

**AGENDA**  
**SCRUTINY BOARD**

**Date:** Thursday, 14 January 2016

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor D C S Swanbrow (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors B Bayford  
Mrs M E Ellerton  
Mrs C L A Hockley  
L Keeble  
A Mandry  
Mrs S Pankhurst  
P W Whittle

**Deputies:** J V Bryant  
R H Price, JP  
D L Steadman  
N J Walker



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the Scrutiny Board meeting held on 19 November 2015.

**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. Preliminary Overall Review of Work Programme 2015/16 and Draft Work Programme 2016/17 (Pages 5 - 16)**

To consider a report by the Director of Finance and Resources, which gives a preliminary review of the Panel's work programme for 2015/16 and draft work for 2016/17.

**7. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17 (Pages 17 - 58)**

To consider a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax for 2016/17.

**8. Presentation by, and Questioning of, the Executive Member for Public Protection**

To receive a presentation by the Executive Member for Public Protection on the performance of services within the Public Protection portfolio over approximately the last two years and on future plans.

**9. Housing Revenue Account Budget and Capital Plans 2016/17 (Pages 59 - 74)**

To consider a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2016/17.

**10. Review of Licensing Policy (Pages 75 - 92)**

To consider a report by the Head of Environmental Health which reviews the Licensing Policy.

## **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 7 December 2015 and 11 January 2016. (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](http://www.fareham.gov.uk)  
6 January 2016

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
Tel:01329 236100  
[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Scrutiny Board

**(to be confirmed at the next meeting)**

**Date:** Thursday, 19 November 2015

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor D C S Swanbrow (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

**Councillors:** B Bayford, Mrs M E Ellerton, Mrs C L A Hockley, L Keeble,  
Mrs S Pankhurst, R H Price, JP (deputising for P W Whittle, JP)  
and N J Walker (deputising for A Mandry)

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



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Mandry and Mrs S Pankhurst

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 23 September 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

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

There were no declarations of interest or disclosures of advice or directions.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. QUESTION AND ANSWER SESSION WITH SOLENT LOCAL ENTERPRISE PARTNERSHIP**

The Board received a presentation from Mrs Anne-Marie Mountifield the Chief Executive of Solent Local Enterprise Partnership (Solent LEP) on an overview of the LEP, its achievements so far and the challenges for the future.

Members were also given the opportunity to put any questions they had regarding the work of the Solent LEP to Anne-Marie Mountifield.

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

It was AGREED that the Board thank Anne-Marie Mountifield for her extremely informative presentation and for answering the Board's questions.

**7. MINUTES OF MEETINGS OF POLICY DEVELOPMENT AND REVIEW PANELS**

The Board was asked to receive the minutes of the meetings of the Policy Development and Review Panels held since 28 July 2015.

**(1) Minutes of meeting Wednesday, 29 July 2015 of Leisure and Community Policy Development and Review Panel**

The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 29 July 2015.

It was AGREED the minutes be received.

**(2) Minutes of meeting Wednesday, 9 September 2015 of Leisure and Community Policy Development and Review Panel**

The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 9 September 2015.

It was AGREED the minutes be received.

**(3) Minutes of meeting Thursday, 10 September 2015 of Streetscene Policy Development and Review Panel**

The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 10 September 2015.

It was AGREED the minutes be received.

**(4) Minutes of meeting Monday, 14 September 2015 of Planning and Development Policy Development and Review Panel**

The Chairman of the Planning and Development Policy and Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 14 September 2015.

It was AGREED the minutes be received.

**(5) Minutes of meeting Thursday, 24 September 2015 of Health and Housing Policy Development and Review Panel**

The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford was invited to review the minutes of the meeting held on 24 September 2015.

It was AGREED the minutes be received.

**(6) Minutes of meeting Thursday, 22 October 2015 of Streetscene Policy Development and Review Panel**

The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 22 October 2015.

Councillor Keeble referred to minute item 6 which mentioned a report/presentation on Project Integra to come to either the Streetscene Panel or the Scrutiny Board.

Members agreed that it would be added onto the Scrutiny Board Work Programme.

It was AGREED the minutes be received.

**(7) Minutes of meeting Tuesday, 3 November 2015 of Planning and Development Policy Development and Review Panel**

The Chairman of the Planning and Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 3 November 2015.

It was AGREED the minutes be received.

**(8) Minutes of meeting Wednesday, 4 November 2015 of Leisure and Community Policy Development and Review Panel**

The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 4 November 2015.

It was AGREED the minutes be received.

**8. REVIEW OF THE BOARD'S WORK PROGRAMME**

The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.

Members discussed the option of including a presentation on Project Integra into the current work programme but it was felt that the work programme for 2015/16 was already very full and therefore it was agreed to add this item into the May 2016 meeting.

It was AGREED that the Work Programme for 2015/16 be approved.

**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 6.00 pm  
and ended at 7.34 pm).



# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date**                    **14 January 2016**

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

**Subject:**              **PRELIMINARY REVIEW OF WORK PROGRAMME 2015/16 AND  
DRAFT WORK PROGRAMME 2016/17**

#### **SUMMARY**

At the meeting of the Board on 17 March 2016, members will be asked to review the outcome of the work programme for the current year 2015/16. Also at that meeting, the Board will be asked to finalise the draft work programme for 2016/17.

The 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.

#### **RECOMMENDATION**

The Board is invited to review the current work programme for 2015/16 and to start to consider the work programme for the next municipal year.

## **INTRODUCTION**

1. The outcomes from the work programme for the current year (2015/16) will be reviewed at the Board's meeting on 17 March 2016. 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 this process, members are invited to start to consider both issues at this meeting.

## **WORK PROGRAMME 2015/16**

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.
5. Members are asked to note the following revision to the work programme:
  - A report titled 'Review of Licensing Policy' has been added to the work programme for this meeting.

## **WORK PROGRAMME – NEXT YEAR 2016/17**

6. 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 delegate 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.
7. There are six planned meetings of the Scrutiny Board in the next municipal year, to deal with ordinary business.
8. 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.
9. 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.
10. It is suggested that members indicate which organisation from the list should be the subject of a detailed review during 2016/17.
11. 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:-

19 May 2016

- review of the work programme 2016/17

23 June 2016

- review of the work programme 2016/17

15 September 2016

- review of the work programme 2016/17

24 November 2016

- review of the work programme 2016/17

12 January 2017

- preliminary review of the work programme 2016/17 and draft work programme 2017/18

16 March 2017

- final review of the work programme for 2016/17 and draft work programme 2017/18

## **RISK ASSESSMENT**

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

## **CONCLUSION**

13. This report invites members to review the current work programme for 2015/16 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 2016/17.

**Appendix A** – Scrutiny Board Work Programme 2015/16

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

**Appendix C** – Progress on Actions since last meeting.

**Background Papers:**

**Reference Papers:**

**Enquiries:**

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

**APPENDIX A**

**SCRUTINY BOARD –WORK PROGRAMME 2014/15**

<b>DATE</b>	<b>SCRUTINY BOARD ITEM</b>
21 May 2015	Meeting cancelled.
25 June 2015	Review of the work programme 2015/16  Scoping Report on questions and answer session with Solent Local Enterprise Partnership (proposed)  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  Receive minutes of meetings of policy development and review panels
19 November 2015	Question and answer session with Solent Local Enterprise Partnership  Review of the work programme 2015/16  Receive minutes of meetings of policy development and review panels
14 January 2016	Presentation by, and questioning of, the Executive member for Public Protection  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  Receive minutes of meetings of policy development and review panels  Review of Licensing Policy
17 March 2016	Presentation by, and questioning of, the Executive member for Streetscene  Final review of work programme for 2015/16 and draft for 2016/17  Receive minutes of meetings of policy development and review panels

Items to be assigned:

- 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)
- Presentation by, and questioning of, the Executive member for Health and Housing (23 June 2016)
- Presentation by, and questioning of, the Executive member for Leisure and Community (24 November 2016)
- Presentation by, and questioning of, the Executive member for Planning and Development (16 March 2017)
- Presentation by, and questioning of, the Executive member for Policy and Resources (June 2017)

## LIST OF ORGANISATIONS SUPPORTING DELIVERY OF PUBLIC SERVICES IN THE BOROUGH

Agency	FBC funding	Agency	FBC funding
<b>'Blue Light' Services</b>		<b>Voluntary Sector</b>	
Hampshire Police		Community Action Fareham	#
Hampshire Fire and Rescue Service		Dial a Ride	#
South Central Ambulance Service		Citizens Advice Bureau	#
		RELATE	#
<b>Hampshire County Council</b>		Fareham Churches Together	
Hampshire County Council – Youth Service			
Hampshire County Council – Ashcroft Centre		<b>Partnerships</b>	
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	#
<b>Housing</b>		Fareham & Gosport Clinical Commissioning Group	
First Wessex Housing		<b>Other</b>	
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)	
		<b>Other Continued</b>	
		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	

**SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING**

**APPENDIX C**

<b>Date of Meeting</b>	<b>Subject</b>	<b>Type of Item</b>	<b>Action by Board</b>	<b>Outcome</b>	<b>Link Officer</b>
19 November 2015	Question and Answer session with Solent Local Enterprise Partnership	Presentation	<p>The Board received a presentation from Mrs Anne-Marie Mountifield the Chief Executive of Solent Local Enterprise Partnership (Solent LEP) on an overview of the LEP, its achievements so far and the challenges for the future</p> <p>Members were also given the opportunity to put any questions they had regarding the work of the Solent LEP to Anne-Marie Mountifield.</p> <p>At the invitation of the Chairman, Councillor Mrs K K Trott addressed the Board on this item.</p> <p>It was AGREED that the Board thank Anne-Marie Mountifield for her extremely informative presentation and for answering the Board's questions.</p>	Complete.	Andrew Wannell
	Minutes of Meetings of Policy Development and Review Panels	Review	<p>The Board was asked to receive the minutes of the meetings of the Policy Development and Review Panels held since 28 July 2015.</p> <p><b>(1) Minutes of meeting Wednesday, 29 July 2015 of Leisure and Community Policy Development and Review Panel</b></p>	Complete	Andrew Wannell



