing balance	-1,800	-1,000	-500
Overall closing balance	-6,290	-5,709	-4,853

8. Until this year, we have maintained a fixed year-end balance on the Repairs Account of £1,800,000. This balance has existed for many years and has not been called upon. Its purpose was to protect the revenue account from fluctuations in the level of repairs. It is now intended to reduce the year-end balance to £1,000,000 at the end of 2014/15 and £500,000 at the end of 2015/16 which will have the effect of a reduced transfer from the Housing Revenue Account for the next three years.
9. The detail in Appendix C shows a reduction in the number of cost centres used within the Housing Repairs Account. This is as a result of the Building Service Intervention.

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RENT INCREASES – APPENDIX D

10. Rents are set in line with the Government's rent setting policy. In the Spending Review of 2013, the Government announced its intention that social rents would increase by CPI +1% from 2015/16-2024/25. CPI as at end of September was 1.2%. Rents will therefore increase by 2.2%.
11. When we left the HRA Subsidy System, rents were assumed to continue to move towards convergence by 2015/16. The aforementioned Spending Review took away the ability for Local Authorities to increase rents, for tenants in situ, so as to achieve convergence by the said date.
12. For 2015/16, 970 properties (974 in 2014/15) will be below formula rent. In order to move towards convergence, as and when a property becomes vacant, it is re-let at formula rent.
13. Appendix D shows examples of proposed new rents.
14. Under Housing Benefit reforms, of the 1504 tenants who receive housing benefit, 114 (122 in 2013/14) are under-occupying. 99 (92) are affected by a 14% reduction in housing benefit and 15 (20) by a 25% reduction.
15. Rents for Council garages are not covered by rent restructuring. The number of garages which are not let is stable year on year. It is proposed that garage rents for 2015/16 increase by 5%.

FEES AND CHARGES – APPENDIX E

16. The current fees and charges for the HRA and the proposed charges for 2015/16 are set out in appendix E. The proposed discretionary fees have been increased wherever possible to achieve a 5% increase.
17. The statutory charge is subject to the control and advice of Government. The current level of charge has been set at the maximum allowed.

RISK ASSESSMENT

18. Council budgets are susceptible to changes in the level of expenditure and income caused by factors outside and within the Council's control. A risk assessment has been carried out to indicate the effect on balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and working balance.
19. The following list of potential risks indicates that it is essential to preserve the account balance held for the HRA & Repairs Account. Reserves are held so that we can:
 - Continue to manage and maintain homes;
 - Improve and redevelop estates;
 - Cover any unexpected expenditure;
 - Take advantage of new opportunities to meet housing needs;
 - Repay debt; and
 - Meet the challenges of any change in Government policy.

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Examples of potential changes.	Effect on expenditure in year £'000s	Effect on income in year £'000s
Change in rent policy to only increase rents by CPI		-£87
Loss of income if void rate rises to 2.5% from 1.26%		-£140
Increase from 4 to 14 RTBs' – income		-£50
Increase in CPI to 2.5%	+£46	+£127

CONCLUSION

20. The Executive will be asked to approve the following recommendations to Full Council:

- a) Individual rents increases be approved for Council Dwellings with effect from 6 April 2015;
- b) Rents for Council garages to be increased by 5% with effect from 6 April 2015;
- c) Discretionary fees and charges to be increased to provide an increase of 5%, where possible, with effect from 6 April 2014;
- d) The revised budget for 2014/15 be approved;
- e) The base budget for 2015/16 be approved;
- f) The capital programme and financing for 2014/15 to 2018/19 be approved; and Annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the maturity of each loan.

Reference Papers:

- a) Executive 10 February 2014 - Housing Revenue Account Spending Plans including the Capital Programme 2014/15
- b) Executive 7 July 2014 - Actual Housing Revenue Account Expenditure and Financing 2013/14
- c) Executive 6 October 2014 – Annual Review of the Council's Finance Strategy
- d) HRA 30 year Business Plan.
- e) [DCLG - Guidance on Rents for Social Housing](#)

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APPENDIX A

	2014/15	2015/16	2016/17	2017/18	2018/19
CAPITAL PROGRAMME AND FINANCING	£'000	£'000	£'000	£'000	£'000
Housing Improvements	2,047	2,150	2,182	2,215	2,260
Mobility Scooter Storage	20	20			
Converting front gardens for car parking	25	25	25	25	25
Collingwood Court	4,067	152			
Coldeast Sheltered		5,500			
Palmerston Avenue	200	1,713			
Allotment Road	100	900			
Stock Repurchase	790	772			
Garage purchase	22				
123 Bridge Road			1,000		
Vehicles	80				90
TOTAL	7,351	11,232	3,207	2,240	2,375

FINANCED BY:

Revenue contributions to Capital	2,612	3,672	1,827	1,000	1,135
Major Repairs Reserve	4,287	1,240	1,240	1,240	1,240
1:4:1 Receipts	139	232			
Grants & Contributions	313	1,160	140		
Capital Fund		4,928			
TOTAL	7,351	11,232	3,207	2,240	2,375

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APPENDIX B

	Base 2014/15	Revised 2014/15	Base 2015/16
	£000s	£000s	£000s
Income			
Rents - Dwellings	-10,970	-10,860	-11,119
Rents - Garages	-236	-238	-248
Rents - Other	-18	-18	-22
Service Charges (Wardens, extra assistance, heating)	-322	-299	-581
Cleaning	-114	-105	-126
Grounds Maintenance	-79	-77	-80
Other Fees and Charges	-24	-29	-27
Leaseholder Service Charges & Insurance	-65	-65	-65
Grants receivable	-292	-292	0
	-12,120	-11,983	-12,268
Expenditure			
General Administrative Expenses	1,548	1,576	1,523
Corporate & Democratic Core	58	54	54
Corporate Management	107	94	105
Communal Heating Services	76	76	75
Communal Lighting	36	29	29
Rents, Rates & Other Taxes	49	54	59
Communal Cleaning	134	134	127
Grounds Maintenance	194	203	200
Sheltered Housing Service	542	529	543
Fire & Refuse	50	0	0
Sub-total of management costs	2,794	2,749	2,715
Contribution to Repairs Account	1,619	815	1,039
Bad Debts Provision	27	27	0
Bad Debts Written off	10	10	50
Depreciation	2,478	1,240	1,240
Debt Management Expenses	34	40	42
	6,962	4,881	5,086
Net income from service	-5,158	-7,102	-7,182

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	Base 2014/15	Revised 2014/15	Base 2015/16
	£000s	£000s	£000s
Interest Payable	1,871	1,847	1,838
Interest earned on internal balances	-150	-115	-136
Net operating income	-3,437	-5,370	-5,480
Revenue contribution to capital	1,688	2,612	3,672
Transfer to Capital Fund	2,164	2,164	2,164
(Surplus)/Deficit for year	415	-594	356
Housing Revenue Account balance			
Balance brought forward	-4,905	-4,118	-4,712
Surplus/(Deficit) for year	415	-594	356
Balance carried forward	-4,490	-4,712	-4,356

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	Base 2014/15 £000s	Revised 2014/15 £000s	Base 2015/16 £000s
General Administrative Expenses			
Corporate & Democratic Core	58	54	54
Corporate Management	108	92	106
Employees	776	754	740
Premises	98	108	107
Transport-related expenditure	19	19	19
Supplies and Services	88	137	98
Contract Services	48	40	49
Internal Support	525	529	518
Income	-7	-9	-9
	1,713	1,724	1,682
Communal Heating Services			
Premises	76	76	75
	76	76	75
Communal Lighting			
Premises	36	29	29
	36	29	29
Communal Cleaning			
Employees	37	37	39
Premises	95	95	86
Internal Support	2	2	2
	134	134	127
Grounds Maintenance			
Employees	13	13	14
Premises	154	164	160
Internal Support	26	26	26
	194	203	200
Sheltered Housing Service			
Employees	448	438	457
Premises	47	46	43
Transport	14	14	13
Supplies and Services	18	17	16
Internal Support	16	14	14
	542	529	543
Other Communal Services			
Premises	32	38	37
Supplies and Services	17	16	22
Fire & Refuse -Premises	50	0	0
	99	54	59

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APPENDIX C

HOUSING REPAIRS ACCOUNT

Expenditure	Base 2014/15	Revised 2014/15	Base 2015/16
	£000s	£000s	£000s
Day to Day			
Internal decorating	55	55	0
General repairs	574	574	1,151
External works	160	160	0
Work to garages	21	21	0
Works to void properties	103	103	0
Other works	83	83	424
	996	996	1,575
Schemes previously in the capital programme			
Repairs	222	222	0
Total from capital programme	222	222	0
Cyclical repairs			
External decorating	108	108	0
Gas service & associated repairs	250	250	0
Lift servicing	30	30	0
Pre decorating repairs	14	14	0
Emergency lighting	48	48	0
Total cyclical	450	450	0
Administration			
Supplies & services	11	7	6
	11	7	6
Total expenditure	1,679	1,674	1,581
Income			
Contribution from HRA	-1,619	-815	-1,039
DSO Surplus	-1	-1	0
Fees & charges	-59	-59	-42
Total income	-1,679	-874	-1,081
Balance brought forward	-1,800	-1,800	-1,000
Surplus (-ve) /Deficit for year	0	800	500
Tfr from Repairs Reserve			
Balance carried forward	-1,800	-1,000	-500

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HRA EXAMPLES OF RENT

	Property type	2014/15 Actual Rent	2015/16 Proposed Rent	Increase £ p.w.	Increase % p.w.
Nashe Way	1 Bed Bungalow	£87.73	£89.66	£1.93	2.20%
Foster Close	1 Bed Flat	£79.40	£81.14	£1.74	2.19%
Grebe Close	2 Bed Bungalow	£107.70	£110.07	£2.37	2.20%
Addison Road	2 Bed House	£103.48	£105.75	£2.27	2.19%
Foxbury Grove	2 Bed Flat	£90.32	£92.31	£1.99	2.20%
Garden Court	1 Bed Maisonette	£79.40	£81.14	£1.74	2.19%
Sicity House	2 Bed Maisonette	£87.63	£89.56	£1.93	2.20%
Fairfield Avenue	3 Bed House	£104.96	£107.27	£2.31	2.20%
Garden Court	3 Bed Flat	£101.15	£103.37	£2.22	2.19%
Foster Close	4 Bed House	£119.95	£122.59	£2.64	2.20%

Average for total
stock

£88.89 £90.84 £1.96 2.20%

Garages

£9.82 £10.31 £0.49 5.00%

FEEES AND CHARGES 2015/16

	Existing Charge inc VAT	Proposed Charge inc VAT	Increase
<u>Discretionary Charges</u>			
Sheltered Accommodation for the Elderly			
Guest Room Charge – single occupancy per night	£7.35	£7.70	4.76%
Guest Room Charge - per couple per night	£10.50	£11.00	4.76%
Rechargeable Repairs to Council houses			
a) Rechargeable works	These will be assessed individually at the time the work is carried out		
b) Service charges to purchasers of flats and maisonettes	These annual charges are made in advance on the basis of estimated costs. Once the actual cost is known, a retrospective adjustment is made.		
Recharge of Officer time in agreeing any consent to freeholders			
Fee per occurrence	£79.40	£83.40	5.04%
<u>Statutory Charge</u>			
Sale of Council Houses			
Legal and administration fees in connection with granting a service charge loan (statutory maximum of £100)	£100.00	£100.00	0.0%

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **22 January 2015**

Report of: **Director of Finance and Resources**

Subject: **FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE
BUDGET AND COUNCIL TAX 2015/16**

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the overall capital programme and revenue budget for 2015/16. The Director of Finance and Resources will refer any proposals or comments of the Board to the Executive meeting on 2 February 2015.

RECOMMENDATION

That any proposals or comments of the Board be referred to the Executive at its meeting on 2 February 2015

INTRODUCTION

1. On 5 January 2015, the Executive reviewed the Council's finance strategy, and considered the scope for new capital and revenue items to be included in the revised budgets for 2014/15, the budget for 2015/16 and beyond, as well as the implications for the council tax in 2015/16. A copy of this report is attached as Appendix B, for information.
2. Members considered a number of options, which could allow a balanced budget to be achieved, and the following decisions were taken:-
 - (a) the capital programme for the period 2014/15 - 2018/19, amounting to £33,176,000 be approved;
 - (b) the revised 2014/15 general fund budget, amounting to £9,516,100 be approved;
 - (c) that the base 2015/16 general fund budget amounting to £9,174,600 be approved;
 - (d) use of the surplus on the spending reserve as set out in paragraphs 30-32 be approved.
3. A report will be submitted to the Executive on 2 February 2015 and a copy of this report is attached as Appendix C. This report seeks final confirmation for the spending plans, together with recommendations for Full Council to consider on 20 February 2015 and officers will provide a verbal update on these to members of the Scrutiny Board on 22 January 2015.
4. Any comments or proposals that the Scrutiny Board may wish to submit will be considered by the Executive on 2 February 2015.

RISK ASSESSMENT

5. While all spending plans can be met from within existing resources, growing financial pressures increase the risk that spending plans exceed desirable levels.
6. Also, the budget reflects the implications of the changing economic situation. However, these changes will continue to affect the Council's finances. It is therefore very important to retain sufficient balances to cater for the unexpected in these uncertain times.
7. Where opportunities exist to increase income sources for the Council, and plans are well advanced, these have been incorporated into the budget.

CONCLUSION

8. The Board is asked to review the proposals and consider whether it wishes to submit comments for consideration by the Executive.

Appendix A: [Executive Report "Draft Spending Plans 2015/16" considered on 1st Dec 2014](#)

Appendix B: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16" considered on 5th Jan 2015](#)

Appendix C: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16" to be considered on 2nd Feb 2015](#)

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood (Ext 4506).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Policy and Resources
Subject:	2015/16 Draft Spending Plans
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy 2015/16
Corporate Objective:	Dynamic, prudent and progressive Council

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2014/15 and the proposed fees and charges, and revenue budgets for 2015/16.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2013/14 and new schemes that have been added to the programme during the year, now totals £33,176,000 for the years 2014/15 to 2018/19, as set out in Appendix A to this report.

The 2014/15 base revenue budget for Executive and non-Executive services of £13,027,400, was finally approved by the Executive on 10 February 2014.

The revised revenue budget for 2014/15 is £13,009,700, a reduction of £17,700 or 0.1%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 6 October 2014, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2015/16 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2015/16 is £11,616,200, a decrease of £1,411,200 or -10.8%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2015/16 are set out in Appendix D to this report.

Recommendations:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2014/15 and the proposed revenue budget for 2015/16, as set out in Appendix B to the report, be approved;
- (c) That the proposed fees and charges for 2015/16, as set out in Appendix D to the report, be approved;
- (d) That the Executive agrees the use of Section 13A to provide a Council Tax discount to flooded properties in accordance with guidance issued by Government as set out in paragraphs 23 – 29 of the report; and
- (e) That the Executive recommend to Full Council an unchanged Local Council Tax Scheme for 2015/16, as set out in Appendix E.

Reason:

The Council has a co-ordinated strategic, service and financial planning process and this report brings together the spending plans for the Council's services for 2015/16.