			<p>The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 29 July 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(2) Minutes of meeting Wednesday, 9 September 2015 of Leisure and Community Policy Development and Review Panel</b></p> <p>The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 9 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(3) Minutes of meeting Thursday, 10 September 2015 of Streetscene Policy Development and Review Panel</b></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 10 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(4) Minutes of meeting Monday, 14</b></p>		
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			<p><b>September 2015 of Planning and Development Policy Development and Review Panel</b></p> <p>The Vice-Chairman of the Planning and Development Policy and Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 14 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(5) Minutes of meeting Thursday, 24 September 2015 of Health and Housing Policy Development and Review Panel</b></p> <p>The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford was invited to review the minutes of the meeting held on 24 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(6) Minutes of meeting Thursday, 22 October 2015 of Streetscene Policy Development and Review Panel</b></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 22 October 2015.</p>		
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			<p>Councillor Keeble referred to minute item 6 which mentioned a report/presentation on Project Integra to come to either the Streetscene Panel or the Scrutiny Board.</p> <p>Members agreed that it would be added onto the Scrutiny Board Work Programme.</p> <p>It was AGREED the minutes be received.</p> <p><b>(7) Minutes of meeting Tuesday, 3 November 2015 of Planning and Development Policy Development and Review Panel</b></p> <p>The Vice-Chairman of the Planning and Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 3 November 2015.</p> <p>It was AGREED the minutes be received.</p> <p><b>(8) Minutes of meeting Wednesday, 4 November 2015 of Leisure and Community Policy Development and Review Panel</b></p> <p>The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 4 November 2015.</p>		
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			It was AGREED the minutes be received.		
	Review of the Board's Work Programme	programming	<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>Members discussed the option of including a presentation on Project Integra into the current work programme but it was felt that the work programme for 2015/16 was already very full and therefore it was agreed to add this item into the May 2016 meeting.</p> <p>It was AGREED that the Work Programme for 2015/16 be approved.</p>	Complete.	Andrew Wannell

# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date**                    **14 January 2016**

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

**Subject:**              **FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE  
BUDGET AND COUNCIL TAX 2016/17**

#### **SUMMARY**

The Scrutiny Board is asked to consider and review the Executive's proposals for the overall capital programme and revenue budget for 2016/17. The Director of Finance and Resources will refer any proposals or comments of the Board to the Executive meeting on 1 February 2016.

#### **RECOMMENDATION**

That any proposals or comments of the Board be referred to the Executive at its meeting on 1 February 2016

## **INTRODUCTION**

1. On 11 January 2016, the Executive reviewed the Council's finance strategy, and considered the capital and revenue items to be included in the revised budgets for 2015/16, the budget for 2016/17 and beyond, as well as the implications for the council tax in 2016/17. A copy of this report is attached as Appendix A, 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) that the capital programme for the period 2015/16 - 2019/20, amounting to £36,959,000 as set out at Appendix A to the report be approved;
  - (b) that the proposed fees and charges for 2016/17, as set out in Appendix B to the report be approved;
  - (c) that the revised 2015/16 general fund budget, amounting to £9,174,600 be approved;
  - (d) that the base 2016/17 general fund revenue budget amounting to £8,736,600 be approved; and
  - (e) that the use of the surplus on the spending reserve as set out in paragraphs 42-46 be approved.
3. A report will be submitted to the Executive on 1 February 2016. This report seeks final confirmation for the spending plans, together with recommendations for Full Council to consider on 19 February 2016 and officers will provide a verbal update on these to members of the Scrutiny Board on 14 January 2016.
4. Any comments or proposals that the Scrutiny Board may wish to submit will be considered by the Executive on 1 February 2016.

## **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 funding position from central Government as well as other more local budget pressures. These changes will continue to affect the Council's finances and it remains an important part of the overall Medium Term Finance Strategy to retain sufficient balances to cater for the unexpected in these uncertain times.
7. The council should continue to explore opportunities to increase income sources for the Council as well as review efficiency plans in order that balanced budgets can be made in future years.

## **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 "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17" considered on 11th January 2016](#)

**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 11 January 2016

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Strategy/Policy:</b>	Finance Strategy 2015/16
<b>Corporate Objective:</b>	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 2015/16, the fees and charges and the revenue budget for 2016/17.

#### **Executive summary:**

This report gives the Executive the opportunity to consider the Council's capital programme, revised service budget for 2015/16, fees and charges for 2016/17 and proposed service budgets for 2016/17.

#### Capital Programme and Resources 2015/16 to 2019/20

The capital programme amounts to £36,959,000, and there are capital resources totalling £38,207,000 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 2015/16

The revised general fund revenue budget for 2015/16 amounts to £13,412,000 for service budgets with other budgets totalling £-4,237,400 giving an overall position of £9,174,600 which is the same as the base budget for 2015/16.

#### General Fund Revenue Budget 2016/17

The proposed general fund budget for 2016/17 totals £12,283,400 for service budgets along with £-3,546,800 for other budgets giving an overall position of £8,736,600 which is a reduction of £438,000 against the original budget for 2015/16.

**Recommendation/Recommended Option:**

That the Executive agrees:

- (a) that the capital programme for the period 2015/16 - 2019/20, amounting to £36,959,000 as set out at Appendix A to the report be approved;
- (b) that the proposed fees and charges for 2016/17, as set out in Appendix B to the report be approved;
- (c) that the revised 2015/16 general fund budget, amounting to £9,174,600 be approved;
- (d) that the base 2016/17 general fund revenue budget amounting to £8,736,600 be approved; and
- (e) that the use of the surplus on the spending reserve as set out in paragraphs 42-46 be approved.

**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 2016/17 and will allow the Council to approve the capital programme, general fund revised revenue budget for 2015/16, fees and charges for 2016/17 and draft revenue budget for 2016/17.

**Cost of proposals:**

As detailed in the briefing paper contained in the report.

**Appendices:**

**A:** Capital Programme 2015/16 to 2019/20

**B:** Fees and Charges for 2016/17

**C:** Revenue Budget Summary for 2016/17

**D:** Revenue Budget Detail for 2016/17

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	11 January 2016
<b>Subject:</b>	<b>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</b>
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	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 2015, in advance of the budget process. The Finance Strategy reviewed the Council's overall financial position, taking into the following fundamental principles:
  - Resources
  - Capital Expenditure
  - Revenue Expenditure
  - Transparency and Openness
  - Partnership Working
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 2016/17

5. On 12 October 2015 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 2016/17 and later years.

6. A major corporate priority for the Council has been to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 1.1% (Nov 15) and headline RPI was also 1.1%.
7. Gross expenditure on services in 2015/16 is £45.1 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

## GENERAL FUND CAPITAL PROGRAMME

8. The General Fund capital programme for the period 2015/16 - 2019/20 has been revised to take account of new schemes, re-phased schemes and the continuation of the rolling programmes in 2019/20.
9. The programme now totals £36,959,000 and is summarised in the following table with the details set out in Appendix A:

	2015/16	2016/17	2017/18	2018/19	2019/20	Un-allocated	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Public Protection	0	0	0	0	0	479	479
Streetscene	48	434	175	0	0	259	916
Leisure & Community	8,256	1,922	552	0	0	513	11,243
Health & Housing	1,630	560	480	480	480	100	3,730
Planning & Development	32	48	17	0	0	961	1,058
Policy & Resources	2,945	11,048	1,260	540	540	3,200	19,533
<b>TOTAL</b>	<b>12,911</b>	<b>14,012</b>	<b>2,484</b>	<b>1,020</b>	<b>1,020</b>	<b>5,512</b>	<b>36,959</b>

10. 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.
11. Resources available to fund the capital programme amount to £38,207,000 over the programme period, and therefore by 2019/20 there should be a surplus of £1,248,000.
12. 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 Holly Hill Leisure Centre 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.
13. 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 preparation of the Welborne Plan has been met. Capital resources will also be supplemented with any non-specific windfall income received during the year.

## **FEES AND CHARGES**

14. 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 2016/17 are set out in Appendix B.
15. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
16. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least an increase in income that is deemed to be realistic with the reasons for major variations from this policy set out below.
17. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased since October 2010 over which period RPIX has increased by 15.3%.
18. There has been a change to the way market pitch fees are calculated to try and introduce a more stable customer base by offering reduced fees for traders that are signed on rather than them being casual.
19. There is a large increase in some land charges fees where VAT has been introduced with effect from 1 February 2016.
20. There is a charge within the cemeteries service that is showing more than doubling of the charge. The reason for this increase is reflective of the officer time involved in dealing with these areas.

## **THE REVENUE BUDGET**

### **The Base Revenue Budget 2015/16**

21. The net revenue budget for 2015/16 was £9,174,600, a reduction of £341,500 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 2015/16**

22. The overall service budget is £1,638,900 higher than the base budget for the year.
23. The budget reflects the cost of severance payments as a result of restructures around the Council in particular the effects of the senior management restructure that was approved by Full Council in October 2015. It is detailed later in the report that the cost of severance is for 2015/16 is met from reserves.
24. Other budgets, such as investment income, contributions to capital, movement in reserves, etc. have increased by an equivalent amount, and the revised budget

remains as £9,174,600. Further information of how this is spread across portfolios is in Appendix C.

## **THE SERVICE BUDGETS 2016/17**

### **Cost of Services**

25. The cost of services is shown at Appendix D and has been prepared in line with the Medium Term Finance Strategy that was approved by the Executive in October 2015.
26. The budget implications of that decision have been built into the service budgets for 2016/17 along with the savings anticipated through the implementation of the Vanguard Method.
27. The budget reflects service restructures that have taken place during the financial year and some of the restructures will have resulted in additional severance costs. The budget takes into account the senior management restructure that was reported to Full Council also in October which will reduce the establishment cost to the council in 2016/17.
28. As well as restructures there have been changes to the way that internal recharges are calculated in line with streamlining the number of recharges to service headings. This has resulted in some budgets increasing while others will have seen a reduction.
29. The budget takes into account pressures that were identified in the finance strategy but also will show the revenue costs of the Daedalus project and the costs of running the Innovation Centre that haven't previously been included.
30. Another area that has shown increase in cost is the review of the local plan and other Regeneration work that will be taking place during the latter part of 2015/16 and during 2016/17 onwards. It is detailed in later paragraphs in the report that these areas are funded from the spending reserve.
31. Other areas have seen costs reduce especially those reliant on vehicle usage where fuel prices have been falling and appear to have been stabilised for nearly a year.
32. The cost of refuse collection continues to rise particularly the disposal of waste to Hampshire County Council with this also affecting the trade waste service. The price of recycled goods has fallen which has seen a drop off in the income that the service receives and this has a knock on effect to the textile banks where some money was used to give grants to local organisations.

### **Other Budgets**

33. 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.
34. 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).

35. 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.
36. The reduction in the figures for the base budget for 2016/17 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 and 2016/17.
37. 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 2016/17 the contribution will be £125,000, which is in line with the current year.
38. Contribution from Reserves: This represents one-off items items in the budget that are funded from reserve accounts that the Council holds.
39. Taking account of all revenue budget items, the overall budget for 2016/17 will be £8,736,600, which represents an overall decrease of £438,000 or 4.8%.

## **BUDGET PRESSURES AND SERVICE EFFICIENCIES**

40. 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.
41. It is essential that efficiencies continue to be found in order to meet the budget pressures in light of the Autumn Spending review where funding for local government will be significantly reduced during the life time of the current Government.

## **SPENDING RESERVE**

42. 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 gross expenditure in 2015/16, this equates to £2,256,000 and the current balance in the reserve is £3,142,300, a surplus over the minimum balance of £886,300.
43. 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.
44. Paragraphs 22-29 review the revenue budget capital programme and resources needed in order to meet this programme. The main impact on the council's

budgets for 2015/16 is through establishment changes as a result of restructures and it is recommended that £500,000 of the surplus is used to cover one-off severance payments.

45. A further impact on the budget is as a result of the Local Plan review and regeneration projects and it is recommended that £200,000 is used from the surplus spending reserve to begin initial work in these areas.
46. Finally, paragraphs 8-13 review the capital programme and whilst there is a small surplus available at the end of the programme there will be a need for other capital projects to commence in order to keep council assets maintained to a suitable standard. It is recommended that the remainder of the spending reserve surplus of £186,300 is transferred to support the capital programme.

### **GOVERNMENT SUPPORT IN 2016/17 and in the future**

47. Currently, local councils receive their funding from 4 main sources: grants from central government; local business rates; council tax; and other locally generated income such as fees and charges for services.
48. 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.
49. The autumn statement in November 2015 confirmed that while the economy continues to improve there remains the need reduce funding to many Government departments, with local government being one that will see funding reduced by at least a third by the end of this parliament.
50. Local government will also see other changes including the phasing out of revenue support grant in favour of 100% retention of business rates for the sector. The final details of this have yet to be released.

### **RISK ASSESSMENT**

51. In considering the budget, there are a number of issues that need to be borne in mind, as set out below:-
52. The economic climate continues to change and while there has been some stability generally it still remains that some services have seen an impact on demand and will continue to do so.
53. The Council Tax has been frozen since April 2009 and in that time Government resources have reduced by almost half. Between April 2009 and November 2015 RPIX has increased by 23.1%.
54. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure which, for 2015/16, is £2,256,000. 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.



55. While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period (by just under £1 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.

## **CONCLUSION**

56. 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.
57. Consequently, the budget setting process for 2016/17 has presented very similar challenges that were experienced during the 2015/16 budget, but there have been new challenges. 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.
58. Taking new priority spending into account, the proposed revenue budget for 2016/17 will provide sufficient resources to deliver the Council's services and its priorities, and enable the council tax for 2016/17 to be set below capping limits.

### **Enquiries:**

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

## CAPITAL PROGRAMME 2015/16 to 2019/20

	2015/16	2016/17	2017/18	2018/19	2019/20	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>PUBLIC PROTECTION</b>							
CCTV Refurbishment Programme						479	479
<b>PUBLIC PROTECTION TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>479</b>	<b>479</b>
<b>STREETSCENE</b>							
Health and Safety in Cemeteries	8	108					116
Street Lighting Maintenance	40						40
Play Area Safety Surface Replacement		50				259	309
Bus Shelters		276	175				451
<b>STREETSCENE TOTAL</b>	<b>48</b>	<b>434</b>	<b>175</b>	<b>0</b>	<b>0</b>	<b>259</b>	<b>916</b>
<b>LEISURE AND COMMUNITY</b>							
<b>Buildings</b>							
Ferneham Hall Major Repairs Programme	50					513	563
Community Buildings Review	60	325	20				405
Whiteley Community Centre Refurbishment	50	50					100
Holly Hill Leisure Centre	7,300	850	532				8,682
Holly Hill Leisure Centre Fixtures and Fittings		585					585
	<b>7,460</b>	<b>1,810</b>	<b>552</b>	<b>0</b>	<b>0</b>	<b>513</b>	<b>10,335</b>
<b>Play Schemes</b>							
Upgrade Play Areas	50						50
Abshot Road Youth Facility	26						26
King George V Play Area	75						75
Park Lane Concrete Skate Park	28						28
Park Lane Outdoor Gym	30						30
Relocation of Play Area at Park Lane	83						83
Hammond Road Youth Facility	10						10
Segensworth Play Area	80						80
Stubbington Rec Play Area	80						80
Course Park Play Area	40						40
Blackbrook Park Skate Park	40						40
Birchen Road Youth Facility	50						50
	<b>592</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>592</b>
<b>Outdoor Recreation Schemes</b>							
Bath Lane Cricket Pavilion / GM Store	83						83
Burridge Changing Rooms Improvements	15						15
Park Lane Tennis Courts	57						57
Stubbington Tennis Courts	19						19
Locks Heath Recreation Changing Rooms		30					30
	<b>174</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204</b>
	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Un-allocated</b>	<b>Total</b>

	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Grants to Community Groups</b>							
Lee-on-the-Solent Golf Club	5						5
Titchfield Amateur Boxing Club	25						25
Fareham School of Gymnastics		30					30
	30	30	0	0	0	0	60
<b>Other Community Schemes</b>							
Footpath Improvements		36					36
Allotment Improvements		16					16
	0	52	0	0	0	0	52
<b>LEISURE AND COMMUNITY TOTAL</b>	<b>8,256</b>	<b>1,922</b>	<b>552</b>	<b>0</b>	<b>0</b>	<b>513</b>	<b>11,243</b>
<b>HEALTH AND HOUSING</b>							
<b>Private Sector Housing</b>							
Home Improvement Loans	80	60	60	60	60		320
Disabled Facilities Grants	480	500	420	420	420		2,240
Empty Homes Strategy						100	100
Flood Resilience Grants from DEFRA	6						6
	566	560	480	480	480	100	2,666
<b>Enabling</b>							
Land/House Purchases	1,040						1,040
Feasibility Studies	24						24
	1,064	0	0	0	0	0	1,064
<b>HEALTH AND HOUSING TOTAL</b>	<b>1,630</b>	<b>560</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>100</b>	<b>3,730</b>
<b>PLANNING AND DEVELOPMENT</b>							
Environmental Improvements Future Programme						350	350
Car Parks Surface Improvements	10	31				611	652
Osborn Road MSCP Improvements	22	17	17				56
<b>PLANNING AND DEVELOPMENT TOTAL</b>	<b>32</b>	<b>48</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>961</b>	<b>1,058</b>
<b>POLICY AND RESOURCES</b>							
Vehicles and Plant Replacement Programme	429	360	360	360	360		1,869
ICT Rolling Programme	271	230	180	180	180		1,041
Civic Offices Improvement Programme	200	400	720				1,320
Depot Refurbishment Works	58						58
Daedalus	50	10,040				3,200	13,290
Commercial Property Investment Acquisitions	1,937						1,937
Vannes Twinning 50th Anniversary Sculpture		18					18
<b>POLICY AND RESOURCES TOTAL</b>	<b>2,945</b>	<b>11,048</b>	<b>1,260</b>	<b>540</b>	<b>540</b>	<b>3,200</b>	<b>19,533</b>
<b>GENERAL FUND TOTAL</b>	<b>12,911</b>	<b>14,012</b>	<b>2,484</b>	<b>1,020</b>	<b>1,020</b>	<b>5,512</b>	<b>36,959</b>

## APPENDIX B

### FEEES AND CHARGES

## **EXECUTIVE PORTFOLIO**

### **HOUSING AND HEALTH**

#### **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.

<b>Other Housing</b>	<b>Current Fee £</b>	<b>Proposed Fee</b>	<b>% increase</b>
<b>Housing Advances</b> Second mortgage enquiry forms (Note 1)	63.00	66.00	4.8
<b>Care Line Service</b> Telephone link for assistance (private sector) (Note 2)			
<b>Notes</b> 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