The overall revenue budget will be presented to the Executive for approval on 5 January 2015 and will form a major element of the council tax for 2015/16 that will be approved at a special meeting of the Council in February 2015.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2014/15 to 2018/19
B: Revenue Budget - Revised 2014/15 and Proposed 2015/16
C: Service Narrative & Responsibilities
D: Executive Portfolio Fees and Charges 2015/16
E: Local Council Tax Support Scheme 2015/16

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: 2015/16 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2015/16, allowing members to consider in detail these plans for the provision of services.
2. This report has five main sections covering:-
 - The finance strategy and budget setting principles for 2015/16 and beyond;
 - The capital programme 2014/15 to 2018/19;
 - The revised revenue budget for 2014/15;
 - The proposed budget for 2015/16; and
 - Fees and charges for 2015/16

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2015/16

3. On 6 October 2014 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2015/16 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 2.4% (October 2014) and headline RPI was slightly lower at 2.3%.
5. The Government has indicated in previous financial years that it expects councils to freeze council tax. It is likely that this will continue through to the 2015/16 Council Tax Setting and councils that achieve it will be rewarded with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver another council tax freeze such that by the end of 2015/16 the council tax will have remained frozen for seven years.
6. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

7. Against this background, the following budget setting principles have been approved by the Executive for 2015/16:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that the Council is legally obliged to pay;
 - Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets;
 - Fees and charges to be increased to achieve a 5% increase in income wherever possible and desirable and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers;
 - New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities; and
 - Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

CONSULTATION WITH RESIDENTS

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2015/16 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

CAPITAL PROGRAMME

10. The capital programme of £34,601,000 approved in February 2014 has now been updated to take account of new schemes, slippage from the 2013/14 programme and the continuation of rolling programmes in 2018/19.
11. The latest programme now totals £33,176,000. The programme takes into account the proposals for funding the Western Wards Leisure Centre report that is elsewhere on this agenda. The programme is summarised in the following table with the details set out in Appendix A:-

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Public Protection	0	0	0	0	0	429	429
Streetscene	185	135	0	0	0	309	629
Leisure and Community	3,864	7,147	974	0	0	513	12,498
Health and Housing	722	560	480	480	480	60	2,782
Planning and Development	74	83	15	15	15	720	922
Policy and Resources	10,817	3,303	655	540	540	61	15,916
TOTAL	15,662	11,228	2,124	1,035	1,035	2,092	33,176

12. The programme has identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

REVENUE BUDGET

13. The base budget for 2014/15 was considered by the Executive at its meetings on 2 December 2013 and 6 January 2014. It was finally confirmed by the Executive on 10 February 2014 and by Full Council on 21 February 2014.
14. The base budget for services in 2014/15 amounted to £13,027,400. The breakdown between Committees and Portfolios is shown below and reflects changes made to the portfolios in March 2014:-

	Base budget 2014/15 £
Committees	
Planning Committee	793,400
Licensing and Regulatory Affairs Committee	503,400
Executive - Portfolio Budgets	
- Leisure and Community	2,278,700
- Health and Housing	1,210,300
- Planning and Development	-537,600
- Policy and Resources	1,950,100
- Public Protection	2,455,400
- Streetscene	4,373,700
SERVICE BUDGETS	13,027,400
Other budgets	-3,511,300
NET BUDGET	9,516,100

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc. the approved net budget for 2014/15 was £9,516,100.

Revised Budget 2014/15 and Proposed budget 2015/16

16. The overall revised service budget for 2014/15 is £13,009,700; an increase of £17,700 or 0.1% from the base budget. The proposed base budget for 2015/16 amounts to £11,616,200, a decrease of £1,411,200 or 10.8% when compared to the base budget in 2014/15.

	Variation				
	Base 2014/15	Revised 2014/15	Base 2015/16	Base to Revised	Base to Base
	£'000s	£'000s	£'000s	£'000s	£'000s
Committee					
Planning	793	802	717	9	-76
Licensing and Regulatory Affairs	503	497	474	-6	-29
Executive Portfolios					
Leisure and Community	2,279	2,234	2,049	-45	-230
Health and Housing	1,210	1,188	1,169	-22	-41
Planning and Development	-538	-429	-847	109	-309
Policy and Resources	1,950	1,795	1,406	-155	-544
Public Protection	2,456	2,493	2,391	37	-65
Streetscene	4,374	4,430	4,257	56	-117
SERVICE BUDGETS	13,027	13,010	11,616	-17	1,411

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

Efficiency Savings and Budget Changes

18. In preparing the budget there have been a number of changes that reflect efficiency saving opportunities that were identified in the reports to the Executive in March and July 2014. While some of these were service specific others affected support services that feed through to all front line services.
19. Also, in order to streamline some Support Services there have been changes to the way the services have been allocated over frontline services. As a result there will be movement between services that will not affect the overall position of the service budgets.

Other Budget Considerations

20. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service.
21. Work programmes carried forward from 2013/14 (£397,900 revised): On 7 July 2014, the Executive approved a number of work programmes to be carried forward into the 2014/15 revised budget. These programmes are fully funded

from the General Fund under spend in 2013/14 so also have no overall effect on the Council's net budget.

22. Local Council Tax Support Scheme: From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes called Local Council Tax Support Schemes to replace it. For the 2015/16 scheme it is proposed to retain the principles agreed for the 2014/15 scheme. Appendix E details the 2015/16 scheme recommending to Full Council an unchanged scheme.
23. Local Council Tax Discount Scheme:
24. Following the extreme weather conditions which occurred between December 2013 and March 2014, the Prime Minister announced that funding of £4m would be available to support Council Tax discounts for homes that suffered from flooding.
25. The Government asked local authorities to use their powers under section 13A of the Local Government Finance Act 1992, to grant discounts to affected properties. The Government issued advice by way of a Guidance Note which suggested that relief should be granted on an individual basis or for a specific class of Council Tax payer.
26. There were 18 domestic properties affected by flooding and 5 of those remain unoccupied.

Address	Number Flooded	Number still empty
Swanwick Shore Road	7	4
Hill Head Road	8	
The Avenue	1	
Hook	1	
Meon Shore	1	1

27. The total cost of council tax discounts awarded to date is £12,517.82. This sum will be fully reimbursed by the Government via a specific flood compensation scheme grant claim.
28. The Government initially considered that the national budget of £4m would provide for discounts of up to 3 months to properties that have been flooded, but in April 2014, revised guidance stated that the discount should be given to all flood victims, for as long as they were unable to return to their homes.
29. Council Tax Discounts have been granted taking account of the guidance issued.

Planning Committee

30. The detailed budget was considered by the Planning Committee on 19 November 2014, and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services.

Licensing and Regulatory Affairs Committee

31. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 18 November 2014 and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services and in respect of the Environmental Health Partnership.

Leisure and Community Portfolio

32. The major changes for this portfolio are detailed in the following paragraphs.
33. Leisure Centre: (-£32,600 revised, -£103,300 Base 2015/16). The main reduction in respect of this service is an increase in the income due from the contractor after a review of their agreement in light of additional capital works funded by the Council.
34. Ferneham Hall: (+£22,900 revised, +£14,800 Base 2015/16). The main increase in respect of this service is an increase in support services which will show a reduction in other services.
35. Community Grants, Tourist Information and Westbury Manor: The main change in these three services is due to reductions in grant payments which were identified as part of the Efficiency Savings reports approved by the Executive earlier in the year.

Health and Housing Portfolio

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Homelessness: (+£45,100 revised, +£25,900 Base 2015/16). This variation is due to increased demand within the service as a result of changes to the welfare system.
38. Other Housing and Health Services: The variations for other services within this portfolio are due to time allocation changes or changes in support services costs.

Planning and Development Portfolio

39. The major changes for this portfolio are shown below
40. Parking Strategy: (+£59,100 revised, +£51,600 Base 2015/16). The main variation on this service relates to an increase in the support services allocation which has been offset by a reduction in employee costs.
41. Local Plan: (+£75,800 revised, -£317,100 Base 2015/16). The main variation on this service relates to a reduction of staff resources in this service as the Welborne project moves into the next phase. There has also been a reduction in the level of work by consultants. The work to support the Welborne Plan has been funded from external sources, such as Housing and Planning Delivery grant and Capacity Funding in order to limit any impact on the Council Tax.

Policy and Resources Portfolio

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Commercial Estates: (+£307,500 revised, -£72,600 Base 2015/16). The main variation on this service relates to changes in rental income at various sites due to vacant units, and also due to a reduction in the income from the Council's interest in the Fareham shopping centre. These have been offset by additional income that will be received as the £8million Commercial Property Investment Acquisition Strategy is implemented. There have also been changes showing an increase in support services costs.
38. Democratic Representation and Management; (-£81,100 revised, -£98,200 Base 2015/16). The budget reduction in this area is due to changes in employee costs as a result of efficiency changes and also changes to support service costs.
39. Corporate Management; (-£183,400 revised, -£32,800 Base 2015/16). The main change within this heading is due to the reductions in budget as a result of efficiency savings and changes to support service costs.
40. Local Tax Collection; (-£288,800 revised, -£306,400 Base 2015/16). The main change for this service is due to changes to employee and support service costs. There is also a change in a reduction from rate reliefs that are now included as part of the collection fund.

Public Protection Portfolio

41. The main changes in this portfolio are detailed in the following paragraphs.
42. Environmental Health Services: (-£33,800 revised, -£38,900 Base 2015/16). The main change for this service reflect the efficiency savings made as a result of the Environmental Health Partnership with Gosport BC and also changes within support service costs.
43. Off-Street and On-Street Parking: (+£25,800 revised, +£17,800 Base 2015/16). The main changes in this service is due to a reduction in the income due from Penalty Charge Notices which has been partly offset by changes in support service and employee costs.

Streetscene Portfolio

44. The major changes for this portfolio are detailed in the following paragraphs.
45. Community Parks and Open Spaces: (+£15,200 revised, -£22,800 Base 2015/16). The reduction in the budget is due primarily to an increase in income from sponsorship.
46. Street Cleansing: (-£22,600 revised, -£56,300 Base 2015/16). This service has seen a reduction in employee costs mainly relating to agency staff and also a slight reduction in support service costs.
47. Trade Waste: (+£26,200 revised, +£10,400 Base 2015/16). The overall position for this budget shows an increase mainly due to an increase in tipping charges

relating to the service. This has been slightly offset by increased income from new businesses.

FEES AND CHARGES

48. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2015/16 are set out in Appendix D.
49. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
50. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
51. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility.
52. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased.
53. There are three charges within the cemeteries service that show increase in excess of the recommended 5%. The reason for this increase is reflective of the officer time involved in dealing with these areas.
54. Some of the charges for the Environmental Health Services have been changed in order to streamline charges for the new working arrangements for the partnership with Gosport Borough Council.
55. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2015/16 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

56. The Finance Strategy identified a number of spending pressures facing the Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

SPENDING PRESSURES	2015/16 £
Tipping Fees	40,000
Homelessness	26,000
Increased pension costs	55,000
Loss of car parking income	50,000
Loss of Commercial Rental income	100,000
TOTAL	271,000

RISK ASSESSMENT

58. The budget reflects the implications of the current economic climate. However, there remains a high degree of uncertainty regarding the speed of the economic recovery of the UK, and the available funding for public services. There are particular risks surrounding the growing costs in certain demand led services, such as housing, homelessness and benefits.
59. The localised Council Tax Support Scheme needs to be highlighted as a risk to council finances. The scheme will impact on a large number of residents and this will continue to be monitored very closely.
60. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

CONCLUSION

61. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2015.
62. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
 - Investment Income;
 - General Government Grant; and
 - The Council's share of business rate income.
63. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.
64. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2015/16 are considered.
65. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.
66. That the Executive agrees to use Section 13A of the Local Government Finance Act (1992) to confirm the award of Council Tax Discounts to flooded properties in Fareham as detailed in paragraphs 23-29. Each discount has been granted based on the individual circumstance and in accordance with relevant guidance issued by Government.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 6 October 2014
'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 3 March 2014 'Efficiency Savings'

Report of the Director of Finance & Resources to the Executive on 7 July 2014
'Efficiency Savings'

CAPITAL PROGRAMME 2014/15 to 2018/19

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
PUBLIC PROTECTION							
CCTV Refurbishment Programme						429	429
PUBLIC PROTECTION TOTAL	0	0	0	0	0	429	429
STREETSCENE							
Health and Safety in Cemeteries Public Convenience Improvement Programme		116					116
Waste Management Glass Recycling Bins and Skips Replacement	14	19					14
Play Area Safety Surface Replacement	41					309	350
Street Lighting Maintenance	130						130
STREETSCENE TOTAL	185	135	0	0	0	309	629
LEISURE AND COMMUNITY							
Buildings							
Community Buildings Health & Safety Fund	9						9
Portchester Community Centre	149						149
Ferneham Hall Major Repairs Programme	50					513	563
Community Buildings Review	50	250	124				424
Fareham Leisure Centre Swimming Pool	1,500						1,500
Western Wards Leisure Centre	463	5,694	850				7,007
	2,221	5,944	974	0	0	513	9,652
Play and Parks Schemes							
Swanwick Lane Play Area	8						8
Abshot Road Youth Facility	80						80
King George V	75						75
Park Lane		50					50
Hammond Road Youth Facility	45						45
Birchen Road Youth Facility	50						50
	258	50	0	0	0	0	308
Outdoor Recreation Schemes							
Portchester Community Centre Tennis Courts	60						60
Wicor Rec Sports Changing Facilities	110						110
Burridge - Drainage Improvements	8						8
Bath Lane - Replacement Cricket Square	9						9
Relocation of Play Area at Park Lane	80						80

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Bath Lane Cricket Pavilion / GM Store	490						490
Park Lane Concrete Skate Park	120						120
Park Lane Outdoor Gym	50						50
Stubbington Recreation Ground Outdoor Gym	10						10
Hook Recreation Ground Feasibility Study	25						25
Seafield Park Changing Accommodation	50						50
Burridge Changing Rooms Improvements	15						15
Crofton Bowls Club Fencing Improvements	15						15
Salisbury Green Cricket Protection		30					30
Coldeast Sports Pitch and Facilities		986					986
Salisbury Green Pitch Upgrade		26					26
Locks Heath Recreation Ground Changing Rooms		30					30
Stubbington Tennis Courts- Refurbishment	30	5					35
	1,072	1,077	0	0	0	0	2,149
Grants to Community Groups							
Holy Rood Church Kitchen Upgrade	25						25
Portchester Community School Gym Equipment	10						10
Catisfield Memorial Hall	8						8
Fareham School of Gymnastics		30					30
	43	30	0	0	0	0	73
Other Community Schemes							
Footpath Improvements		36					36
Allotment Improvements	17	10					27
Salterns Promenade	253						253
	270	46	0	0	0	0	316
LEISURE AND COMMUNITY TOTAL	3,864	7,147	974	0	0	513	12,498
HEALTH AND HOUSING							
Private Sector Housing							
Home Improvement Loans	78	60	60	60	60		318
Disabled Facilities Grants	520	500	420	420	420		2,280
Flood Resilience Grants from DEFRA	55						55
	653	560	480	480	480	0	2,653
Enabling/Social Housing							
Feasibility Studies	29						29
Empty Homes Strategy	40					60	100
	69	0	0	0	0	60	129
HEALTH AND HOUSING TOTAL	722	560	480	480	480	60	2,782