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

<b>Flexible Season Tickets for use in any outer shopping centre car park</b>	<b>1 Day £</b>	<b>2 Days £</b>	<b>3 Days £</b>	<b>4 Days £</b>	<b>Weekly £</b>
<b>Full Day</b>					
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

<b>Flexible Season Tickets for use in any outer shopping centre car park</b>	<b>1 Day £</b>	<b>2 Days £</b>	<b>3 Days £</b>	<b>4 Days £</b>	<b>Weekly £</b>
<b>Half Day (up to 5 hours)</b>					
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

<b>Penalty Charge Notices</b>	<b>Current Fee £</b>
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

	<b>Current Fee £</b>	<b>Proposed Fee</b>	<b>% increase</b>
<b><u>DISCRETIONARY CHARGES</u></b>			
<b>Local Land Charges 1 Search Fees</b> (Not subject to VAT)			
<b>Official Certificate of Search</b> In the whole or any part of the register			
First parcel of land – paper search	32.00	32.00	NIL
First parcel of land – electronic search	32.00	32.00	NIL
Each additional parcel	10.50	10.50	NIL
<b>Other Local Land Charges Fees</b> (Not subject to VAT)			
Registration of a light obstruction notice	70.00	70.00	NIL
Filing Lands Tribunal certificate	2.50	2.50	NIL
Filing light obstruction judgement etc	7.00	7.00	NIL
Inspection of rule 10 documents	2.50	2.50	NIL
Office copy register entry	1.50	1.50	NIL
Office copy plan or document	Discretionary		
<b>CON29R Official Enquiries – Part I</b> <b>(Inclusive of VAT at the prevailing rate)</b>			
First parcel of land	132.00	158.40	20.0
Each additional parcel	30.50	36.60	20.0
<b>CON29O Official Enquiries – Part II</b> <b>(Inclusive of VAT at the prevailing rate)</b>			
First parcel of land	23.00	27.60	20.0
Each additional parcel	41.00	49.20	20.0
Common Registration Searches	23.00	27.60	20.0
Note – CON29R and CON29O will increase from 1 Feb 2016 as they are now a Vatable service.			

## **PRINTING & COPYING**

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

## **LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Lettings - (Notes 1 - 4)(Not subject to VAT)</b>			
Collingwood Room – per hour	58.00	61.00	5.2
Pulheim Room – per hour	22.00	23.50	6.8
Vannes Room – per hour	22.00	23.50	6.8
Council Chamber – per hour	95.00	100.00	5.3
<b>Notes</b>			
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 FEES**

<b>Fareham (inclusive of VAT at the prevailing rate) Note change of methodology from regular to cost per foot</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Regular</b>			
10ft	30.00	N/A	
20ft	60.00	N/A	
30ft	83.00	N/A	
40ft	105.00	N/A	
<b>Signed on pitch fee</b>			
Per foot, minimum of 15ft, maximum of 50ft	N/A	2.00	New
<b>Casual</b>			
10ft	35.00	N/A	
20ft	70.00	N/A	
<b>Casual pitch fee</b>			
Per foot, minimum of 15ft, maximum of 50ft	N/A	2.50	New
<b>Additional Christmas Markets</b>			
Per foot, minimum of 15ft, maximum of 50ft	N/A	1.00	New



<b>Portchester (not subject to VAT)</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Regular 10ft 20ft	21.00 42.00	N/A N/A	
Signed on pitch fee Per foot, minimum of 15ft, maximum of 50ft		1.00	New
Casual 10ft 20ft	21.00 42.00	N/A N/A	
Casual pitch fee Per foot, minimum of 15ft, maximum of 50ft		1.50	New

## **EXECUTIVE PORTFOLIO**

### **PUBLIC PROTECTION**

#### **DOG CONTROL**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Statutory Charge - 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	NIL
Dog Kennelling - For first 24 hours or part thereof	65.00	65.00	NIL
Dog Kennelling - For any subsequent 24 hours or part thereof	35.00	35.00	NIL
Micro-chipping of dogs - Note 1	10.00	15.00	50.0
Additional dog at the same address – Note 1	N/A	15.00	N/A
Private home check visit - Note 1	30.00	30.00	NIL
<b>Notes:</b> 1. Fee inclusive of VAT at the prevailing rate.			

### **POLLUTION REDUCTION**

Environmental Protection Act 1990 - Charges available on application to the Director of Community.

Out of hours service charges based on the actual cost to the Council.

### **POLLUTION & PRIVATE SECTOR HOUSING**

	<b>Current Fee £</b>
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
Immigration requests (inclusive of VAT at the prevailing rate)	111.00
<b>NEW STATUTORY CHARGES TO BE INCLUDED</b> Licensing of Houses in Multiple Occupancy (Not subject to VAT)	
5 people	770.00
6-10 people	960.00
11-15 people	1150.00
16-20 people	1340.00
More than 20 people	1530.00

#### **ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Abandoned Vehicles</b>			
Removal of vehicle from motorway - Statutory Charge	150.00	150.00	NIL
Removal of vehicle from elsewhere - Statutory Charge	150.00	150.00	NIL
Storage (per 24 hours or part)	24.00	25.00	4.2
Disposal	59.00	62.00	5.1

#### **CLEAN BOROUGH ENFORCEMENT**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Litter and Fouling</b>			
Dropped litter – fixed penalty	75.00	75.00	NIL
Fouling of land act – fixed penalty	75.00	75.00	NIL

#### **FOOD SAFETY**

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

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Export Health Certificates	74.00	75.00	1.35
Issue of Certificate for Unsound Food - (Notes 2)	188.00	190.00	1.06
Transportation of Unsound Food:			
- First hour (min 1 hour) - (Notes 1 & 3)	138.00	140.00	1.44
- Subsequent whole hours - (Notes 1 & 3)	70.00	70.00	NIL
- Transport and disposal - (Note 4)			
<b>Notes:</b>			
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**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b><u>DOMESTIC PREMISES (Notes 1 &amp; 2)</u></b>			
Fleas, Carpet Beetles and Carpet Moths			
1, 2 or 3-bedroomed property	64.00	65.00	1.56
4-bedroomed property	70.00	70.00	NIL
5-bedroomed property	80.00	80.00	NIL
over 5 bedrooms		Quotation on request	
Bedbugs - All properties	109.00	110.00	0.92
All other insects (including wasps)	64.00	65.00	1.56
Rodent control treatment and advice			No charge
<b><u>PEST CONTROL: COMMERCIAL PREMISES (Note 1)</u></b>			
Rodents and insects for up to the first 15 minutes	70.00	72.00	2.86
Charge for each additional 15 minutes or part thereof	15.00	18.00	20.00
<b>Notes</b>			
1. Fee inclusive of VAT at the prevailing rate.			
2. Persons in receipt of certain benefits - Free.			

### **COMMUNITY SAFETY - CCTV**

	<b>Current</b>	<b>Proposed</b>	<b>%</b>
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	<b>Fee £</b>	<b>Fee £</b>	<b>increase</b>
Access to CCTV Footage (VAT Inclusive)	67.00	70.00	4.5

### **GENERAL CHARGES**

<b>Other items</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Responding to solicitors/consultants enquiries (per question)	67.00	70.00	4.5
Responding to other detailed enquiries - (Note 1)			
Copies of statutory register	67.00	70.00	4.5
Attendance at court as a witness – Charge based on cost to the Council			
<u>Notes</u> 1. At the discretion of the Director of Planning and Regulation			

## **EXECUTIVE PORTFOLIO**

### **STREETSCENE**

#### **DISCRETIONARY SERVICES**

##### **STREET CLEANSING**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Shopping trolley collection	79.00	83.00	5.1

##### **REFUSE COLLECTION**

<b>Domestic Bulk Waste</b>	<b>Proposed Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Single Item	31.00	33.00	6.5
Half Load	70.00	74.00	5.7
Full Load	124.00	130.00	4.8
Collection of fridges/freezers	16.00	17.00	6.3

##### **TRADE WASTE**

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

##### **REFUSE AND RECYCLING SERVICES**

	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days	75.00	75.00	NIL

##### **GARDEN WASTE COLLECTION**

<b>Domestic Garden Waste</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
First Sack			
Subsequent sacks - Roll of 25 single use sacks	23.50	24.50	4.3
Subsequent sacks - Roll of 5 single use sacks	5.75	6.00	4.3

##### **CEMETERIES AND BURIAL GROUNDS**

Charges stated exclusive of VAT unless stated

## RESIDENT FEES

Resident fees are charged when the person to be interred lived in the Borough of Fareham prior to their death.

Persons residing in Care and Nursing homes outside the Borough are also classed as residents if they lived in the Borough of Fareham prior to moving to Care and Nursing Homes.

## NON-RESIDENT FEES

Non-resident fees are charged when the person to be interred did not live in the Borough prior to their death. Fees in relation to the purchase of the 30 year lease will also apply.