	2014/15 £000s	2015/16 £000s	2016/17 £000s	2017/18 £000s	2018/19 £000s	Un- allocated £000s	Total £000s
PLANNING AND DEVELOPMENT							
Environmental Improvements							
Future Programme						300	300
	0	0	0	0	0	300	300
Car Parks							
Car Parks Surface Improvements	60	69				420	549
Osborn Road 5 Year Programme	14	14	15	15	15		73
	74	83	15	15	15	420	622
PLANNING AND DEVELOPMENT TOTAL	74	83	15	15	15	720	922
POLICY AND RESOURCES							
Vehicles and Plant							
Replacement Programme	109	366	360	360	360		1,555
ICT							
Rolling Programme	278	180	180	180	180		998
Civic Offices and Depot							
Civic Offices 10 Year Improvement Plan	148	825	115				1,088
Depot Refurbishment Works	11	47					58
Depot Boundary Wall and River Bank Repairs	87						87
	246	872	115	0	0	0	1,233
Daedalus Project							
Innovation Centre	4,576	400					4,976
Hangar		1,485					1,485
Runway	1,480						1,480
Project Administration	4						4
	6,060	1,885	0	0	0	0	7,945
Other Schemes							
Countywide Superfast Broadband	14						14
Commercial Property Investment Acquisitions Strategy	4,110						4,110
	4,124	0	0	0	0	0	4,124
Matched Funding Balance Available for Allocation						61	61
POLICY AND RESOURCES TOTAL	10,817	3,303	655	540	540	61	15,916
GENERAL FUND TOTAL	15,662	11,228	2,124	1,035	1,035	2,092	33,176

APPENDIX B

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Committees				
Planning Committee	622,748	793,400	801,800	716,900
Licensing and Regulatory Affairs Committee	185,806	503,400	497,200	474,300
Executive - Portfolio Budgets				
Leisure and Community	2,261,110	2,278,700	2,234,400	2,048,700
Health and Housing	1,559,031	1,210,300	1,188,200	1,169,000
Planning and Development	-279,653	-537,600	-428,600	-847,300
Policy and Resources	2,886,784	1,950,100	1,794,400	1,406,300
Public Protection	2,374,680	2,455,400	2,492,400	2,391,000
Streetscene	4,600,157	4,373,700	4,429,900	4,257,300
NET EXPENDITURE	14,210,663	13,027,400	13,009,700	11,616,200

SUBJECTIVE ANALYSIS

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Employees	10,065,458	9,496,800	8,945,900	8,578,000
Premises-Related Expenditure	3,242,188	2,677,700	2,971,500	2,814,500
Transport-Related Expenditure	861,714	834,200	856,100	823,000
Supplies and Services	3,863,045	3,524,000	4,547,500	3,907,400
Third Party Payments	385,802	402,500	1,472,700	1,437,100
Transfer Payments	18,749,988	20,289,600	20,004,300	20,004,300
Support Services	3,811,157	3,663,300	3,018,800	2,985,800
Capital Charges	3,244,146	2,386,800	2,386,800	2,386,800
GROSS EXPENDITURE	44,223,500	43,274,900	44,203,600	42,936,900
Government Grants	-19,938,260	-20,671,400	-20,722,800	-20,590,000
Other Grants & Reimbursements	-1,640,079	-1,328,100	-1,454,200	-1,447,000
Customer & Client Receipts	-5,456,445	-4,914,000	-5,825,400	-5,783,500
Rents	-2,975,323	-3,331,000	-3,188,500	-3,497,200
Recharges to other Accounts	-2,728	-3,000	-3,000	-3,000
GROSS INCOME	-30,012,837	-30,247,500	-31,193,900	-31,320,700
NET EXPENDITURE	14,210,663	13,027,400	13,009,700	11,616,200

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PLANNING COMMITTEE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Planning Advice	282,013	318,500	302,200	297,300
Enforcement of Planning Control	104,757	135,100	129,400	127,300
Appeals	69,424	72,100	136,600	67,500
Processing Applications	166,554	267,700	233,600	224,800
	<u>622,748</u>	<u>793,400</u>	<u>801,800</u>	<u>716,900</u>

LICENSING AND REGULATORY AFFAIRS COMMITTEE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Hackney Carriage and Private Hire Vehicles	-5,603	-3,900	-2,300	-2,900
Licensing	4,736	-7,200	-10,100	-10,500
Health and Safety	173,149	147,600	146,200	144,400
Election Services	186,673	366,900	363,400	343,300
	<u>358,955</u>	<u>503,400</u>	<u>497,200</u>	<u>474,300</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

LEISURE AND COMMUNITY

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Community Grants	276,742	363,700	353,600	332,400
Tourist Information	47,626	43,600	40,000	100
Community Development	174,752	150,400	166,700	137,900
Outdoor Sport and Recreation	610,846	485,100	482,700	473,200
Countryside Management	159,248	183,500	160,000	156,200
Ferneham Hall	285,555	386,900	409,800	401,700
Fareham Leisure Centre	332,389	316,000	283,400	212,700
Community Centres	287,973	246,900	264,700	251,500
Westbury Manor Museum	85,979	102,600	73,500	83,000
	<u>2,261,110</u>	<u>2,278,700</u>	<u>2,234,400</u>	<u>2,048,700</u>

HEALTH AND HOUSING

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Housing Grants and Home Improvements	475,711	346,900	314,700	327,700
Housing Options	96,152	66,900	85,000	82,700
Homelessness	398,140	311,600	356,700	337,500
Housing Advice	315,589	292,700	269,600	263,800
Housing Strategy	125,983	95,400	78,500	74,800
Home Energy Conservation	19,927	22,000	22,400	22,300
Registered Providers	127,529	74,800	61,300	60,200
	<u>1,559,031</u>	<u>1,210,300</u>	<u>1,188,200</u>	<u>1,169,000</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PLANNING AND DEVELOPMENT

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Parking Strategy	-2,395,092	-2,332,100	-2,273,000	-2,280,500
Flooding and Coastal Management	132,895	123,000	131,300	120,800
Public Transport	44,218	46,800	46,200	46,200
Transportation Liaison	-14,734	-26,500	-33,600	-31,200
Building Control	241,940	231,500	221,200	221,100
Environmental Improvement Schemes	151,578	297,600	292,500	292,200
Tree Management	54,685	45,000	41,000	40,900
Sustainability	67,733	48,300	50,800	51,000
Conservation & Listed Building Policy	72,869	57,800	48,200	47,200
Local Plan	1,364,255	971,000	1,046,800	645,000
	-279,653	-537,600	-428,600	-847,300

POLICY AND RESOURCES

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Housing Benefit Payments	-400,269	0	0	0
Housing Benefit Administration	467,135	421,600	409,300	418,000
Democratic Representation and Management	1,256,039	1,161,000	1,079,900	1,062,800
Commercial Estates	-766,073	-2,438,300	-2,130,800	-2,510,900
Henry Cort	86,597	137,200	120,200	119,800
Neighbourhood Working	134,481	140,300	122,800	120,800
Public Relations and Consultation	238,127	229,200	266,300	251,400
Unapportionable Central Overheads	8,786	177,600	177,600	177,600
Corporate Management	1,011,655	930,100	746,700	897,300
Economic Development	339,436	190,500	299,200	184,600
Local Land Charges	-202,097	-162,000	-170,900	-171,600
Local Tax Collection	712,967	1,162,900	874,100	856,500
	2,886,784	1,950,100	1,794,400	1,406,300

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PUBLIC PROTECTION

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Pest Control	38,759	39,350	54,300	53,500
Dog Control	36,131	36,650	27,800	27,400
Food Safety	135,318	136,700	139,700	138,200
Air Quality and Pollution	272,941	245,900	203,000	200,600
Community Safety	361,846	438,400	499,000	427,700
Emergency Planning	88,678	59,900	50,400	50,400
Clean Borough Enforcement	100,224	105,200	106,700	89,400
On-Street Parking	24,979	46,600	66,300	62,400
Off-Street Parking	1,058,245	1,258,900	1,265,000	1,260,900
Traffic Management	84,410	87,800	80,200	80,500
	<u>2,201,531</u>	<u>2,455,400</u>	<u>2,492,400</u>	<u>2,391,000</u>

STREETSCENE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Cemeteries & Closed Churchyards	196,007	211,800	219,200	211,000
Community Parks and Open Spaces	1,155,914	1,086,500	1,101,700	1,063,700
Allotments	23,470	22,500	22,100	22,200
Street Cleansing	961,865	970,300	947,700	914,000
Public Conveniences	220,608	223,200	223,500	219,200
Household Waste Collection	963,292	942,900	949,000	924,300
Trade Refuse	-6,584	-68,600	-42,400	-58,200
Recycling	612,185	593,200	597,400	578,400
Garden Waste Collection	377,413	327,900	320,100	319,900
Street Furniture	95,987	64,000	91,600	62,800
	<u>4,600,157</u>	<u>4,373,700</u>	<u>4,429,900</u>	<u>4,257,300</u>
TOTAL	<u>14,210,663</u>	<u>13,027,400</u>	<u>13,009,700</u>	<u>11,616,200</u>

PLANNING COMMITTEE**PLANNING ADVICE****Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

To improve the quality of development in the Borough in accordance with government advice, by advising people about the merits of their proposals before applications are submitted:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

ENFORCEMENT OF PLANNING CONTROL**Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

Protect the quality of the Borough's environment by ensuring the planning control process is effective in promoting the Council's planning policies:-

- To protect those living and working in the Borough from adverse effects of development
- To help protect individual members of the community from inappropriate or unacceptable development
- To benefit the community as a whole
- To maintain the Council's standards by monitoring random development sites

APPEALS**Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

To defend the Council's decisions and broader policies in the public interest:-

- By putting the Council's case at appeals relating to development within Fareham or adjoining Districts when the Council considers it will have an adverse impact on the Borough;
- Protect those living and working in the Borough from adverse effects of development;
- Protect individual members of the community from inappropriate or unacceptable development;
- Contribute to the achievement of the Council's adopted planning policies.

PROCESSING APPLICATIONS

Budget Manager – Head of Development Management – Ext. 4427

Description of Service

To determine applications cost effectively in accordance with statutory requirements and the Council's policies and guidelines:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

LICENSING AND REGULATORY AFFAIRS COMMITTEE

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The vehicle operators and the individual drivers are licensed following a series of checks (which include a criminal records check in the case of drivers). Fees are charged for these licences.

Each vehicle is inspected at the time of licensing. Other checks are made to verify mechanical condition and insurance provision.

The Council Byelaws are enforced and this includes the testing, checking and sealing of the meters installed in the vehicles.

Complaints are investigated usually in co-operation with the local Police and regular enforcement checks are carried out.

The Licensing and Regulatory Affairs Committee sets the level of taxi fares subject to advertisement and consideration of objections.

LICENSING

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The service is provided to ensure public safety and the maintenance of animal welfare through the licensing of relevant activities to ensure that they are undertaken in accordance with their licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. The Council deals with applications for premises and personal licences. The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

HEALTH AND SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Local Authority has a duty under the Health and Safety at Work etc Act 1974 to make adequate arrangements for the enforcement within their area of all relevant health and safety statutory provisions as described by prevailing "enforcing authority" regulations. The provision of this service is to be in accordance with all relevant legal requirements, all guidance notes and codes of practice issued by the Health and Safety Executive and with Council Policy. The service is both pro-active and reactive as circumstances necessitate, meeting the demands of the customer and the Borough Council.

Out of hours inspections are occasionally carried out to assess conditions during actual hours of operation.

Inspections of premises are risk based in accordance with the guidance issued by the Health & Safety Executive.

ELECTIONS SERVICES

Budget Manager – Head of Democratic Services- Ext. 4553

Description of Service

Elections services include the following:

- (a) Ensuring that every eligible resident is registered to vote by:
 - Undertaking an annual audit and canvass of electors to verify elector details prior to publishing new registers of electors on 1 December or other date as specified by the Secretary of State;
 - Maintaining rolling registration of electors throughout the remainder of the year and maintaining the associated lists required by statute;
- (b) Ensuring that every eligible resident is enabled to participate fully in the democratic process by:
 - Conducting Local Government, Parliamentary and European Parliamentary elections, referendums and other ballots as required.
 - Undertaking a review of polling districts and places every four years to ensure that voting arrangements are convenient and accessible
- (c) Undertaking ballots associated with business improvement districts
- (d) Undertaking periodic reviews of electoral arrangements to achieve or maintain equality of representation and community governance reviews
- (e) Participating in occasional reviews of boundaries of constituencies and the administrative area.

EXECUTIVE

LEISURE AND COMMUNITY PORTFOLIO

COMMUNITY GRANTS

Budget Manager - Head of Leisure and Community - Ext 4420

Description of Service

The financial support to voluntary organisations to include:

- General grants to community groups via applications for community funding
- Grants to Fareham Citizens Advice Bureau and Community Action Fareham via Service Level Agreements
- Management and coordination of matched funding awards

TOURIST INFORMATION

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Located in Westbury Manor Museum the centre provides an information service for local residents and visitors to the Borough, Tuesday to Saturday.

COMMUNITY DEVELOPMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides advice and support to local community groups and associations and is the strategic lead in the Fareham Park Gateway Project. The aim of the service is to be responsive to the needs and concerns of local residents, working in partnership with local statutory and voluntary organisations including, Children's & Young Persons Partnership, Community Action Fareham, Citizens Advice Bureau and Relate.

OUTDOOR SPORT & RECREATION

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 22 football pitches, 13 cricket tables, 2 rugby pitches. In addition there are 20 tennis courts, 2 turf and 2 artificial bowling greens. Changing facilities are provided at most of the recreation sites.

COUNTRYSIDE MANAGEMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces.

- The Council manages 134 hectares of land for nature conservation. This is divided into 18 varied sites which are spread across the Borough.
- It is the role of the Council's Countryside Service to maintain, manage and develop these sites for public recreation and nature conservation;
- develop opportunities for active participation by all members of the community;
- offer specialist advice to any organisation, group or individual who is interested in the well being and future of Fareham's countryside. Advice includes habitat management, landscape enhancement, arboriculture and practical conservation skills.
- The service creates opportunities for and undertakes educational and interpretation activities to enable people to gain a greater understanding of the countryside and the issues affecting it.

FERNEHAM HALL

Budget Manager – Ferneham Hall Manager - Ext. 4868

Description of Service

Ferneham Hall is a 732 seat multi-purpose arts and entertainments venue offering a varied programme of concerts, shows an annual family pantomime and light entertainment. The Hall provides a civic venue for ceremonial purposes and elections.

FAREHAM LEISURE CENTRE

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The operation of the Leisure Centre has been transferred to SLM Ltd, a company which operates many Leisure sites, from 1 May 2005. The Leisure Centre offers an extensive programme of sports activities. The venue has a 25 metre swimming pool, a learner pool, double sports hall, health & fitness suite, squash courts and dance studio.

COMMUNITY CENTRES

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations.

WESTBURY MANOR MUSEUM

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Westbury Manor Museum displays, records and stores local artefacts reflecting the history of the local area.

The museum hosts a number of touring exhibitions to offer new items of interest to the local community.