Non-residents fees are charged when a person wishes to reserve a grave and lives outside the Borough at the time of their application to purchase the 30 year lease

ASHES (CREMATED REMAINS)	Current Fee £		Proposed Fee £		Inc %
	Resident	Non-Resident	Resident	Non-Resident	
<b>Interment</b>					
a) Burial of ashes into a cremation plot	160.00	320.00	170.00	340.00	6.3
<b>Exclusive right of burial (30 Year lease)</b>					
b) Purchase of 30 year lease (area selected by Council)	175.00	350.00	185.00	370.00	5.7
c) Purchase of 30 year lease (area chosen by customer where possible)	260.00	520.00	275.00	550.00	5.8
<b>Memorials</b>					
d) Application to place a flat memorial tablet	42.00	42.00	44.00	44.00	4.8
e) Application to add a further inscription onto an existing tablet	29.00	29.00	30.00	30.00	3.5

BURIAL AREA	Current Fee £	Proposed Fee £	Inc %
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	Resident	Non-Resident	Resident	Non-Resident	
<b>Interment</b>					
f) Burial of a body into a new grave	675.00	1,350.00	710.00	1,420.00	5.2
g) Re-open an existing grave for second burial	515.00	1,030.00	540.00	1,080.00	4.9
h) Application to scatter ashes	55.00	110.00	55.00	110.00	NIL
i) Burial of ashes into grave at cremation depth	160.00	320.00	170.00	340.00	6.3
j) Burial of ashes into grave at burial depth	300.00	600.00	315.00	630.00	5.0
k) Burial of a body into a new grave	675.00	1,350.00	710.00	1,420.00	5.2
<b>Exclusive right of burial (30 year lease)</b>					
l) Purchase of 30 year lease (area selected by Council)	515.00	1,030.00	540.00	1,080.00	4.9
m) Purchase of 30 year lease (area chosen by customer where possible)	720.00	1,440.00	755.00	1,510.00	4.9
n) Purchase of 30 year lease (Child's grave)	245.00	245.00	257.00	257.00	4.9
<b>Memorials</b>					
o) Application to place a headstone for ten years	145.00	145.00	152.00	152.00	4.8
p) Renewal of the application to place a headstone	27.00	27.00	55.00	55.00	103.7
q) Application for additional inscription on headstone and re-erection	110.00	110.00	115.00	115.00	4.6
r) Application to place a fixed memorial vase	42.00	42.00	44.00	44.00	4.8
s) Application to add a further inscription onto an existing fixed memorial vase	30.00	30.00	30.00	30.00	NIL

MISCELLANEOUS	Current Fee £	Proposed Fee £	Inc %
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	Resident	Non-Resident	Resident	Non-Resident	
<b>Interment</b>					
t) Hire of Chapel at Wickham Road Cemetery	90.00	90.00	100.00	100.00	11.0
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	55.00	55.00	55.00	55.00	NIL
v) Administration fee for making arrangements directly with Council (ashes only)	55.00	55.00	55.00	55.00	NIL
w) To undertake the arrangements for funerals under the Public Health Act	350.00	350.00	370.00	370.00	5.7
x) Burial out of hours	At Cost	At Cost	At Cost	At Cost	
y) Exhumation	At Cost	At Cost	At Cost	At Cost	
z) Purchase of commemorative bench and plaque	1,275.00	1,275.00	1,350.00	1,350.00	5.9

### **Sponsorship of Roundabouts**

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

### **FORESHORE**

<b>Beach Huts - (Including VAT)</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Residents	411.00	444.00	8.0
Non-residents	822.00	888.00	8.0

## EXECUTIVE PORTFOLIO

### LEISURE AND COMMUNITY

#### SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES –

<b>Football, Rugby &amp; Hockey - (Notes 1, 2, 3, &amp; 4)</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Casual games: per match			
- Senior	69.00	72.00	4.3
- Junior (under 18)	29.00	30.00	3.4
- Mini Soccer per match	18.50	19.00	2.7
- Mini Soccer per half day per pitch	38.00	39.00	2.6
Training Sessions			
- 2 hours (juniors - half charge)	40.00	42.00	5.0
Seasonal charges (note 4)			
- Senior			
- Junior (under 18)	1,555.00	1,630.00	4.8
- Mini soccer per match	690.00	724.00	4.9
	450.00	472.00	4.9

#### Notes

1. Fee inclusive of VAT at the prevailing rate, unless exemption conditions as set out on page 1 are met.
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. Based on 30 games (3 \* 10 block bookings) and discounted

<b>Cricket (Notes 1 and 2)</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Casual games: per match			
- Senior	73.50	77.00	4.8
- Junior (under 18)	28.00	29.00	3.6
- Evening games: Senior	59.50	62.00	4.2
- Evening games: Junior	25.50	26.00	2.0

#### Notes

1. Fee inclusive of VAT at the prevailing rate unless exemption conditions as set out on page 1 are met.
2. Clubs not resident in Borough pay double casual rate.

<b>Tennis (Notes 1 &amp; 2)</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
Courts – per court per hour			
- Senior	8.30	8.80	6.0
- Junior (under 18)	3.80	4.00	5.3
Seasonal charges Stubbington, Sarisbury & Locks Heath courts	1,621.00	1700.00	4.9

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.

<b>Bowls</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Seasonal Charges - (Note 1)</b>			
Fareham Bowling Club (6 rinks & clubhouse)	5,530.00	5,800.00	4.9
Crofton Community Association (6 rinks)	5,530.00	5,800.00	4.9
<b>Fees - (Note 2)</b>			
Green Fees	4.40	4.50	2.3
Hire of Woods	1.60	1.70	6.2
Hire of shoes (not applicable at Portchester or Priory Park)	1.60	1.70	6.2

Notes

1. Public to have use of at least one rink at each green
2. Retained by clubs. Max charge per player per hour

<b>Miscellaneous</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>% increase</b>
<b>Releasing of pigeons - (Note 1)</b>	39.00	40.00	2.6
<b>Use of recreation grounds by Schools</b>			
Hampshire County Council Schools – per match - (Note 1)	54.00	56.00	3.7
Meoncross School – per match - (Note 1)	54.00	56.00	3.7
Wykeham House – per annum - (Notes 1 & 2)	11,600.00		
<b>Hire of open space of land for local shows etc - (Note 3)</b>			
<b>Hire of recreation grounds for local shows etc – (Note 1 &amp; 3)</b>			
Commercial hiring - (Note 4)			
Charitable hiring - (Note 5)	77.00	80.00	3.9
<b>Use of changing facilities - (Note 1)</b>	39.50	41.00	3.8
<b>Rounders</b>			
Bath Lane Recreation Ground - (Note 1)	68.00	71.00	4.4
Stubbington Recreation Ground - (Note 1)	68.00	71.00	4.4

#### 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

## FERNEHAM HALL

Standard Rates	Current		Proposed		Increase	
	Mon. to Thurs.	Fri. to Sun	Mon. to Thurs.	Fri. to Sun.	Mon to Thurs.	Fri. to Sun.
	£	£	£	£	%	%
<b>Solent</b>						
Morning Hire [9am- 1pm] (4 hours)	£631	£837	£663	£879	5.1%	5.0%
Afternoon Hire [2pm– 6 pm] (4 hours)	£750	£931	£788	£978	5.1%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£931	£1,098	£978	£1,153	5.0%	5.0%
Daytime Hire [9am- 6pm] (9 hours)	£1,066	£1,327	£1,119	£1,393	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£1,335	£1,703	£1,402	£1,788	5.0%	5.0%
Three Day Hire [9am – Midnight]	£3,029	£3,820	£3,180	£4,011	5.0%	5.0%
Hourly Rate After Midnight	£349	£462	£366	£485	4.9%	5.0%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Solent + Octagon OR Solent + Meon	To be charged as room hiring + hourly rate x 50%					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£7,753		£8,141		5.0%	
<b>Octagon or Meon</b>						
Half-Day Hire Flexible (4 Hours)	£208	£274	£218	£288	4.8%	5.1%
Daytime hire [9am– 5pm] (8 Hours)	£369	£495	£387	£520	4.9%	5.1%
Evening hire [6pm– Midnight] (6 Hours)	£342	£596	£359	£626	5.0%	5.0%
Hourly Rate After Midnight	£87	£113	£91	£119	4.6%	5.3%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s).					
Day Hire [9am- 6pm] (9 Hours)	£1,502	£1,876	£1,577	£1,970	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 Hours)	£1,844	£2,499	£1,936	£2,624	5.0%	5.0%
Three Day Hire [9am- Midnight]	£4,624	£6,346	£4,855	£6,663	5.0%	5.0%
Hourly Rate After Midnight	£536	£670	£563	£704	5.0%	5.1%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire: Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£10,480		£11,004		5.0%	

Discounted Rates	Current		Proposed		Increase	
	Mon. to Thurs.	Fri. to Sun	Mon to Thurs.	Fri. to Sun.	Mon to Thurs	Fri to Sun
	£	£	£	£	%	%
<b>Solent</b>						
Morning Hire [9am- 1pm] (4 hours)	£442	£551	£464	£579	5.0%	5.1%
Afternoon Hire [2pm– 6 pm] (4 hours)	£488	£657	£512	£690	4.9%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£610	£718	£641	£754	5.1%	5.0%
Daytime Hire [9am- 6pm] (9 hours)	£697	£864	£732	£907	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£878	£1,105	£922	£1,160	5.0%	5.0%
Three Day Hire [9am – Midnight]	£1,970	£2,479	£2,069	£2,603	5.0%	5.0%
Hourly Rate After Midnight	£228	£295	£239	£310	4.8%	5.1%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Solent + Octagon OR Solent + Meon	To be charged as room hiring + hourly rate x 50%					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£5,039		£5,291		5.0%	
<b>Octagon or Meon</b>						
Half-Day Hire Flexible (4 Hours)	£134	£181	£141	£190	5.2%	5.0%
Daytime hire [9am– 5pm] (8 Hours)	£240	£322	£252	£338	5.0%	5.0%
Evening hire [6pm– Midnight] (6 Hours)	£222	£390	£233	£410	5.0%	5.1%
Hourly Rate After Midnight	£60	£80	£63	£84	5.0%	5.0%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s).					
<b>Ferneham Hall (Whole Theatre)</b>						
Day Hire [9am- 6pm] (9 Hours)	£978	£1,194	£1,027	£1,254	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 Hours)	£1,199	£1,629	£1,259	£1,710	5.0%	5.0%
Three Day Hire [9am-	£3,003	£4,128	£3,153	£4,334	5.0%	5.0%

Midnight]						
Hourly Rate After Midnight	£349	£436	£366	£458	4.9%	5.0%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£6,808		£7,148		5.0%	

Fernehham Hall Ancillary Charges	Current		Proposed		Increase	
	Per Day	Per Week	Per Day	Per Week	Per Day	Per Week
	£	£	£	£	%	%
<b>Expertise</b>						
Technician (Sound, Lighting, etc)- Per Hour	£16		£17		6.3%	6.3%
Senior Steward- Per Hour	£16		£17		6.3%	6.3%
Stage Manager	Included in Fee	Included In Fee	Included in Fee	Included In Fee	-	-
Office Manager (Outside Normal Hours)- Per Hour	£16		£17		6.3%	6.3%
<b>Technical- Lighting</b>						
Follow Spot Operator (Per 4 Hours)	£60	-	£63	-	5.0%	-
Martin MAC250's (Max 8)	£42	£95	£44	£100	4.8%	5.3%
Star Cloth	£101	£342	£106	£359	5.0%	5.0%
<b>Technical- Sound</b>						
Radio Microphone	£26	£47	£27	£49	3.8%	4.3%
<b>Technical- Stage</b>						
Hazer DF50 inc. Fluid	£53	£101	£56	£106	5.7%	5.0%
Pyro System (Up To 6 Pods)	£32	£74	£34	£78	6.3%	5.4%
Gauze (Black)	£21	£47	£22	£49	4.8%	4.3%
Stage Extension (Per Rostra)	£6	-	£5	-	-	-
					16.7%	
<b>Technical- Other</b>						
Piano Hire- Yamaha Full Grand (Available On Stage Only)	£87	-	£91	-	4.6%	-
Electric Piano	£60	-	£63	-	5.0%	-
Piano Tuning	£101	-	£106	-	5.0%	-
Portable PA	£74	-	£78	-	5.4%	-
Slide Projector	£32	-	£34	-	6.3%	-

TV	£32	-	£34	-	6.3%	-
DVD/Video	£32	-	£34	-	6.3%	-
OHP & Screen	£32	-	£34	-	6.3%	-
<b>Functions- Misc</b>						
Flip Charts/Pens	£7.2	-	£7.53	-	5.0%	-
Photocopying	£0.19	-	£0.20	-	5.3%	-
Fax Facility	£1.76	-	£1.85	-	5.1%	-
Standard Exhibition Drops	£7.17	-	£7.53	-	5.0%	-
<b>Shows- Misc</b>						
Box Office	10% Gross (£50 Min)	-	10% Gross (£50 Min)	-	-	-
Complimentary Tickets	£1.00	-	£0.30 Each	-		-
Admin Charge for Print Tickets To Take Away	£32	-	£34	-	6%	-

Advertising	Current		Proposed		Increase	
	Standard	Discounted	Standard	Discounted	Standard	Discounted
	£	£	£	£	%	%
Internet Advertising (Weekly)	£68	£42	£71	£44	4.4%	4.8%
News Adverts (Within Our Column)	£113	£101	£119	£106	5.3%	5.0%
What's On Guide- ¼ Page	£128	£87	£134	£91	4.7%	4.6%
What's On Guide- ½ Page	£256	£134	£269	£141	5.1%	5.2%
What's On Guide- Page	£604	£336	£634	£353	5.0%	5.1%



## ACTUAL REVENUE BUDGET

	Budget 2015/16 £	Revised 2015/16 £	Variation Base to Rev £	Budget 2016/17 £	Variation Base to base £
Committees					
Planning Committee	753,000	688,700	-64,300	672,900	-80,100
Licensing and Regulatory Affairs Committee	490,200	561,700	71,500	491,400	1,200
Executive - Portfolio Budgets					
- Leisure and Community	2,112,600	2,809,300	696,700	2,635,700	523,100
- Health and Housing	1,215,000	1,298,200	83,200	1,196,900	-18,100
- Planning and Development	-1,001,900	-730,300	271,600	-595,700	406,200
- Policy and Resources	1,463,400	2,253,900	790,500	1,353,000	-110,400
- Public Protection	2,293,800	2,089,700	-204,100	2,050,600	-243,200
- Streetscene	4,447,000	4,440,800	-6,200	4,478,600	31,600
<b>SERVICE BUDGETS</b>	<b>11,773,100</b>	<b>13,412,000</b>	<b>1,638,900</b>	<b>12,283,400</b>	<b>510,300</b>
Capital Charges	-1,983,000	-2,227,200	-244,200	-2,227,200	-244,200
Capital Financing Costs					
- Use of Housing Capital Receipts	-230,000	-229,100	900	-230,000	0
- Direct Revenue Funding	1,301,000	1,301,000	0	1,295,000	-6,000
- Direct Revenue Funding NHB	897,900	897,900	0	897,900	0
Interest on Balances	-599,900	-699,900	-100,000	-569,900	30,000
Portchester Crematorium	-125,000	-125,000	0	-125,000	0
New Homes Bonus	-1,648,000	-1,653,800	-5,800	-2,068,000	-420,000
Contribution to(+)/from(-) Reserves	-211,500	-1,501,300	-1,289,800	-519,600	-308,100
<b>OTHER BUDGETS</b>	<b>-2,598,500</b>	<b>-4,237,400</b>	<b>-1,638,900</b>	<b>-3,546,800</b>	<b>-948,300</b>
<b>NET BUDGET</b>	<b>9,174,600</b>	<b>9,174,600</b>	<b>0</b>	<b>8,736,600</b>	<b>-438,000</b>

**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2016/17**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Committees				
Planning Committee	769,997	753,000	688,700	672,900
Licensing and Regulatory Affairs Committee	476,349	490,200	561,700	491,400
Executive - Portfolio Budgets				
Leisure and Community	462,438	2,112,600	2,809,300	2,635,700
Health and Housing	646,394	1,215,000	1,298,200	1,196,900
Planning and Development	-845,099	-1,001,900	-730,300	-595,700
Policy and Resources	8,146,787	1,463,400	2,253,900	1,353,000
Public Protection	1,888,653	2,293,800	2,089,700	2,050,600
Streetscene	3,909,028	4,447,000	4,440,800	4,478,600
<b>NET EXPENDITURE</b>	<b>15,454,547</b>	<b>11,773,100</b>	<b>13,412,000</b>	<b>12,283,400</b>

**SUBJECTIVE ANALYSIS**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employees	8,623,924	8,816,100	9,249,900	8,645,700
Premises-Related Expenditure	3,151,644	2,814,500	3,503,600	3,356,200
Transport-Related Expenditure	826,326	823,000	875,800	835,600
Supplies and Services	5,008,974	3,907,400	5,403,000	4,597,500
Third Party Payments	1,345,914	1,465,100	1,464,700	1,463,800
Transfer Payments	19,094,888	19,812,400	19,865,100	19,834,500
Support Services	2,719,603	2,985,800	2,855,600	2,777,800
Capital Charges	7,269,514	2,297,600	2,580,600	2,580,600
<b>GROSS EXPENDITURE</b>	<b>48,040,787</b>	<b>42,921,900</b>	<b>45,798,300</b>	<b>44,091,700</b>
Government Grants	-20,241,690	-20,148,100	-20,672,100	-20,351,500
Other Grants & Reimbursements	-2,162,720	-1,777,000	-1,952,200	-1,841,800
Customer & Client Receipts	-7,059,815	-5,738,400	-6,065,600	-5,982,600
Rents	-3,119,346	-3,482,300	-3,696,400	-3,632,400
Recharges to other Accounts	-2,669	-3,000	0	0
<b>GROSS INCOME</b>	<b>-32,586,240</b>	<b>-31,148,800</b>	<b>-32,386,300</b>	<b>-31,808,300</b>
<b>NET EXPENDITURE</b>	<b>15,454,547</b>	<b>11,773,100</b>	<b>13,412,000</b>	<b>12,283,400</b>

**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2016/17**

### **PLANNING COMMITTEE**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Planning Advice	272,400	307,400	229,200	231,500
Enforcement of Planning Control	142,002	131,600	125,200	115,100
Appeals	102,374	69,000	50,300	49,600
Processing Applications	253,221	245,000	284,000	276,700
	<u>769,997</u>	<u>753,000</u>	<u>688,700</u>	<u>672,900</u>

### **LICENSING AND REGULATORY AFFAIRS COMMITTEE**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Hackney Carriage and Private Hire Vehicles	-9,791	0	5,300	1,900
Licensing	15,698	-8,000	-10,700	-23,300
Health and Safety	196,006	148,700	154,200	152,000
Election Services	274,436	349,500	412,900	360,800
	<u>476,349</u>	<u>490,200</u>	<u>561,700</u>	<u>491,400</u>

### LEISURE AND COMMUNITY PORTFOLIO

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Community Grants	292,427	333,800	427,200	305,500
Tourist Information	37,156	0	0	0
Community Development	147,782	142,700	260,000	189,300
Outdoor Sport and Recreation	685,074	507,700	668,800	674,300
Countryside Management	164,173	162,000	154,400	155,200
Ferneham Hall	402,895	415,100	424,700	437,200
Fareham Leisure Centre	-61,880	213,500	523,600	519,600
Holly Hill Leisure Centre	0	0	0	14,600
Community Centres	-1,275,730	254,400	268,800	258,400
Westbury Manor Museum	70,541	83,400	81,800	81,600
	<u>462,438</u>	<u>2,112,600</u>	<u>2,809,300</u>	<u>2,635,700</u>