EXECUTIVE

HOUSING AND HEALTH PORTFOLIO

HOUSING GRANTS AND HOME IMPROVEMENTS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

- Administration of Disabled Facilities Grants and Home Improvement Loans
- Reactive service to complaints of disrepair and or overcrowding etc in privately owned accommodation
- Use of enforcement action to improve housing conditions in the private sector (owner occupied and or privately rented accommodation)
- To annually inspect all licensed caravan sites and issue new licences where necessary
- To ensure overcrowding in properties does not exceed statutory levels
- Encouraging owners of empty properties to bring them back into use
- Provision of a Handy person and Homecheck Service

HOUSING OPTIONS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Budget Manager – Tenancy Services Manager - Ext. 4540

Description of Service

This service provides an emergency call system to support vulnerable people living in private sector accommodation, and allows them to stay in their own homes.

The Council has installed a limited number of alarms in non-council owned homes, and is responsible for their maintenance and monitoring via Chichester Community Alarm.

Following legislative changes, the Council aims to increase the number of social alarms in the private sector to meet demand

HOMELESSNESS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

- Prepare and implement a Homelessness strategy.
- Provide housing options advice – offering a range of solutions for applicants who are homeless or threatened with homelessness.
- Receive and investigate homelessness applications, issue decisions, and conduct reviews.
- Provide welfare benefits advice
- Secure and provide temporary accommodation.
- Secure and provide suitable settled accommodation.
- Make arrangements for the protection of personal property.
- Investigate harassment and illegal eviction.
- Liaise with Health, Social Services & Voluntary Housing Organisations
- Influence the development and implementation of the Supporting People Strategy
- Maintain a Housing Register
- Publish and maintain Housing Allocations Policy

HOUSING ADVICE

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

The Housing Act 1996 makes the delivery of a free to the user, housing advice service a statutory obligation. The service is a preventative one and makes use of an appointment system and a “drop in” service for clients. The service works with a range of statutory, voluntary agencies as well as private landlords and Housing Associations to offer a wide range of housing advice options for anyone in the community with a housing problem. The Housing Department also provides a housing register service which is used to control the allocation of social housing in Fareham.

HOUSING STRATEGY

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- To research housing need
- To research local housing conditions
- To understand the local housing market
- To prepare a strategic housing plan which identifies the priorities for action, the available resources and sets realistic objectives for working towards a balanced housing market.
- To understand and respond to national and sub regional housing priorities.
- The strategy sets the direction for the future of the service and has a direct influence on the Council’s ability to attract external funding for the service and the provision of affordable housing.
- To inform local planning policy and secure the provision of affordable housing.

HOME ENERGY CONSERVATION

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- Promote measures to improve energy efficiency in the domestic sector.
- Promote the benefits of investing in energy efficiency measures.
- Target measures to low income households to reduce fuel poverty
- Target measures to the fuel rich to reduce environmental damage.
- To monitor energy efficiency levels within the domestic sector
- To secure partnership funding to deliver energy efficiency grant programmes locally.

REGISTERED PROVIDERS

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- The housing enabling service contributes towards the Council helping to achieve a balanced housing market. It delivers a comprehensive package of initiatives designed to enable the provision of affordable homes throughout the Borough.
- To work with the Homes and Communities Agency to maximise the investment of Government funding into the Borough, including accessing funding for the Council to build new homes

EXECUTIVE

PLANNING AND DEVELOPMENT PORTFOLIO

PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

Budget Manager – Head of Planning Strategy and Regeneration Ext. 4330

Description of Service

- Parking Strategic Management: to provide a strategic basis for the implementation of parking policy, including supply of spaces (on-street and off-street), location of spaces and assignment as long-stay or short-stay, charges and residents parking schemes. Also to ensure that adequate parking is provided and that this supports the town economically.
- Transport Liaison & Initiatives: to represent the Borough's interests on transportation issues, including responses to County Council transportation strategies and major studies and to seek ways of improving public transport by co-ordinating with bus and rail companies, the County Council and user groups.

FLOODING AND COASTAL MANAGEMENT

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

- To monitor private and public coastal and flood defences to protect the land and buildings from erosion and flooding. Coastline monitoring is carried out to establish changes in condition and minor routine maintenance of coastal defences is carried out. Coastal defence strategies are prepared to inform projects for longer term coast protection work which relies on external funding
- To minimise flooding as a result of land drainage problems and provide an advisory service to the public.

PUBLIC TRANSPORT

Support to Operators

Budget Manager – Director of Finance and Resources - Ext. 4620

To fund jointly with the County Council a Dial-a-Ride transport scheme administered by Community Action Fareham.

Shopmobility

Budget Manager – Director of Finance and Resources - Ext. 4620

To provide a combined Shopmobility and Disability information centre.

TRANSPORT LIAISON

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

- This service is provided under an agency agreement with the County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Provide advice on the highway implications and requirements of the Borough Council's plans, policies, strategies and development proposals.

BUILDING CONTROL

Budget Manager – Head of Building Control- Ext. 4450

Description of Service

This service ensures:

- that all new and altered buildings and structures meet the procedural and technical requirements of the Building Regulations and The Building Act 1984. The Building Regulations impose minimum construction standards that have to be achieved in areas such as structural stability, fire safety, access in and about buildings and the energy efficiency of structures.
- that contravention of the building regulations and unauthorised work are the subject of appropriate action including investigation, recording, prosecution, removal and/or alteration and advice in respect of Land charge entries and regularisation
- It covers various statutory and discretionary tasks. The former include the Council's duties in respect of fee exempt applications, dangerous structures, demolition work and regulating the insulation of cavity walls, Approved inspectors and competent person's schemes. Discretionary work includes advice on building and construction and the work of the Access Officer. The latter keeps in touch with groups representing disabled people, carries out access audits, promotes awareness of Disability legislation, advises on access issues and legislation for development and highway proposals and considers and co-ordinates access improvements.

ENVIRONMENTAL IMPROVEMENT SCHEMES

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

This service aims to protect and enhance the environment within the Borough by:

- Enhancing the built environment of our towns and villages by developing proposals, consulting the public and carrying out improvement schemes and by tree planting
- Developing proposals, consulting the public and carrying out improvement schemes within Conservation Areas in accordance with the duty on Local Planning Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Continuing partnership working and where possible securing other sources of funding
- Fostering an interest in the regeneration of older urban areas. Preparing and advising on schemes to preserve and enhance Conservation Areas, in consultation with local residents and businesses

TREE MANAGEMENT

Budget Manager – Head of Development Management - Ext. 4427

Description of service

This service aims to protect and enhance the environment within the Borough by:

- Advising the Council on the protection and retention of trees that are the subject of Tree Preservation Orders, within Conservation Areas or affected by development.
- Maintaining up-to-date GIS based records of trees that are the subject of Tree Preservation Orders and advising on the making of new Tree Preservation Orders.
- Managing trees on Council owned land in the public interest and meeting current risk management protocols.

SUSTAINABLE DEVELOPMENT STRATEGIES

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces by:

- advising the Council on the nature conservation implications of development in the context of national and international wildlife legislation, including the Council's own activities.
- ensuring that adequate data is available to the Council in its role as Local Planning Authority
- developing policy and projects and engaging in partnerships to enable the Council to meet its Corporate Aims and Objectives

CONSERVATION AREAS & LISTED BUILDING POLICY

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of service

The service aims to maintain and enhance the historic environment of the Borough by:

- advising the Council on proposed works for the alteration or extension of listed buildings;
- maintaining up-to-date records of statutorily and locally listed buildings and advising the Council on potential additions to the lists
- offering advice to owners of listed buildings on appropriate repairs or alterations,
- reviewing the Conservation Area Character Appraisals for each of the 13 Conservation Areas, preparing management strategies, making Article 4 directions where agreed and consulting the public on the documents

LOCAL PLAN

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

To prepare and maintain an up to date Development Plan to ensure that: development is guided to appropriate sites, is well designed and provides the necessary infrastructure; and locations and environments of acknowledged importance are protected from inappropriate development.

EXECUTIVE

POLICY AND RESOURCES PORTFOLIO

HOUSING BENEFITS PAYMENTS & ADMINISTRATION

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

The Housing Benefit Service administers the assessment and payment of Housing Benefit to assist claimants on low incomes with their housing costs.

- Housing Revenue Account Housing Benefit
- Private Sector Housing Benefit

The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

DEMOCRATIC REPRESENTATION & MANAGEMENT

Budget Manager – Head of Democratic Services - Ext. 4553

Description of Service

Democratic Core

Services consist of:

- Support for the Council's committees, facilitating the formal decision-making process to ensure that decisions are made in accordance with the law and the Council's Constitution.
- Support for elected and co-opted members of the council, ensuring that they are informed and supported in their decision-making and scrutiny roles; that they have access to the training and development they need and that they are supported in carrying out their community leadership and other roles. Allowances paid to members are included in this budget.
- Support to the Executive Leader, Mayor and Deputy Mayor.

Civic Ceremonials

Services consist of:

- Town twinning with twin towns of Vannes in France and Pulheim in Germany
- Civic ceremonials including corporate events
- Support to the Mayor and Deputy Mayor

COMMERCIAL ESTATES

Budget Manager – Head of Estates - Ext. 4320

Description of Service

The management of the Council's commercial property portfolio:

- Shopping centre and redevelopment area
- Industrial and commercial estates
- Market Quay development
- Beach Huts
- Other land and property.

HENRY CORT

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

To maintain the Council's prestigious Millennium project.

NEIGHBOURHOOD WORKING

Budget Manager – Head of Corporate Services - Ext. 4567

Description of Service

The service widens the involvement of local people, neighbourhoods and community groups in shaping services.

It also includes the area of consultation providing both advice and support for key consultation exercises internally and externally in various forms, including the preparation of consultation plans.

PUBLIC RELATIONS AND CONSULTATION

Budget Manager – Head of Corporate Services - Ext. 4567

Description of Service

The service includes the production of "Fareham Today" and other publicity material to promote the Borough and the Council's various activities. Measures used include the Council's website, maps, guides, leaflets, press releases, exhibitions and displays. There are also activities to publicise specific projects or events.

The service also provides advice and guidance regarding publicity to other services and assists with the compilation of publicity plans.

UNAPPORTIONABLE CENTRAL OVERHEADS

Budget Manager – Director of Finance and Resources - Ext. 4620

Description of Service

The budget includes costs associated with the following activity:

- Where staff are permitted to retire early when it is in the interests of the efficient exercise of the Council's functions for them to do so, the costs associated with the Pensions Increase Act are reported under this budget.
- Interest is received from car loans which may be provided where a vehicle is essential to the proper performance of an officer's duties.
- The Hampshire Pension Fund is periodically valued by an actuary to ensure that there are sufficient funds to meet its future commitments. These valuations determine the level of employers' contributions to be paid. Back funding arises if part of the contribution goes towards the cost of increases in the pensions earned by past service. In order to avoid a charge to current trading accounts, any back funding contributions will be charged to this service heading.

CORPORATE MANAGEMENT

Budget Manager – Director of Finance and Resources - Ext. 4620

Description of Service

There are some costs which are incurred, because of the multi-purpose nature of the Council. Rather than spread the costs of these activities to individual services, they are reported separately in the Council's accounts. Services included within this heading are;

- Youth Training Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

The Economic Development service implements the strategy and programmes set out in the annual Economic Development Strategy Statement which responds to needs and seeks to identify and exploit opportunities as they arise. The activities of the service are concerned with the promotion, marketing and development of the Borough and seek to improve the operation of the economy and to encourage employment opportunities for residents. There is a substantial commitment in terms of subscriptions, employee time and working budget to collaborative projects, which fulfil the objectives of the strategy.

Also included within this heading are the services of Town Centre Management and Market Management for both Fareham and Portchester markets.

LOCAL LAND CHARGES

Budget Manager - Head of Leisure and Community - Ext. 4420

Description of Service

The Local Land Charges service comprises three main elements described as follows:-

- (1) Maintenance of the Statutory Register - To register and maintain local land charges in a register in statutory form, the purpose being to ensure that intending purchasers of property are not caught unawares by obligations enforceable against successive owners.
- (2) Searches of the Statutory Register - A service is provided, as required by statute, to enable purchasers of property to search the register, either personally or by written requisition.
- (3) Enquiries of Local Authorities - An additional service is provided, by agreement between the local authority associations and the Law Society to provide, in standard form, responses to enquiries from intending purchasers about particular parcels of land.

LOCAL TAX COLLECTION

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

The Borough Council is responsible for all aspects of the collection of local taxes including the determination of liability, collecting payments and taking recovery action relating to arrears.

The Council Tax

The Council Tax collected by this Council provides essential revenue for its own services and those of Hampshire County Council, Hampshire Fire and Rescue Authority and Hampshire Police (non-constabulary costs).

Non-Domestic (or Business) Rates

Non-Domestic Rates are determined nationally. From April 2013, these rates will be partly retained by the Borough Council, and partly distributed to Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

Benefits

The Council administers all applications received for Council Tax Benefit according to the national scheme. This national scheme will be replaced by a local scheme from April 2013. The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

EXECUTIVE

PUBLIC PROTECTION PORTFOLIO

PEST CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

A free service is provided for the treatment of rats in domestic premises and a chargeable service is also available to carry and control treatments for insect infestations and mice. Discounts to the charges are currently given for persons in receipt of certain benefits (income based) (100%). A chargeable service is provided for treatments undertaken in commercial premises.

DOG CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council has introduced Byelaws in many recreational areas requiring dog owners to clear mess, keep their dogs on leads (3 areas only) and banning dogs from a section of Hill Head beach during the summer months. The service includes the collection of stray dogs, enforcement of the byelaws, investigation of complaints and the promotion of responsible pet ownership. Stray dogs are kennelled locally and effort made to find their owners or to find new owners. No dogs are destroyed unless it is on veterinary advice to avoid unnecessary suffering. A traffic order requiring all dogs to be on leads alongside roads has been made. Bins for the disposal of dog faeces are provided in recreational areas. The bins are emptied according to need.

FOOD SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council as a food authority is charged with the responsibility of enforcing the provisions of legislation relating to food hygiene, microbiological and other contamination of food, food which is unfit for human consumption, inspection of premises where food is prepared, stored or sold, training of food handlers and sampling of food. The Government has and is continuing to issue Codes of Practices to guide food authorities in their enforcement work. Authorities must have regard to these Codes and comply with the directions of Ministers on how they should be enforced.

Inspections of premises are risk based in accordance with guidance issued by the Food Standards Agency (FSA).

Other work allocated to this service includes water supply monitoring, infectious disease investigations with the Consultant in Communicable Disease Control, building regulation consultations, licensing consultations, shellfish and flavourings certification for EEC export, unsound food condemnation, food sampling (in conjunction with S.W. Hampshire Local Authorities and also in the EU regional programme), microwave testing in commercial premises, investigation of food hygiene and workplace complaints and allegations and investigation of food complaints.

AIR QUALITY AND POLLUTION

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

Neighbour and industrial nuisance complaints are investigated. Industrial processes emitting discharges to air have to apply for authorisation and permitting. Some monitoring is carried out to record radiation, nitrogen dioxide, water quality and occasionally benzene toluene ozone and carbon monoxide.

An out of hours service is in operation. Fifteen authorisations / permits under the Environmental Protection Act 1990 have been issued. The authorisations / permits are subject to programmed upgrade and annual subsistence reviewing compliance and achievement of best available technology not entailing excessive cost (BATNEEC).

COMMUNITY SAFETY

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.

CCTV

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

Over the years considerable work has been undertaken to develop a programme of CCTV installation. This has involved partnership working with Gosport Borough Council. A Fareham and Gosport CCTV strategy has been developed to ensure the best use of the system it also looks at improvements that can be made to the existing system. Other promotional and enabling work is undertaken with other agencies especially the police and provision is made for other complimentary work to achieve the benefits of CCTV as part of an overall crime reduction strategy.

EMERGENCY PLANNING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

The Civil Contingencies Act requires the Council to have arrangements in place in order for it to be prepared to deal effectively with emergency situations. The Council would play a supporting and co-ordinating role working with the emergency services and other key agencies in responding to an emergency and would take more of a leading role in any recovery phase of an emergency. To this end the officers who would be involved, are trained for the purpose, so that all the necessary arrangements can be made promptly should the need arise.

CLEAN BOROUGH ENFORCEMENT

Budget Manager - Head of Parking and Enforcement - Ext. 4359

Description of Service

The Enforcement Officers deal with the enforcement of issues relating to litter, dog fouling, fly tipping, graffiti and abandoned vehicles. Enforcement action is taken under the appropriate legislation which includes issuing Fixed Penalty Notices, cautions and where necessary compiling reports for prosecution. The Enforcement Officers patrol the borough concentrating on high profile areas, shopping precincts, open space areas and district centres. This will be in addition to the hot spots that have been identified as problem areas where a more targeted approach is adopted.

The officers work closely with other departments of the Council as well as external agencies in order to achieve a clean and tidy borough.

Officers investigate reports of motor vehicles unlawfully abandoned on any land in the open air or on any other land forming part of the highway, where vehicles have been abandoned the appropriate Notice shall be served, arrange for the removal of the vehicles as necessary to a secure place or a scrap yard, notify the appropriate Authorities of the vehicle and to seek information as to all parties who may have an interest in the vehicle and to contact as appropriate. If the vehicle is not claimed by the registered keeper, it may be scrapped or sold.

ON STREET PARKING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

To undertake on-street parking enforcement to ensure traffic flows as freely as possible whilst ensuring highway and pedestrian safety and access for emergency services.

Carry out regular patrols of on street areas within the Borough of Fareham where there are parking restrictions in place in accordance with the relevant Traffic Regulation Order in place at the time and to serve Penalty Charge Notices to vehicles which are contravening any Traffic Regulation Order which is in place at the time.

The management of enquiries, complaints, appeals and non payment of Penalty Charge Notices.

To manage and administer the residents parking scheme and to assist motorists and members of the public where required.

OFF STREET PARKING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

Fareham Borough Council provides for the benefit of the general public, surface and multi-storey car parks within the Borough. This also includes patrolling the car parks by Civil Enforcement Officers to give assistance and some security to users. The service also includes the management and maintenance of the condition of the Council's off street car parks.

Regular patrols are undertaken to enforce the Borough's "Off Street parking Places" order and to serve vehicles with Penalty Charge Notices for infringement of the Order. This also extends to the management of enquiries, complaints, appeals and the recovery of non-payment of Penalty Charge Notices.

TRAFFIC MANAGEMENT

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

This service is provided under an agency agreement with the County Council and involves the preparation of traffic regulation orders and traffic investigations. The service also extends to representing the Borough's interests on traffic management issues and the provision of highway advice to the Fareham Road Safety Council

EXECUTIVE

STREETSCENE PORTFOLIO

CEMETERIES AND CLOSED CHURCHYARDS

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Local Authorities are required to provide this service under the Local Government Act 1972, Section 214, Schedule 26, Part II. There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Cemeteries include:

- Fareham Cemetery - Crofton Cemetery and Churchyard
- Roman Grove Cemetery -Titchfield Cemetery
- Titchfield Churchyard (cremated remains only)
- St Paul's Churchyard and Cemetery - St John's Cemetery
- Holly Hill Cemetery

COMMUNITY PARKS AND OPEN SPACES

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The Council provides and maintains 45 equipped play areas on open space located throughout the borough.

This service covers the ongoing maintenance of public parks, gardens and open spaces.

This includes grass cutting, shrub bed maintenance, landscaping, tree planting.

The 'Fareham in Bloom' initiative.

ALLOTMENTS

Budget Manager – Parks & Open Spaces Manager - Ext. 4546

Description of Service

There are three Allotment Associations that administer 11 Council owned allotments located in Fareham, Portchester and the Western Wards. There are two other allotment sites, one at Titchfield and another at Segensworth which are privately managed by the Titchfield Allotment Association.

STREET CLEANSING

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

All pavements and roads are cleansed to a schedule intended to keep all parts of the Borough in a clean and tidy condition. Street litterbins are emptied regularly.

The service also provides for the cleansing of coastal foreshores, car parks, recycling sites and the clearance of fly tipping.

PUBLIC CONVENIENCES

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The service broadly comprises the opening and closing of the public conveniences, cleaning of all installations and facilities, the clearing of blockages, stocking up of consumables including toilet paper, minor repair work and replacement of broken fittings.

Public toilets are provided, cleaned and maintained as follows:-

Portchester Castle	Holly Hill, Sarisbury	Monks Hill, Hill Head
Trinity Street, Fareham	Stubbington Green	Castle Street, Portchester
Cliff Road, Hill Head	Meon Shore	Fareham Cemetery
Barry's Meadow	Warsash Road	Passage Lane, Warsash
Middle Road, Park Gate	Lockswood Centre	Salterns Car Park, Hill Head

HOUSEHOLD WASTE COLLECTION

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The service provides wheeled refuse bins for all domestic properties, which are emptied fortnightly. Clinical waste is collected free of charge from domestic properties. All waste is transported to a recognised disposal points provided by Hampshire County Council's waste disposal contractor Hampshire Waste Services.

A chargeable service for the collection of bulky household items is also provided.

TRADE REFUSE

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

A chargeable service for the collection of trade waste.

RECYCLING

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of recyclable materials from domestic properties. The provision of 35 recycling banks throughout the Borough. To continue the promotion of minimising waste and maximising recycling.

GARDEN WASTE COLLECTION

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of garden waste materials from domestic properties

FBC STREET FURNITURE

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Community Lighting

This service provides lighting in dark or poorly lit streets and footpaths where the Highways Authority (Hampshire County Council) does not have the responsibility to meet those demands.

Street Name Plates

This service is provided for the conveniences of businesses, visitors and residents.

Bus Shelters

The maintenance, repair and provision of Bus Shelters owned by FBC. (Please note that not all Bus Shelters are owned or maintained by FBC).

FEES AND CHARGES**EXECUTIVE PORTFOLIO****HEALTH & HOUSING SERVICES****DISCRETIONARY CHARGES****OTHER HOUSING****Storage of furniture for the homeless**

Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.

Bed & Breakfast Charges for the Homeless

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

Other Housing	Current Fee £	Proposed Fee £	% increase
Housing Advances Second mortgage enquiry forms (Note 1)	60.00	63.00	5.0
Care Line Service Telephone link for assistance (private sector) (Note 2)			

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Tariff available on application to Sheltered Housing Manager

EXECUTIVE PORTFOLIO

PLANNING AND DEVELOPMENT

PARKING CHARGES

Multi-Storey Shopping Centre Car Parks This includes the following car parks: Osborn Road and Fareham Shopping Centre	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Inner Shopping Centre Car Parks This includes the following car parks: Ferneham Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only)	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Market Quay	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours
Outer Shopping Centre Car Parks This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church, Malthouse Lane, Trinity Street	Current Fee £
Monday to Saturday Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
Sunday & Bank Holiday	No Charge
<u>SEASON TICKETS -</u>	
Quarterly	170.00
Annual	520.00

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Full Day					
One Month	13.00	30.00	50.00	60.00	70.00
Quarterly	35.00	80.00	110.00	150.00	170.00
Half Yearly	65.00	140.00	200.00	270.00	300.00
Annual	110.00	230.00	340.00	470.00	520.00

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Half Day (up to 5 hours)					
One Month	10.00	20.00	30.00	40.00	45.00
Quarterly	20.00	50.00	70.00	90.00	100.00
Half Yearly	40.00	80.00	120.00	160.00	180.00
Annual	70.00	140.00	200.00	280.00	310.00

Penalty Charge Notices	Current Fee £
Higher Level Charge - (Note 1 and 3)	70.00
Lower Level Charge - (Note 2 and 3)	50.00

Notes

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket / permit.
3. The charges are reduced by 50% to provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner

HIGHWAYS

Damage to Street Furniture

Offender charged at cost plus a 10% administration charge

EXECUTIVE PORTFOLIO

POLICY AND RESOURCES

LAND CHARGES

	Current Fee £	Proposed Fee £	% increase
<u>DISCRETIONARY CHARGES</u>			
Search Fees (Not subject to VAT)			
Official Certificate of Search			
In the whole or any part of the register			
First parcel of land – paper search	32.00	32.00	0.00
First parcel of land – electronic search	32.00	32.00	0.00
Each additional parcel	10.50	10.50	0.00
Other Local Land Charges Fees			
Registration of a light obstruction notice	70.00	70.00	0.00
Filing Lands Tribunal certificate	2.50	2.50	0.00
Filing light obstruction judgement etc	7.00	7.00	0.00
Inspection of rule 10 documents	2.50	2.50	0.00
Office copy register entry	1.50	1.50	0.00
Office copy plan or document	Discretionary	Discretionary	
Official Enquiries – Part I			
First parcel of land	132.00	132.00	0.00
Each additional parcel	30.50	30.50	0.00
Official Enquiries – Part II			
First parcel of land	23.00	23.00	0.00
Each additional parcel	41.00	41.00	0.00
Common Registration Searches	23.00	23.00	0.00

PRINTING & COPYING

Charges are available on application to the Head of Personnel and ICT.

LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS

Lettings - (Notes 1 - 4)(Not subject to VAT)	Current Fee £	Proposed Fee £	% increase
Collingwood Room – per hour	55.00	58.00	5.45
Pulheim Room – per hour	21.00	22.00	4.76
Vannes Room – per hour	21.00	22.00	4.76
Council Chamber – per hour	90.30	95.00	5.20

Notes

1. Commercial Organisations only
2. The above charges apply when the building is already in use for Council business.
3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc.
4. The following additional charges, to be added when the building is not being used for Council business. After 6.30 pm - per hour £70.00

MARKET PITCH RENTS

Fareham (including VAT)	Current Fee £	Proposed Fee £	% increase
Regular			
10ft	30.00	30.00	0.00
20ft	60.00	60.00	0.00
30ft	83.00	83.00	0.00
40ft	105.00	105.00	0.00
Casual			
10ft	35.00	35.00	0.00
20ft	70.00	70.00	0.00

Portchester (Non-Vatable)	Current Fee £	Proposed Fee £	% increase
Regular			
10ft	21.00	21.00	0.00
20ft	42.00	42.00	0.00
Casual			
10ft	26.00	26.00	0.00
20ft	52.00	52.00	0.00

EXECUTIVE PORTFOLIO

PUBLIC PROTECTION

DOG CONTROL

	Current Fee	Proposed Fee £	% increase
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	25.00	25.00	0.00
Statutory Dog Kennelling - For first 24 hours or part thereof	65.00	65.00	0.00
Dog Kennelling - For any subsequent 24 hours or part thereof	35.00	35.00	0.00
Micro-chipping of dogs - Note 1	14.00	10.00	-28.57
Private home check visit - Note 1	30.00	30.00	0.00
<u>Notes:</u> 1. Fee inclusive of VAT at the prevailing rate.			

POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

	Current Fee £	Proposed Fee £	% increase
Pollution Technical Advice charge per hour	45.00	45.00	0.00
Out of hours service charges based on cost to the council.			

POLLUTION & PRIVATE SECTOR HOUSING

	Current Fee £	Proposed Fee £	% increase
Immigration requests (VAT to be added)	92.50	92.50	0.00
Private Sector Housing - Immigration Visit	Charge to be actual cost to the Council		
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice		
Inspection and / or sampling of private water supplies / distribution networks	Charge to be actual cost to the Council		
Out of Hours Service	Charge to be actual cost to the Council		

ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978

Abandoned Vehicles	Current Fee £	Proposed Fee £	% increase
Removal of vehicle from motorway - Statutory Charge	150.00	150.00	0.00
Removal of vehicle from elsewhere - Statutory Charge	150.00	150.00	0.00
Storage (per 24 hours or part)	23.00	24.00	4.35
Disposal	56.00	59.00	5.36

CLEAN BOROUGH ENFORCEMENT

Litter and Fouling	Current Fee £	Proposed Fee £	% increase
Dropped litter – fixed penalty	75.00	75.00	0.00
Fouling of land act – fixed penalty	75.00	75.00	0.00

FOOD SAFETY

Charges for training courses available on application to the Head of Environmental Health.

	Current Fee £	Proposed Fee £	% increase
Export Health Certificates	74.00	74.00	0.00
Issue of Certificate for Unsound Food - (Notes 2)	188.00	188.00	0.00
Transportation of Unsound Food:			
- First hour (min 1 hour) - (Notes 1 & 3)	138.00	138.00	0.00
- Subsequent whole hours - (Notes 1 & 3)	70.00	70.00	0.00
- Transport and disposal - (Note 4)			
Food Safety technical advice for businesses charge per hour	45.00	45.00	0.00
Notes:			
1. Fee inclusive of VAT at the prevailing rate.			
2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.			
3. Plus disposal of unsound food.			
4. Charged at cost to Council			

RODENT AND PEST CONTROL

	Current Fee £	Proposed Fee £	% increase
All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2)	68.00	See change as per domestic premises below	
Treatment of Mice in Domestic Premises - (Notes 1 & 2)	34.00		
Treatment of Rats in Domestic Premises	FREE		
Missed appointment	34.00		
Pest Control Advice Visits to commercial premises charge per hour (Note 1)	45.00		
<u>Change of charge structure for Environmental Health Partnership</u>			
<u>DOMESTIC PREMISES (Notes 1 & 2)</u>			
Fleas, Carpet Beetles and Carpet Moths			
1, 2 or 3-bedroomed property		64.00	
4-bedroomed property		70.00	
5-bedroomed property		80.00	
over 5 bedrooms		On request	
Bedbugs - All properties		109.00	
All other insects (including wasps)		64.00	

Rodent control treatment and advice		No charge	
Missed appointment fee (applies when customer is not present for a prearranged appointment but does not cancel in advance).		11.50	
<u>PEST CONTROL: COMMERCIAL PREMISES</u>			
<u>(Note 1)</u>			
Rodents and insects for up to the first 15 minutes		70.00	
Charge for each additional 15 minutes or part thereof		15.00	
<u>Notes</u>			
1. Fee inclusive of VAT at the prevailing rate.			
2. Persons in receipt of certain benefits - Free.			