### HEALTH AND HOUSING PORTFOLIO

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Housing Grants and Home Improvements	395,194	330,500	340,200	341,900
Housing Options	70,287	85,600	82,400	76,600
Homelessness	260,820	346,900	401,600	358,600
Housing Advice	268,062	274,200	294,400	259,500
Housing Strategy	92,002	77,000	69,400	51,300
Home Energy Conservation	18,468	22,700	22,600	23,400
Registered Providers	-458,439	78,100	87,600	85,600
	<u>646,394</u>	<u>1,215,000</u>	<u>1,298,200</u>	<u>1,196,900</u>

**PLANNING AND DEVELOPMENT PORTFOLIO**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Parking Strategy	-2,325,498	-2,278,800	-2,258,300	-2,171,600
Flooding and Coastal Management	107,662	121,200	139,000	116,300
Public Transport	43,812	46,200	46,900	46,700
Transportation Liaison	-38,990	-29,400	-27,400	-27,400
Building Control	190,025	221,200	227,100	226,300
Environmental Improvement Schemes	39,596	112,400	17,300	17,100
Tree Management	45,719	42,000	38,100	38,900
Sustainability	40,511	51,700	36,500	36,400
Conservation & Listed Building Policy	48,377	48,900	28,500	28,600
Local Plan	1,003,687	662,700	1,022,000	1,093,000
	<b>-845,099</b>	<b>-1,001,900</b>	<b>-730,300</b>	<b>-595,700</b>

**POLICY AND RESOURCES PORTFOLIO**

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Housing Benefit Payments	-127,679	0	-77,300	-77,300
Housing Benefit Administration	362,009	385,500	435,500	396,600
Democratic Representation and Management	973,497	1,076,800	1,081,700	1,045,500
Commercial Estates	4,734,828	-2,472,100	-1,841,100	-2,132,400
Henry Cort	45,036	82,200	56,900	43,100
Neighbourhood Working	120,041	125,500	99,800	98,700
Public Relations and Consultation	239,925	258,400	352,600	339,300
Unapportionable Central Overheads	10,590	177,600	535,500	179,600
Corporate Management	988,824	916,800	832,300	758,300
Economic Development	222,027	191,000	96,900	77,100
Local Land Charges	-184,697	-170,400	-170,200	-170,800
Local Tax Collection	762,386	892,100	851,300	795,300
	<b>8,146,787</b>	<b>1,463,400</b>	<b>2,253,900</b>	<b>1,353,000</b>

### PUBLIC PROTECTION PORTFOLIO

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Pest Control	47,800	55,500	54,300	48,500
Dog Control	24,568	28,300	22,400	24,600
Food Safety	164,583	142,900	141,100	142,300
Air Quality and Pollution	186,028	207,600	200,000	193,500
Community Safety	290,614	435,700	385,300	342,800
Emergency Planning	47,469	51,000	58,300	67,200
Clean Borough Enforcement	99,543	92,700	91,100	93,800
On-Street Parking	16,021	32,900	-800	-7,000
Off-Street Parking	958,597	1,175,600	1,091,500	1,096,800
Traffic Management	53,430	71,600	46,500	48,100
	<b>1,888,653</b>	<b>2,293,800</b>	<b>2,089,700</b>	<b>2,050,600</b>

### STREETSCENE PORTFOLIO

	<b>Actual</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
	<b>2014/15</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Cemeteries & Closed Churchyards	207,801	213,300	221,000	225,400
Community Parks and Open Spaces	527,354	1,096,700	1,123,700	1,133,500
Allotments	29,489	22,400	22,600	22,900
Street Cleansing	924,269	953,000	883,800	885,600
Public Conveniences	207,673	220,700	218,600	261,700
Household Waste Collection	895,009	951,400	924,200	912,200
Trade Refuse	-104,841	-72,600	-84,600	-85,600
Recycling	655,919	607,900	718,400	708,700
Garden Waste Collection	422,799	391,600	350,400	351,800
Street Furniture	143,556	62,600	62,700	62,400
	<b>3,909,028</b>	<b>4,447,000</b>	<b>4,440,800</b>	<b>4,478,600</b>
<b>TOTAL</b>	<b>15,454,547</b>	<b>11,773,100</b>	<b>13,412,000</b>	<b>12,283,400</b>

# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date** 14 January 2016

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

**Subject:** HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2016/17

#### SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the Housing Revenue Account capital programme and revenue budget for 2016/17. The Director of Finance and Resources will refer any proposals and comments of the Board to the Executive meeting on 1 February 2016.

#### RECOMMENDATION

That any proposals or comments of the Board be referred to the Executive at its meeting on 1 February 2016.

#### Enquiries:

For further information on this report please contact Kevin Golledge, Corporate Accountant (Ext4331)

#### APPENDICES

**Appendix A:** [Report to Executive meeting on 1 February 2016 - Housing Revenue Account including Housing Capital programme 2016/17](#)





# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 1 February 2016

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Housing Revenue Account Budget and Capital Plans 2016/17</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Strategy/Policy:</b>	Housing Strategy
<b>Corporate Objective:</b>	A balanced housing market

#### **Purpose:**

This report seeks Executive approval for the revised budget for 2015/16, the base budgets, rent increases and fees and charges for 2016/17 and the capital programme with its financing for the years 2015/16 to 2019/20.

#### **Executive summary:**

The Executive recommended and the Council approved, in February 2015, the base budget and rent increase for 2015/16, for Housing Revenue Account (HRA) services.

This report sets out the Housing Revenue Account revised budget for 2015/16 and base budget for 2016/17 along with the capital programme and financing for the years 2015/16 to 2019/20. The report examines the issues affecting the Housing Revenue Account including rent changes with effect from 4 April 2016.

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:**

That the Executive agrees that:

- (a) rents be approved for Council Dwellings as set out in paragraph 10 with effect from 4 April 2016;
- (b) rents for Council garages be increased by 5% with effect from 4 April 2016;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 4 April 2016;
- (d) the revised budget for 2015/16 be approved;

- (e) the base budget for 2016/17 be approved;
- (f) the capital programme and financing for 2015/16 to 2019/20 be approved; and
- (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 Council to approve the Housing Revenue Account budget for 2016/17.

**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:** None

**Reference papers:**

- (a) Executive 2 February 2015 – Housing Revenue Account Spending Plans including Capital Programme 2015/16
- (b) Executive 13 July 2015 – General Fund and Housing Revenue Account Outturn 2014/15
- (c) Executive 12 October 2015 – Medium Term Finance Strategy
- (d) HRA 30 year Business Plan
- (e) [DCLG - Guidance on Rents for Social Housing](#) May 2014
- (f) [Summer Budget July 2015](#)
- (g) [Draft Welfare Reform and Work Bill](#)

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	1 February 2016
<b>Subject:</b>	Housing Revenue Account Spending Plans including the Capital Programme for 2016/17
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. This report brings together the revenue and capital spending plans for 2015/16 and 2016/17 for the Executive to consider. On 12 October 2015, the Executive approved the Council's Finance Strategy for 2016/17 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

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.

<b>Year</b>	<b>£'000</b>
2015/16	10,353
2016/17	6,621
2017/18	2,475
2018/19	2,715
2019/20	2,625
	<u>24,789</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 constructions of 16 flats in Palmerston Avenue (Stevenson Court), 6 houses in Coldeast Close, and the new sheltered scheme at Coldeast (Sylvan Court) plus improvements to existing stock.

## REVENUE BUDGETS

5. The following table summarises the base and revised budgets for 2015/16 and the base budget for 2016/17, of the Housing Revenue Account and Housing Repairs Account. Further details can be found in the attached Appendices B and C.

	<b>Base Budget 2015/16 £000s</b>	<b>Revised Budget 2015/16 £000s</b>	<b>Base Budget 2016/17 £000s</b>
<b>Housing Revenue Account</b>			
Income from service	-12,268	-12,314	-12,316
Expenditure on service	5,085	6,978	7,061
Net cost of service	<b>-7,183</b>	<b>-5,336</b>	<b>-5,255</b>
Interest paid and received	1,702	1,716	1,711
Revenue contribution to capital expenditure etc	3,672	614	1,358
Surplus(-)/deficit	<b>-1,809</b>	<b>-3,006</b>	<b>-2,186</b>
Opening Balance	-4,709	-4,870	-5,212
Transfer to Capital Dev Fund	2,164	2,164	2,164
Transfer to Repairs Reserve	0	500	0
Closing Balance	<b>-4,354</b>	<b>-5,212</b>	<b>-5,234</b>
<b>Housing Repairs Account</b>			
Income	-1,081	-2,928	-2,973
Expenditure	1,581	2,928	2,973
Surplus (-)/ Deficit	<b>500</b>	<b>0</b>	<b>0</b>
Opening Balance	-1,000	-1,000	-1,500
Transfer form HRA Reserve	0	-500	0
Closing Balance	<b>-500</b>	<b>-1,500</b>	<b>-1,500</b>
Overall closing balance	<b>-4,854</b>	<b>-6,712</b>	<b>-6,734</b>

## RENTS

6. When the Council left the HRA Subsidy System in March 2012, rents were assumed to rise at a rate of RPI (as at end of September) + 0.5% plus £2 to achieve convergence by 2015/16.
7. The Spending Review of 2013 took away the ability for Local Authorities to increase rents, for tenants in situ, so as to achieve convergence by the said date. The Government's rent setting policy changed so that rents from 2015/16 should increase at the rate of CPI (as at end September) plus 1% for a period of ten years to give certainty to landlords.