COMMUNITY SAFETY - CCTV

	Current Fee £	Proposed Fee £	% increase
Access to CCTV Footage (VAT Inclusive)	64.00	67.00	4.69

GENERAL CHARGES

Other items	Current Fee £	Proposed Fee £	% increase
Responding to solicitors/consultants enquiries (per question)	64.00	67.00	4.69
Responding to other detailed enquiries - (Note 1)			
Copies of statutory register	64.00	67.00	4.69
Attendance at court as a witness – Charge based on cost to the Council			
<u>Notes</u>			
1. At the discretion of the Director of Community			

EXECUTIVE PORTFOLIO

STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

	Current Fee £	Proposed Fee £	% increase
Shopping trolley collection	75.00	79.00	5.33

REFUSE COLLECTION

Domestic Bulk Waste	Current Fee £	Proposed Fee £	% increase
Single Item	29.50	31.00	5.08
Half Load	67.00	70.00	4.48
Full Load	118.00	124.00	5.08
Collection of fridges/freezers	15.00	16.00	6.67

TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

REFUSE AND RECYCLING SERVICES

	Current Fee £	Proposed Fee £	% increase
Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days	75.00	75.00	0.00

GARDEN WASTE COLLECTION

Domestic Garden Waste	Current Fee £	Proposed Fee £	% increase
First Sack			
Subsequent sacks - Roll of 25 single use sacks	22.50	23.50	4.44
Subsequent sacks - Roll of 5 single use sacks	5.50	5.75	4.55

CEMETERIES AND BURIAL GROUNDS

Charges stated exclusive of VAT unless stated

Cremated Remains in Garden of Remembrance	Current Fee £	Proposed Fee £	% increase
Interment in a plot (max 2 interments)	150.00	160.00	6.67
Grant of Exclusive Right of Burial: plot selected by Council	165.00	175.00	6.06
Grant of Exclusive Right of Burial: plot selected by Purchaser	245.00	260.00	6.12
Right to place flat memorial tablet	40.00	42.00	5.00
Permit for additional inscription on tablets	27.00	29.00	7.41

Interment in Graves	Current Fee £	Proposed Fee £	% increase
<i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i>			
Interment in a new grave (max 2 interments)	643.00	675.00	4.98
Re-open existing grave for second burial	490.00	515.00	5.10
Re-open existing grave for cremated remains interment – at cremation depth	150.00	160.00	6.67
Re-open existing grave for cremated remains interment – at burial depth	-	300.00	New Charge
Grant of Exclusive Right of Burial: plot selected by Council	490.00	515.00	5.10
Grant of Exclusive Right of Burial: plot selected by Purchaser	685.00	720.00	5.11
<i>Interment of a child whose age at the time of death did not exceed 16 years</i>			
Interment in a grave	No charge		
Grant of Exclusive Right of Burial, grave selected by Council	237.00	245.00	3.38
<i>Fees for memorials</i>			
Right to erect and to replace headstone (including licence for 10 years)	138.00	145.00	5.07
Right to erect and to replace headstone in children section (including licence for 10 years)	138.00	145.00	5.07

Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial)	26.00	27.00	3.85
Permit for additional inscription on headstone and re-erection	105.00	110.00	4.76
Permit to place vase in memorial border	40.00	42.00	5.00
Permit for additional inscription on vases	27.00	29.00	7.41

Miscellaneous Fees	Current Fee £	Proposed Fee £	% increase
Hire of chapel at Wickham Road Cemetery	85.00	90.00	5.88
Exhumation – Charge at cost to the Council			
Right to scatter cremated remains of any person	45.00	55.00	22.22
Administration Fee for arrangements made directly with the Council	55.00	55.00	0.00
Funeral arrangements under the Public Health Act administration Fee	220.00	350.00	59.09
Transferring of Exclusive Rights of Burial Ownership	50.00	55.00	10.00
Burial out of hours – Charge at cost to the Council			
Donating bench including supply of evergreen seat, commemorative plaque characters and installation.	1,215.00	1275.00	4.94

Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
 - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.
- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

Sponsorship of Roundabouts

Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

FORESHORE

Beach Huts - (Including VAT)	Current Fee £	Proposed Fee £	% increase
Residents	379.00	411.00	8.4
Non-residents	758.00	822.00	8.4

EXECUTIVE PORTFOLIO

COMMUNITY & LEISURE

SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES – no increases proposed

Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5)	Current Fee £	Proposed Fee £	% increase
Casual games: per match			
- Senior	66.00	69.00	4.55
- Junior (under 18)	27.50	29.00	5.45
- Mini Soccer per match	17.50	18.50	5.71
- Mini Soccer per half day per pitch	36.00	38.00	5.56
Training Sessions			
- 2 hours (juniors - half charge)	38.00	40.00	5.26
Seasonal charges (note 5)			
Senior	1,485.00	1,555.00	4.71
- Junior (under 18)	660.00	690.00	4.55
- Mini soccer per match	430.00	450.00	4.65

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. If changing facilities are not available the above prices will be decreased by 10%
3. Clubs not resident in Borough pay double casual rate.
4. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 * 10 block bookings) and discounted

Cricket (Notes 1 & 2)	Current Fee £	Proposed Fee £	% increase
Casual games: per match			
- Senior	70.00	73.50	5.00
- Junior (under 18)	26.50	28.00	5.66
- Evening games: Senior	56.50	59.50	5.31
- Evening games: Junior	24.50	25.50	4.08

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.

Tennis (Notes 1 & 2)	Current Fee £	Proposed Fee £	% increase
Courts – per court per hour			
- Senior	7.90	8.30	5.06
- Junior (under 18)	3.65	3.80	4.11
Seasonal charges Stubbington, Sarisbury & Locks Heath courts	1,544.00	1,621.00	4.99
Notes			
1. Fee inclusive of VAT at the prevailing rate.			
2. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs.			

Bowls	Current Fee £	Proposed Fee £	% increase
Seasonal Charges - (Note 1)			
Fareham Bowling Club (6 rinks & clubhouse)	5,270.00	5,530.00	4.93
Crofton Community Association (6 rinks)	5,270.00	5,530.00	4.93
Fees - (Note 2)			
Green Fees	4.20	4.40	4.76
Hire of Woods	1.50	1.60	6.67
Hire of shoes (not applicable at Portchester or Priory Park)	1.50	1.60	6.67
Notes			
1. Public to have use of at least one rink at each green			
2. Retained by clubs. Max charge per player per hour			

Miscellaneous	Current Fee £	Proposed Fee £	% increase
Releasing of pigeons - (Note 1)	37.00	39.00	5.41
Use of recreation grounds by Schools			
Hampshire County Council Schools – per match - (Note 1)	51.50	54.00	4.85
Meoncross School – per match - (Note 1)	51.50	54.00	4.85
Wykeham House – per annum - (Notes 1 & 2)	11,040.00	11,600.00	5.07
Hire of open space of land for local shows etc - (Note 3)			
Hire of recreation grounds for local shows etc – (Note 1 & 3)			
Commercial hiring - (Note 4)			
Charitable hiring - (Note 5)	73.00	77.00	5.48
Use of changing facilities - (Note 1)	37.50	39.50	5.33
Rounders			
Bath Lane Recreation Ground - (Note 1)	64.50	68.00	5.43
Stubbington Recreation Ground - (Note 1)	64.50	68.00	5.43

Notes

1. Fee inclusive of VAT at the prevailing rate, unless exemption conditions as set out on page 1 are met
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event.
5. Charge can be waived at the discretion of the Director of Community

APPENDIX E

From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes, called Local Council Tax Support Schemes, to replace it.

For 2013-14 Fareham Borough Council agreed, following public consultation, the following principles:

- Every Working Age claimant should pay something towards their Council Tax – maximum support was reduced from 100% to 91.5%
- The scheme should protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Make work pay by increasing the amount of income that working age customers can earn before it affects their level of Council Tax Support
- Provide extra financial support to those suffering genuine hardship as a result of the changes
- Provide funding to Fareham Citizens Advice Bureau to employ a Budgeting Advisor for a period of 3 years to assist claimants affected by the changes

For 2014-15 the Council agreed, following public consultation, the following principles:

- Every Working Age claimant should continue to pay something towards their Council Tax – maximum support was reduced from 91.5% to 80%
- The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties
- All non-dependents (such as adult sons or daughters) should pay something towards the household's Council Tax bill
- Continue to incentivise work by keeping the amount of income that working age customers can earn before it affects their Council Tax Support at the levels agreed for 2013/14
- The scheme should continue to protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Continue to provide extra financial support to those suffering genuine hardship as a result of the changes

For 2015-16 it is proposed to retain the principles agreed in the 2014-15 scheme. A public consultation exercise ran from 22 September 2014 to 19 October 2014 seeking views on these proposals. A total of 101 responses were received and the results indicate that the proposed scheme is supported by the majority of respondents. 82% of respondents agreed that the current scheme is fair and 91% agreed that those with severe disabilities or in receipt of war pensions should continue to receive full council tax support. An impact assessment has been carried out and it confirms that we continue to comply with requirements.

The proposed scheme for 2015-16 will provide the same level of assistance & protections as in the previously agreed Council Tax Support Scheme (with some increases in the components of the calculation to allow for rises in the cost of living in line with the Government's annual increases to other welfare benefits). This will enable the Council to contain the cost within available resources.

Members are invited to consider this proposal and recommend to Full Council an unchanged Local Council Tax Support Scheme for 2015-16.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 January 2015

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy 2015/16
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

This report reviews the Council's finance strategy and makes recommendations regarding the capital programme, the revised revenue budget for 2014/15 and the revenue budget for 2015/6.

Executive summary:

On 1 December 2014, the Executive considered the Council's capital programme, revised service budget for 2014/15 and proposed service budgets for 2015/16.

Capital Programme and Resources 2014/15 to 2018/19

The capital programme amounts to £33,176,000, and there are capital resources totalling £34,774,000 over the programme period. Whilst a surplus of capital resources exists, there are likely to be emerging spending requirements that require new resources to be accumulated now so that the Council can meet its future commitments.

Revised General Fund Revenue Budget 2014/15

The revised general fund revenue budget for 2014/15 amounts to £12,958,700 for service budgets with other budgets totalling £-3,442,600 giving an overall position of £9,516,100.

General Fund Revenue Budget 2015/16

The proposed general fund budget for 2015/16 totals £11,773,100 for service budgets along with £-2,652,900 for other budgets giving an overall position of £9,120,200 which is a reduction of £395,900 against the original budget for 2014/15.

Recommendation:

That the Executive agrees:

- (a) that the capital programme for the period 2014/15 - 2018/19, amounting to £33,176,000 be approved;
- (b) that the revised 2014/15 general fund budget, amounting to £9,516,100 be approved;
- (c) that the base 2015/16 general fund revenue budget amounting to £9,120,200 be approved; and
- (d) that the use of the surplus on the spending reserve as set out in paragraphs 30-32 be approved.

Reason:

To allow the Council to approve the capital programme, general fund revised revenue budget for 2014/15 and draft revenue budget for 2015/16.

Cost of proposals:

The costs are set out in the overall revenue budget and capital programme detailed in the attached briefing paper.

Appendices A: Consolidated General Fund Budget 2014/15 (revised) and 2015/16 (Base)

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 05 January 2015

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for the Council's local service agreements, as part of the Council's co-ordinated strategic, service and financial planning process.
2. The finance strategy was considered in October 2014, in advance of the budget process. The Finance Strategy reviewed the Council's overall financial position, taking into account:
 - the actual position in the previous financial year;
 - issues that have arisen in the current year;
 - the future level of government support;
 - current and future financial pressures; and
 - timing of the Council's major capital schemes.
3. It is against this background that the budget setting principles for the forthcoming financial year were agreed.
4. This report provides a further update to the Council's overall financial position in the light of the updated capital programme and the approved service budgets and allows the ability to accommodate new revenue and capital spending plans to be considered.

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2015/16

5. On 6 October 2014 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2015/16 and later years.

6. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 2.0% (Nov 14) and headline RPI was 2.0%.
7. The Government has indicated in previous financial years that it expects councils to freeze council tax. It is likely that this will continue through to the 2015/16 Council Tax Setting and councils that achieve it will be rewarded with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver another council tax freeze such that by the end of 2015/16 the council tax will have remained frozen for seven years.
8. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

GENERAL FUND CAPITAL PROGRAMME

9. The general fund capital programme was considered by the Executive on 1 December 2014. The programme amounted to £33,176,000 for the period 2014/15 - 2018/19.
10. Resources available to fund the capital programme amount to £34,774,000 over the programme period, and therefore by 2017/18 there should be a surplus of £1,598,000.
11. However, while the condition of the Council's assets is generally good, there is a growing need to make a significant investment over the coming years in order to maintain the assets and meet future service needs. The capital programme reflects the corporate priority in providing a new leisure facility in the western wards as well as the ongoing works at Daedalus. Despite the current surplus of capital resources (compared to the approved programme), the asset reviews suggest that there are insufficient resources in the future.
12. Consequently, there is a need to continue accumulating additional resources to meet the future capital demands. The Executive has previously agreed to set aside £500,000 from the revenue budget each year for this purpose and also has a policy to use New Homes Bonus money for capital and project funding once any funding shortfall or requirement to fund expenditure relating to the Welborne Project has been met. Capital resources will also be supplemented with any non-specific windfall income received during the year.

THE REVENUE BUDGET

The Base Revenue Budget 2014/15

13. The net revenue budget for 2014/15 was £9,516,100, a reduction of £307,200 on the previous year, and as a result the council tax was frozen, which was below the annual rate of inflation for the tenth consecutive year.

The Revised Service Budget 2014/15

14. The Executive and the Committees considered the revised service budgets for 2014/16 in November and December 2014. The overall service budget is £68,700 lower than the base budget for the year.

15. Other budgets, such as investment income, contributions to capital, etc. have increased by an equivalent amount, and the revised budget remains as £9,516,100. Further information of how this is spread across portfolios is in Appendix A.

THE SERVICE BUDGET 2015/16

Cost of Services

16. The Executive considered the draft 2015/16 revenue budget for each committee and portfolio on 1 December 2014.
17. Since that meeting Full Council has approved a report from the Chief Executive Officer on the Pay and Grading Review. The report detailed a 4% pay increase for all mainstream staff and a revised pay structure for senior managers.
18. The budget implications of that decision have been built into the service budgets for 2015/16 along with the savings anticipated through the implementation of the Vanguard Method.

Other Budgets

19. In addition to the expenditure and income required to provide Council services, there are other costs and income which need to be taken into account when establishing the overall budget requirement. These include capital financing costs, interest earned on the Council's investments, accounting adjustments, etc.
20. Capital Financing Costs: The proposed budget provides for a revenue contribution to capital of £2.2m, which includes a contribution of £500,000 towards future capital commitments. This also includes a proportion of the New Homes Bonus award in the year (£897,900).
21. Interest on Balances: The Council has taken numerous steps to protect its investment portfolio, by spreading risks, using highly rated commercial institutions or Government bodies and investing for short periods. Consequently, however, the rates of return are limited.
22. The reduction in the figures for the base budget for 2015/16 reflects the continuing lower interest rates but also takes into account the fact that balances available for investment will fall as spending on major capital project continues throughout 2015/16.
23. Portchester Crematorium Contribution: This crematorium is one of the Council's earliest partnerships with three other Councils. Each year the crematorium contributes a share of any surplus to each Council and the Joint Committee has agreed that in 2015/16 the contribution will be £125,000, which is £25,000 less than the original budget for the current year and reflects a reducing number of cremations in the year.
24. Contribution from Reserves: This represents one-off items items in the budget that are funded from reserve accounts that the Council holds.
25. The following table summarises the overall variations in the Council's net budget, with further information of how this is spread across portfolios in Appendix A:

	Base 2014/15 £000s	Base 2015/16 £000s	Variations £000s
Gross Service Expenditure	43,275	42,922	-353
Gross Service Income	-30,248	-31,149	-901
Net Service Expenditure	13,027	11,773	-1,254
Other budgets	-3,511	-2,653	+858
Total Budget	9,516	9,120	-396

26. Taking account of all revenue budget items, the overall budget for 2015/16 will be £9,120,200, which represents an overall decrease of £395,900 or 4.2%. Taking account of the anticipated change in the formula grant and the council tax base for 2015/16, this budget will allow the council tax to be set at the same level as in 2014/15.

SPENDING PRESSURES AND SERVICE EFFICIENCIES

27. The Finance Strategy explained that there are a number of very significant spending pressures facing the Council over the coming years. These pressures represent increasing costs that cannot be avoided, reducing income from services and investments, and additional funding that is required in order to progress high corporate priority actions.
28. At the meeting of the Executive on 7 October 2013 the Executive Leader advised that he has asked the Chief Executive Officer to prepare and bring forward a range of options for the budget gap to be closed by using the four elements of the Council's Efficiency plan (Priorities, Proceeds, People/Process and Procurement) as a basis, with a view to finding £800,000 of savings by 2015.
29. The Executive were updated with reports in March and July 2014 giving details of how the £800,000 target would be achieved. These saving have been recognised in the budget for 2015/16.

SPENDING RESERVE

30. The Spending Reserve provides for unforeseen fluctuations in revenue expenditure and income such that one-off variations can be funded without having an adverse impact on the council tax. In accordance with the Finance Strategy, the minimum balance for the reserve is 5% of the planned gross expenditure. Taking account of the proposed expenditure in 2014-15, this equates to £2,273,700 and the current balance in the reserve is £2,847,200, a surplus over the minimum balance of £573,500.
31. As part of the Medium Term Financial Strategy it was agreed that proposals for the use of the surplus would be developed during the autumn for consideration in this report.
32. Paragraphs 9-12 review the capital programme and resources needed in order to meet this programme. It is recommended that the spending reserve surplus of £573,500 is transferred to support the capital programme.

GOVERNMENT SUPPORT IN 2015/16

33. Currently, local councils receive their funding from 3 main sources: grants from central government; council tax; and other locally generated income such as fees and charges for services.
34. From April 2013, business rates have been retained locally by the billing authority, and the Council pay a proportion of the money collected to Hampshire County Council, Hampshire Fire and Rescue Authority and the Government.
35. The Government has also announced that there will be a one-off freeze grant available in 2015/16 for councils that keep their council tax either at or below the 2014/15 level. This grant equivalent to a 1% increase in council tax levels will enable council tax to remain low but it does mean that in order to keep spend at the same level there will be a need to reduce costs further due to 'lost' council tax income in future years.

NEW HOMES BONUS

36. On 6 October 2014 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:
 - *“Firstly, if necessary, the award is top-sliced to meet reduced central government funding, and to support service delivery (particularly where demand has grown in line with the growth in housing);*
 - *The balance is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;*
 - *In determining the use of funds for capital investment, there should be a bias towards*
 - *investing in land & property that will generate a long term source of income;*
 - *Projects that support economic or employment growth; and*
 - *Projects that support or secure further housing delivery.*
37. *If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will continue to increase, to support continued service delivery. This will reduce the amount currently used to support capital projects.”*
38. In line with the policy, of the £1,421,800 received in 2014/15, £523,900 will be used to offset reductions in Government funding with the balance of £897,900 to be used for capital investment.
39. The provisional reward for 2015/16 is £1,648,000 and it is proposed that £750,100 is used to offset reductions in Government funding with the balance of £897,900 used for capital investment.

RISK ASSESSMENT

40. In considering the budget, there are a number of issues that need to be borne in mind, as set out below:-

41. The economic climate remains uncertain, and has had a significant impact on certain services and budgets.
42. The Government continues to expect the public sector to achieve significant efficiencies, in 2015/16 and in future years due to changes in funding. The table below shows the funding changes for Fareham since 2009/10 when council tax was first set at the current level.

Financial Year	Government Grant (RSG & NNDR)	£ Change	% Change
2009/10	£6,204,530		
2010/11	£6,235,553	£31,023	+0.5%
2011/12	£4,610,248	-£1,625,305	-26.1%
2012/13	£4,000,459	-£609,789	-13.2%
2013/14	£4,090,980	+£90,521	+2.3%
2014/15	£3,709,301	-£381,679	-9.3%

43. Between October 2009 and October 2014 RPIX has increased by 19.6%.
44. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure which, for 2014/15, is £2,273,700. A detailed assessment of need has been carried out, following guidance from the Chartered Institute of Public Finance and Accountancy (LAAP77), which indicates that this is an appropriate level to retain but should not be reduced, especially at this time of significant uncertainty.
45. While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period (by approximately £1.6 million), future spending requirements could give rise to a very significant shortfall. It is therefore imperative that capital reserves are replenished whenever possible in order to meet the future spending needs.

THE COUNCIL TAX FOR 2015/16

46. If the proposed base budget is approved, the overall revenue budget for 2015/16 will be £9,120,200.
47. With government support and other income of £3,282,813 the total amount to be raised from council taxpayers would be £5,837,387.
48. With the council tax base – the equivalent number of Band D properties – for 2015/16 being 41,630.2, this would give a council tax per Band D property for 2015/16 of £140.22, which is the same level of council that has been charged since 1 April 2009. This council tax freeze compares favourably to the current level of inflation of 2.4% (RPIX, October 2014).

ASSURANCE STATEMENT BY THE STATUTORY CHIEF FINANCIAL OFFICER

49. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the statutory Chief Financial Officer (CFO) must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.

50. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
51. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However, a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at 5% of gross expenditure resources are in place to meet any likely variations that could not be met from within the Council's overall budget.

CONCLUSION

52. The Council's finances remain under pressure in the current year, and there is every indication that this situation will persist in the future not only from Central Government funding constraints but also from other economic pressures.
53. Consequently, the budget setting process for 2015/16 has presented the same challenges that were experienced during the 2014/15 budget, but with careful forward planning and appropriate mitigating action being taken at the earliest opportunity, the proposed budget has been produced which is believed to be robust and sustainable.
54. Taking new priority spending into account, the proposed revenue budget for 2015/16 will provide sufficient resources to deliver the Council's services and its priorities, and enable the council tax to be frozen for 2015/16, at current levels.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 6 October 2014 'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 3 March 2014 'Efficiency Savings'

Report of the Director of Finance & Resources to the Executive on 7 July 2014 'Efficiency Savings'

Report of the Chief Executive Officer to Full Council on 11 December 2014 'Pay and Grading Review'

CONSOLIDATED GENERAL FUND REVENUE BUDGET 2014/15 (revised) and 2015/16 (Base)

	Budget 2014/15 £	Revised 2014/15 £	Variation Base to Rev £	Budget 2015/16 £	Variation Base to base £
Committees					
Planning Committee	793,400	801,800	8,400	753,000	-40,400
Licensing and Regulatory Affairs Committee	503,400	497,200	-6,200	490,200	-13,200
Executive - Portfolio Budgets					
- Leisure and Community	2,278,700	2,257,100	-21,600	2,112,600	-166,100
- Health and Housing	1,210,300	1,322,100	111,800	1,215,000	4,700
- Planning and Development	-537,600	-610,300	-72,700	-1,001,900	-464,300
- Policy and Resources	1,950,100	1,755,600	-194,500	1,463,400	-486,700
- Public Protection	2,455,400	2,417,400	-38,000	2,293,800	-161,600
- Streetscene	4,373,700	4,517,800	144,100	4,447,000	73,300
SERVICE BUDGETS	13,027,400	12,958,700	-68,700	11,773,100	-1,254,300
Capital Charges	-2,152,200	-1,983,000	169,200	-1,983,000	169,200
Capital Financing Costs					
- Use of Housing Capital Receipts	-230,000	-334,000	-104,000	-230,000	0
- Direct Revenue Funding	1,301,000	1,301,000	0	1,301,000	0
- Direct Revenue Funding NHB	897,900	897,900	0	897,900	0
Interest on Balances	-676,900	-706,900	-30,000	-599,900	77,000
Portchester Crematorium	-150,000	-150,000	0	-125,000	25,000
New Homes Bonus	-1,416,000	-1,421,800	-5,800	-1,648,000	-232,000
Contribution to(+)/from(-) Reserves	-1,085,100	-1,045,800	39,300	-265,900	819,200
OTHER BUDGETS	-3,511,300	-3,442,600	68,700	-2,652,900	858,400
NET BUDGET	9,516,100	9,516,100	0	9,120,200	-395,900

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 February 2015

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

This report seeks final confirmation of the recommendations to Full Council, on 20 February 2015, in respect of the revenue budget, capital programme and council tax for 2015/16.

Executive summary:

On 5 January 2015, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the capital programme, revenue budgets and the council tax for 2015/16. This report updates the Council's budgets to reflect the decisions taken on 5 January 2015.

The capital programme for the years 2014/15 to 2018/19 will be £33,176,000.

The revenue budget for 2015/16 will be £9,174,600. With Central Government support and retained business rates estimated to be £3,199,732, the option of accepting additional council tax freeze grant for 2015/16 equating to £61,695 and use of collection fund balance of £75,786 this results in the total amount due from the council tax of £5,837,387.

Taking these changes into consideration, the council tax for 2015/16 will be £140.22 per Band D property and would mean that Fareham's element of the Council Tax will have remained unchanged for 7 years. This represents no increase from the council tax set for 2014/15, compares favourably to the current rate of inflation and complies with the Council's corporate objectives.

Recommendation:

That the following proposals be approved and recommended to the special meeting of the Council to be held on 20 February 2015:-

- (i) the capital programme and financing of £33,176,000;
- (ii) an overall revised revenue budget for 2014/15 of £9,516,100;
- (iii) a revenue budget for 2015/16 of £9,174,600; and
- (iv) a council tax for Fareham Borough Council for 2015/16 of £140.22 per band D property, which represents no increase when compared to the current year.

Reason:

To allow the Full Council to approve the Council Tax for 2015/16.

Cost of proposals:

Not applicable.

Appendices: **A: Revenue Budget Summary 2014/15 and 2015/16**

Background papers:

DRAFT

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 February 2015

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. On 5 January 2015 the Executive reviewed the Council's overall finance strategy and considered proposals relating to:
 - The capital programme for 2014/15 to 2018/19;
 - The revised revenue budget for 2014/15;
 - The revenue budget for 2015/16; and
 - The council tax for 2015/16.
2. The purpose of this report is to update the Council's spending plans to take account of the decisions taken by the Executive in relation to these various issues.

THE CAPITAL PROGRAMME 2014/15 TO 2018/19

3. The capital programme for the period 2014/15 to 2018/19 is £33,176,000 as shown in the following tables:

	£000s
Public Protection	429
Streetscene	629
Leisure and Community	12,555
Health and Housing	2,782
Planning and Development	922
Policy and Resources	15,859
TOTAL	33,176

	£000s
2014/15	15,720
2015/16	11,228
2016/17	2,124
2017/18	1,035
2018/19	1,035
Unallocated	2,034
TOTAL	33,176

4. It is anticipated that the programme will be financed from the following sources:

	£000s
Capital Fund Account	7,352
Capital Receipts	6,601
External Contributions	3,261
Major Repairs and Renewals Reserve	302
Matched Funding Reserve	133
Revenue Contribution to Capital schemes	60
TOTAL	17,709

5. In addition, the following resources are anticipated to be available between 2014/15 and 2018/19:

	£000s
External Contributions	4,703
Revenue Contribution to Capital schemes	3,918
Borrowing	2,965
Contribution to Capital Fund Account	2,500
Capital Receipts	1,635
Government Grants	1,344
TOTAL	17,065

6. The programme and projected resources indicate that, by 31 March 2019, there would be a surplus of capital resources of £1,598,000, which represents a contingency of 4.8% on the overall capital programme.
7. Importantly, the surplus assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling £6.4m. In the event that these resources do not materialise, the surplus will be reduced.
8. Spending pressures in this respect include refurbishment/replacement works to some Council assets (for example community centres and the Osborn Road multi-storey car park) that have yet to be added to the capital programme. Therefore, no further use of the forward-balance is proposed and further replenishment of capital resources will be sought, (e.g. through use of revenue underspends).

SPENDING RESERVE

9. The spending reserve currently stands at £2,273,000 which is 5% of gross expenditure for 2014/15 which represents the minimum required balance as set out in the approved Medium Term Finance Strategy.
10. At the meeting on 5 January 2015 the Executive agreed to use the £573,500 that was in excess of the minimum balance to support the capital programme.

REVISED BUDGET 2014/15

11. In January, the Executive considered in detail the revised budget for 2014/15, which totalled £9,516,100 and is no change when compared to the base budget for the year.

SERVICE BUDGETS 2015/16

12. The following paragraphs of this report indicate the changes to the service budgets resulting from the decisions of the Executive on 5 January 2015.

Planning Committee

13. There were no changes to this committee which confirms the budget total as £753,000.

Licensing and Regulatory Affairs Committee

14. No changes were made to this Committee's budget, confirming the total as £490,200.

Leisure and Community Portfolio

15. No changes were made to the portfolio budget, which is now confirmed to be £2,112,600.

Health and Housing Portfolio

16. No changes were made to this portfolio's budget, confirming the total as £1,215,000.

Planning and Development Portfolio

17. There were no changes made to the portfolio budget, which is now confirmed to be -£1,001,900.

Policy and Resources Portfolio

18. There were no changes made to the portfolio budget, which will now be confirmed as £1,463,400.

Public Protection Portfolio

19. There were no changes made to the portfolio budget, which is now confirmed to be £2,293,800.

Streetscene Portfolio

20. There were no changes made to the portfolio budget, which is now confirmed to

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be £4,447,000.

OTHER BUDGETS 2015/16

21. Since the January Executive report was prepared further information has been released regarding Central Government Support. As a result of this change the Other Budgets total will be -£2,598,500.

THE OVERALL BUDGET POSITION FOR 2015/16

22. Taking account of the various changes referred to in the preceding paragraphs, the overall total budget for 2015/16, detailed in Appendix A, is confirmed as £9,174,600. This total is £341,500 below the base budget for 2014/15 of £9,516,100.

GOVERNMENT SUPPORT

23. The amount of government support that the Council expects to receive in 2015/16 is summarised in the following table:

	2014/15	2015/16
	£	£
Core Funding	3,365,814	2,872,567
Individual grants now included in core funding (homelessness prevention)	56,291	56,074
Council Tax Freeze Grant (2011/12)	149,351	148,782
Council Tax Freeze Grant (2013/14 & 2014/15)	127,340	122,309
TOTAL	3,708,796	3,199,732

24. This finance settlement core funding represents a cash reduction of 13.7% when compared to 2014/15.
25. With further cash reductions predicted for 2016/17, it is important that the Council continues to identify and secure cash-releasing efficiencies each year in order to maintain the high level of service currently provided and continue to achieve its high corporate priority of council tax increases at or below the rate of inflation.

COUNCIL TAX AND NATIONAL NON-DOMETIC RATE BASE

26. The revised council tax base for 2014/15 is 40,974 Band D equivalent properties which is the same as the original estimate.
27. The council tax base for 2015/16 is 41,630 Band D equivalent properties.
28. The net rates payable from National Non-Domestic Rates for 2014/15 (after Transitional arrangements and reliefs) is £42,856,496.

COUNCIL TAX FOR 2015/16

29. With a net budget for 2015/16 of £9,174,600 and government support of £3,261,427 (including the option of additional freeze grant for 2015/16 of £61,695) and the use of collection fund balances of £75,786, the Executive is able to recommend no council tax increase for 2015/16, as compared to the current rate of inflation of 2.0% (this is the published RPIX inflation rate for November 2014). This is shown in the following table:

	Base Budget 2014/15	Base Budget 2015/16	Variation
	£	£	£
Total Budget	9,516,100	9,174,600	-341,500
Less:			
Government Support	3,709,301	3,199,732	-509,569
Use of Collection Fund surplus	0	75,786	+75,786
Council Tax Freeze Grant	61,425	61,695	+270
Total due from Council Tax Payers	5,745,374	5,837,387	+92,013
Council Tax base	40,974	41,630	
Council Tax	£140.22	£140.22	
Cash Increase	+ £0.00	+ £0.00	
Percentage Increase	+ 0.00%	+ 0.00%	

30. Fareham's element of the council tax has remained at £140.22 since April 2009. Since that date RPIX has increased by 21.8% (to November 2014). Had Fareham's council tax increased in line with RPIX it would now stand at £170.79 which is £30.57 above the current level.

ASSURANCE STATEMENT BY THE CHIEF FINANCIAL OFFICER (CFO)

31. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the CFO must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
32. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
33. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at a minimum of 5% of gross expenditure, resources should be in place to meet any variations that cannot be met from within the Council's overall budget.

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RISK ASSESSMENT

34. While all spending plans can be met from within existing resources, continuing financial pressures increase the risk that spending plans exceed desirable levels.
35. Also, the budget reflects the implications of the changing economic situation. However, these changes will continue to affect the Council's finances. It is therefore very important to retain sufficient balances to cater for the unexpected in these uncertain times.
36. Finally, the largest risk in the budget setting remains changes to Central Government Funding and reliance on government policy keeping damping measures in place.

CONCLUSION

37. In making a recommendation to full Council on the council tax for 2015/16, the Executive has evaluated the Council's overall financial position in relation to existing commitments, the level of resources and the projected financial position in the future; not just the overall budget position for next year.

Reference Papers: None

REVENUE BUDGET SUMMARY REVISED 2014/15 and BASE 2015/16

	Budget 2014/15 £	Revised 2014/15 £	Variation Base to Rev £	Budget 2015/16 £	Variation Base to base £
Committees					
Planning Committee	793,400	801,800	8,400	753,000	-40,400
Licensing and Regulatory Affairs Committee	503,400	497,200	-6,200	490,200	-13,200
Executive - Portfolio Budgets					
- Leisure and Community	2,278,700	2,257,100	-21,600	2,112,600	-166,100
- Health and Housing	1,210,300	1,322,100	111,800	1,215,000	4,700
- Planning and Development	-537,600	-610,300	-72,700	-1,001,900	-464,300
- Policy and Resources	1,950,100	1,755,600	-194,500	1,463,400	-486,700
- Public Protection	2,455,400	2,417,400	-38,000	2,293,800	-161,600
- Streetscene	4,373,700	4,517,800	144,100	4,447,000	73,300
SERVICE BUDGETS	13,027,400	12,958,700	-68,700	11,773,100	-1,254,300
Capital Charges	-2,152,200	-1,983,000	169,200	-1,983,000	169,200
Capital Financing Costs					
- Use of Housing Capital Receipts	-230,000	-334,000	-104,000	-230,000	0
- Direct Revenue Funding	1,301,000	1,301,000	0	1,301,000	0
- Direct Revenue Funding NHB	897,900	897,900	0	897,900	0
Interest on Balances	-676,900	-706,900	-30,000	-599,900	77,000
Portchester Crematorium	-150,000	-150,000	0	-125,000	25,000
New Homes Bonus	-1,416,000	-1,421,800	-5,800	-1,648,000	-232,000
Contribution to(+)/from(-) Reserves	-1,085,100	-1,045,800	39,300	-211,500	873,600
OTHER BUDGETS	-3,511,300	-3,442,600	68,700	-2,598,500	912,800
BUDGET TOTAL	9,516,100	9,516,100		9,174,600	-341,500
NET BUDGET	9,516,100	9,516,100		9,174,600	-341,500

	Budget 2014/15 £	Budget 2015/16 £
NET BUDGET	9,516,100	9,174,600
EXTERNAL SUPPORT		
Non-Domestic Rates	1,717,625	1,750,446
Revenue Support Grant	1,991,676	1,449,286
Council Tax Freeze Grant	61,425	61,695
	<u>3,770,726</u>	<u>3,261,427</u>
USE OF COLLECTION FUND BALANCE	0	75,786
NET AMOUNT DUE FROM COUNCIL TAX PAYERS	5,745,374	5,837,387
COUNCIL TAX BASE	40,974	41,630
COUNCIL TAX PER BAND D PROPERTY (ROUNDED)	£140.22	£140.22
CASH INCREASE	£0.00	£0.00
PERCENTAGE INCREASE	0.00%	0.00%

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **22 January 2015**

Report of: **Director of Finance and Resources**

Subject: **PRELIMINARY REVIEW OF 2014/15 WORK PROGRAMME AND
DRAFT FOR 2015/16**

SUMMARY

At the meeting of the Board on 19 March 2015, members will be asked to review the outcome of the work programme for the current year 2014/15. Also at that meeting, the Board will be asked to finalise the draft work programme for 2015/16.

This report contains details of the position of the Board's existing work programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the work programme for next year.

INTRODUCTION

1. The outcomes from the work programme for the current year (2014/15) will be reviewed at the Board's meeting on 19 March 2015. At the same time, it will be necessary for the Panel to finalise its work programme for the next year.
2. In order to assist the process, members are invited to start to consider both issues at this meeting.

WORK PROGRAMME 2014/15

3. The work programme for the current year is attached as Appendix A.
4. A further document, outlining progress on previously agreed actions, is attached as Appendix C.

WORK PROGRAMME – NEXT YEAR 2015/16

5. Members are reminded that the Scrutiny Board is generally responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions;
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers;
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions;
 - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council; and
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.
6. There are six planned meetings of the Scrutiny Board in the next municipal year, to deal with ordinary business.
7. Members are invited to consider the items for the work programme for 2015/16. It has previously been suggested that a few items of major significance are chosen.
8. It is particularly important that, in the future, the Scrutiny Board also builds on its programme of external reviews. The list of public organisations working in the Borough is attached as Appendix B for members' information.
9. It is suggested that members indicate which organisations from the list should be the subject of a detailed review during 2015/16.
10. At this stage, particular items which are known to be coming before the Board during the next year are shown below. In addition, the unassigned items on the current years' work programme will be rolled over and allocated to an appropriate meeting:-

21 May 2015:

- review of the work programme 2015/16
- Scoping Report on question and answer session with Solent Local Enterprise Partnership (proposed)

25 June 2015:

- review of the work programme 2015/16
- Presentation by, and questioning of, an Executive member
- Annual Report on the Performance of the Fareham Community Safety Partnership

17 September 2015:

- Review of draft Medium Term Finance Strategy
- review of the work programme 2015/16
- Question and answer session with Solent Local Enterprise Partnership

19 November 2015:

- Presentation by, and questioning of, an Executive member
- review of the work programme 2015/16
- Review of the implementation of the universal credit system and its impact on the residents of Fareham

14 January 2016:

- Preliminary overall review of work programme 2015/16 and draft 2016/17
- Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17
- Housing Revenue Account Budget and Capital Plans 2016/17

17 March 2016:

- Presentation by, and questioning of, an Executive member
- final review of work programme for 2015/16 and draft for 2016/17.

RISK ASSESSMENT

11. There are no significant risk considerations in relation to this report.

CONCLUSION

12. This report invites members to review the current work programme for 2014/15 and to start to consider the work programme for the next municipal year. The Board is also requested to give early consideration to any external reviews that it might wish to carry out during 2015/16

Appendix A - Scrutiny Board Work Programme 2014/15

Appendix B – List of public organisations working in the Borough; and

Appendix C - Progress on Actions since last meeting

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Andrew Wannell (Ext 4620).

SCRUTINY BOARD –WORK PROGRAMME 2014/15

DATE	SCRUTINY BOARD ITEM
5 June 2014	Meeting cancelled.
3 July 2014	Presentation by, and Questioning of, the Executive Member for Leisure and Community Annual Report on the Performance of the Community Safety Partnership Review of the work programme 2014/15
25 September 2014	Review of Draft Medium Term Finance Strategy Review of the work programme 2014/15 Progress of Vanguard Programme
20 November 2014	Review of the work programme 2014/15 Review of Portchester Crematorium Operational Activity Community Action Team (CAT) Review
22 January 2015	Presentation by, and Questioning of, the Executive Member for Planning and Development Preliminary overall review of work programme 2014/15 and draft programme for 2015/16 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16 Housing Revenue Account Budget and Capital Plans 2015/16
19 March 2015	Final review of work programme for 2014/15 and draft for 2015/16 Presentation by, and Questioning of, the Executive Member for Policy and Resources

Items to be assigned:

- Scoping Report on question and answer session with Solent Local Enterprise Partnership
- Question and answer session with Solent Local Enterprise Partnership
- Review of the implementation of the universal credit system and its impact on the residents of Fareham
- Minutes of meetings of the Portchester Crematorium Joint Committee (as appropriate)

LIST OF ORGANISATIONS SUPPORTING DELIVERY OF PUBLIC SERVICES IN THE BOROUGH

Agency	FBC funding	Agency	FBC funding
'Blue Light' Services		Voluntary Sector	
Hampshire Police		Community Action Fareham	#
Hampshire Fire and Rescue Service		Dial a Ride	#
South Central Ambulance Service		Citizens Advice Bureau	#
		RELATE	#
Hampshire County Council		Fareham Churches Together	
Hampshire County Council – Youth Service			
Hampshire County Council – Ashcroft Centre		Partnerships	
Hampshire County Council - Libraries		Portchester Crematorium	
Hampshire County Council – Secondary Schools		CCTV Partnership	#
Hampshire County Council – Primary Schools		Building Control Partnership	#
Hampshire Highways		Community Safety Partnership	#
Westbury Manor Museum	#	Environmental Health Partnership	#
Hampshire Children Services		Legal Services Partnership	#
Hampshire Adult Services		Project Integra	#
Supporting People		PUSH	#
Social Loan Fund (transfers from DWP on 1/4/2013)		PUSH Overview and Scrutiny Committee	#
		Solent LEP	
		Hampshire Children's Safeguarding Board	#
Housing		Fareham & Gosport Clinical Commissioning Group	
First Wessex Housing		Other	
Radian Housing		Hampshire Primary Care Trust	
Hyde Housing		Dept. for Work and Pensions / Job Centre Plus	
United Savings and Loans (Credit Union)	#	Young People's Learning Agency (formerly Learning & Skills Council)	
Two Saints	#	Skills Funding Agency formerly Learning & Skills Council)	
Southern Focus Trust		Audit Commission	

Fareham & Gosport Family Aid		Tourist Information Centre	#
Abbeyfield Housing Society		Youth Centres - Genesis, Xperience, Crofton	
		Fareham Enterprise Centre	
		Business Link (Hants & IOW)	
		Other Continued	
		Segensworth Business Forum	
		Homes & Communities Agency - Daedalus	
		Health protection Agency	
		Southern Water	
		Portsmouth Water	
		Health and Safety Executive	
		Food Standards Agency	
		DEFRA	
		Environment Agency	
		Pubwatch	

<u>SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING</u>				APPENDIX A	
Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
20 November 2014	Review of Portchester Crematorium Operational Activity	monitoring	<p>The Board considered a report by the Director of Finance and Resources on Portchester Crematorium operational activity. The Chairman welcomed James Clark, the Manager and Registrar of Portchester Crematorium and John Haskell, the Clerk to the Portchester Crematorium Joint Committee, to the meeting, who, together with the Director of Finance and Resources, presented the report and answered members' questions thereon.</p> <p>It was AGREED that:-</p> <p>(a) the Manager and Registrar and the Clerk to the Joint Committee be thanked for the report and for attending and answering members' questions; and</p> <p>(b) the report be noted.</p>	Complete.	Andrew Wannell

	Community Action Team (CAT) Review	monitoring	<p>The Board considered a report by the Director of Finance and Resources on the proposed Community Action Team (CAT) Review.</p> <p>At the invitation of the Chairman, Councillor N R Gregory addressed the Board during the consideration of this item.</p> <p>The Head of Corporate Services presented the report and answered members' questions thereon.</p> <p>It was AGREED that the Executive be advised of the Board's views on the proposed community action team review, as shown in Appendix B to the report, as follows:-</p> <p>(a) the role of the Chairmen of Community Action Teams should be consistent, with a local connection, as is observed with the existing arrangements;</p> <p>(b) the role of chairing Community Action Team meetings should be separated from the role of Councillors answering questions related to policy, or officers answering technical questions;</p>	<p>The Executive considered the matter at its meeting on 1 December 2014.</p> <p>(3) Community Action Team (CAT) Review The comments of the Scrutiny Board were taken into account when considering this item - see minute 7(4) and at the invitation of the Executive Leader, the Chairman of the Scrutiny Board joined the Executive for this item. At the invitation of the Executive Leader, Councillors A Mandry, C J Wood, Mrs K K Trott and P J Davies addressed the Executive on this item. RESOLVED that the Executive agrees that:</p> <p>(a) the five CAT areas be replaced with ten smaller neighbourhood areas;</p> <p>(b) the majority of CAT meetings be replaced with single agenda item meetings, that take place</p>	Lindsey Ansell
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			<p>(c) the principle of 'hot topic' meetings was supported;</p> <p>(d) there should be a cyclical meeting for general business raised by residents and residents' associations in the year that the CAT was not due to receive the Leader of the Council's biennial presentation;</p> <p>(e) the principle of not continuing the police presence at meetings, unless for a specific police-related hot topic, be supported;</p> <p>(f) the principle of the biennial 'Meet the Leader' sessions be supported;</p> <p>(g) the principle of ten CAT areas be supported, but meetings should be publicised to wider areas when relevant to the topic for discussion;</p> <p>(h) publicity should be wide and broad enough to encourage wider attendance, particularly for Meet the Leader meetings so residents have the opportunity to attend these meetings more frequently;</p> <p>(i) the idea of multiple meetings in a</p>	<p>only when there is a 'hot topic' occurring in a neighbourhood at a relevant critical time;</p> <p>(c) "Meet the Leader" summer meetings be arranged for all of the new CAT neighbourhood areas each year, combining as appropriate, with senior representatives from the Police invited to be in attendance; and</p> <p>(d) the most appropriate experienced Chairman for individual meetings be nominated by the Executive Leader on a meeting by meeting basis.</p>	
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			<p>community for a single topic, to maximise the opportunity to engage with local residents, be supported;</p> <p>(j) the Special Responsibility Allowance payable to members for being CAT Chairmen should be removed.</p>		
	Review of the Board's Work Programme	programming	<p>The Board considered a report by the Director of Finance and Resources on the Board's work programme for 2014/15.</p> <p>It was AGREED that:-</p> <p>(a) the decision to move 'Presentation by, and questioning of, the Executive Member for Planning and Development' from 20 November 2014 to 22 January 2015 be endorsed;</p> <p>(b) the programme items as set out in Appendix A to the report be confirmed;</p> <p>(c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted; and</p>	Complete.	Andrew Wannell

			(d) the Chairman of the Public Protection Policy Development and Review Panel be requested to consider whether the Panel should investigate with the Police and Crime Commissioner for Hampshire the issue of the under recording of crime by the police as reported in recent articles in the national press.		
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