8. In the Summer Budget of July 2015, the Government announced that Social Housing Rents will fall by 1% a year for four years from April 2016. To be enforceable, this must be provided for in legislation. This is included in the Welfare Reform and Work Bill that is currently being progressed through Parliament.
9. As currently drafted in the Bill, rents on low cost home ownership accommodation are excluded from this direction. The Council has 60 homes (shared-owner) that are of this classification.
10. It is proposed that:
  - (a) Rents for Shared-Ownership properties will increase by CPI + 1% and
  - (b) Dwellings owned 100% by the Council will decrease by 1%
11. Under Housing Benefit reforms, of the 1,533 (1,504 in 2014/15) tenants who receive housing benefit, 133 (114) are under-occupying. 87 (99) are affected by a 14% reduction in housing benefit and 16 (15) by a 25% reduction. 30 have an exemption say for being of pensionable age.
12. Rents for Council garages are not covered by the Governments direction applying to dwellings. It is proposed that garage rents for 2016/17 increase by 5%.
13. Examples of proposed rents can be seen in Appendix D.

#### **FEES AND CHARGES**

14. The current fees and charges for the HRA and the proposed charges for 2016/17 are set out in Appendix E. The proposed discretionary fees have been increased where possible to achieve a 5% increase.
15. 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**

16. The following list of potential risks indicates that it is essential to preserve the account balance held for the HRA and Repairs Account. Reserves are held so that we can:
  - (a) Continue to manage and maintain homes;
  - (b) Improve and redevelop estates;
  - (c) Cover any unexpected expenditure;
  - (d) Take advantage of new opportunities to meet housing needs;
  - (e) Repay debt; and
  - (f) Meet the challenges of any change in Government policy.
17. The Government is proposing to require Local Authorities to give consideration to selling, on the open market, properties the Government consider to be of a high value as and when such properties become vacant. A proportion of proceeds of sale that relates to the debt attributable to such property will be retained by the Council. The balance of proceeds will be paid to Government to help fund Housing Associations who are now required to sell their property to tenants under Right-To-Buy. Should the Council decide not to sell such vacant properties; it will be required to pay a sum to Government from its Housing Revenue Account in lieu of sale proceeds. At the time of

writing this report, full details are not available.

18. The Government is also intending to require Local Authorities to review the annual income of its tenanted households and where the household income is greater than £30,000 per year, to require the Authority to charge market rent rather than social rent. The additional income earned will be required to be paid to HM Treasury and not be retained by the Council. This will place an additional administrative burden on the Council which may require the addition of a new post. At the time of writing this report, full details are not available.

<b>Examples of potential and actual changes</b>	<b>Effect on expenditure in years £000s</b>	<b>Effect on income in year £000s</b>
Change in rent policy to decrease rents by 1% pa		-£111
Loss of income if void rate rises to 4% from 1.73 %		-£25
Cost of checking those households with income greater than £30,000pa	£37	
Loss of rent on having to dispose of vacant high value dwellings-say 5% of stock		-£55
Increase of 2.5% on non-staff costs	£96	
Increase of 10% in cost of repairs	£500	

## **CONCLUSION**

19. The Executive will be asked to approve the following recommendations to Full Council:
- (a) Rents be approved for Council Dwellings with effect from 4 April 2016;
  - (b) Rents of Council garages to be increased by 5% with effect from 4 April 2016;
  - (c) Discretionary fees & charges to be increased to provide an increase of 5% where possible, with effect from 4 April 2016;
  - (d) The revised budget for 2015/16 be approved;
  - (e) The base budget for 2016/17 be approved;
  - (f) The capital programme and financing for 2015/16 to 2019/20 be approved; and
  - (g) Annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the maturity of each loan.

## Background Papers:

## Reference Papers

- (a) Executive 2 February 2015 – Housing Revenue Account Spending Plans including Capital Programme 2015/16
- (b) Executive 13 July 2015 – General Fund and Housing Revenue Account Outturn 2014/15
- (c) Executive 12 October 2015 – Medium Tern Finance Strategy
- (d) HRA 30 year Business Plan
- (e) [DCLG - Guidance on Rents for Social Housing](#) May 2014
- (f) <https://www.gov.uk/government/publications/summer-budget-2015/summer-budget-2015>
- (g) [Draft Welfare Reform and Work Bill](#)

**Enquiries:** For further information on this report please contact Kevin Golledge, Corporate Accountant Ext 4331

**APPENDIX A**

<b>CAPITAL PROGRAMME AND FINANCING</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
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**CAPITAL PROGRAMME:**

Improvements to occupied stock	2,150	2,150			
Improvements to void stock	500	500			
Converting front gardens for car parking	50	25	25	25	25
Vehicle - new and replacement	40			90	
Garage purchases	31				
Mobility Scooter Storage	20				
Housing Acquisitions	1,020	650			

**New Build Schemes**

Coldeast Close	956				
Stevenson Court	1,431	200			
Bridge Road		1,000			
Collingwood Court	780				
Sylvan Court	3,375	2,096			
Total resources still to be allocated			2,450	2,600	2,600

<b>TOTAL</b>	<b>10,353</b>	<b>6,621</b>	<b>2,475</b>	<b>2,715</b>	<b>2,625</b>
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**FINANCED BY:**

Major Repairs Reserve	4,288	1,408	1,324	1,324	1,324
Revenue contribution from HRA	614	1,358	1,151	1,391	1,301
1:4:1 Receipts	138	195			
Grants and Contributions	313	1,160			
Capital Development Fund	5,000	2,500			
<b>Total Financing</b>	<b>10,353</b>	<b>6,621</b>	<b>2,475</b>	<b>2,715</b>	<b>2,625</b>



## HOUSING REVENUE ACCOUNT (HRA) BUDGETS

	Base 2015/16	Revised 2015/16	Base 2016/17
	£000s	£000s	£000s
<b>Income</b>			
Rents - Dwellings	-11,120	-11,200	-11,100
Rents - Garages	-248	-257	-284
Rents - Other	-21	-30	-30
Service Charges (Wardens, extra assistance, heating)	-584	-548	-564
Cleaning	-126	-117	-172
Grounds Maintenance	-81	-81	-85
Other Fees and Charges	-23	-16	-16
Leaseholder Service Charges & Insurance	-65	-65	-65
<b>Total Income</b>	<b>-12,268</b>	<b>-12,314</b>	<b>-12,316</b>
<b>Expenditure - see next page for detail</b>			
General Administrative Expenses	1,523	1,504	1,536
Corporate & Democratic Core	54	54	53
Corporate Management	105	85	87
Communal Heating Services	75	70	66
Communal Lighting	29	26	25
Rents, Rates & Other Taxes	59	57	52
Communal Cleaning	127	147	170
Grounds Maintenance	200	201	204
Sheltered Housing Service	543	485	493
HRA Legal Fees	-2	0	0
<b>Sub-total of management costs</b>	<b>2,713</b>	<b>2,629</b>	<b>2,686</b>
Contribution to Repairs Account	1,039	2,922	2,955
Bad Debts Provision	0	13	13
Bad Debts Written off	50	50	50
Depreciation	1,240	1,324	1,324
Debt Management Expenses	43	39	33
	<b>5,085</b>	<b>6,977</b>	<b>7,061</b>
<b>Net income from service</b>	<b>-7,183</b>	<b>-5,338</b>	<b>-5,255</b>

	<b>Base 2015/16 £000s</b>	<b>Revised 2015/16 £000s</b>	<b>Base 2016/17 £000s</b>
<b>Net income from service</b>	<b>-7,183</b>	<b>-5,338</b>	<b>-5,255</b>
Interest Payable	1,838	1,852	1,842
Interest earned on internal balances	-136	-134	-131
<b>Net operating income</b>	<b>-5,481</b>	<b>-3,620</b>	<b>-3,544</b>
Revenue contribution to capital	3,672	614	1,358
<b>(Surplus)/Deficit for year</b>	<b>-1,809</b>	<b>-3,006</b>	<b>-2,186</b>
<b>Housing Revenue Account balance</b>			
Balance brought forward	-4,709	-4,870	-5,212
Surplus/(Deficit) for year	-1,809	-3,006	-2,186
Transfer to Capital Fund	2,164	2,164	2,164
Transfer to Repairs Reserve	0	500	0
Balance carried forward	<b>-4,354</b>	<b>-5,212</b>	<b>-5,234</b>

## FURTHER BREAKDOWN OF EXPENDITURE

	Base 2015/16 £000s	Revised 2015/16 £000s	Base 2016/17 £000s
<b>General Administrative Expenses</b>			
Corporate & Democratic Core	54	54	53
Corporate Management	105	85	88
Employees	740	712	662
Premises	107	85	93
Transport-related expenditure	19	19	19
Supplies and Services	98	93	178
Contract Services	49	40	40
Internal Support	517	563	551
Income	-7	-8	-8
	<b>1,682</b>	<b>1,643</b>	<b>1,676</b>
<b>Communal Heating Services</b>			
Premises	75	70	66
	<b>75</b>	<b>70</b>	<b>66</b>
<b>Communal Lighting</b>			
Premises	29	26	25
	<b>29</b>	<b>26</b>	<b>25</b>
<b>Communal Cleaning</b>			
Employees	39	50	51
Premises	86	94	116
Internal Support	2	2	2
	<b>127</b>	<b>147</b>	<b>170</b>
<b>Grounds Maintenance</b>			
Employees	14	13	14
Premises	160	162	164
Internal Support	26	26	26
	<b>200</b>	<b>201</b>	<b>204</b>
<b>Sheltered Housing Service</b>			
Employees	457	410	418
Premises	42	44	44
Transport	14	13	14
Supplies and Services	17	8	7
Internal Support	14	10	10
	<b>543</b>	<b>485</b>	<b>493</b>
<b>Other Communal Services</b>			
Premises	37	34	34
Supplies and Services	22	23	18
	<b>59</b>	<b>57</b>	<b>52</b>

**APPENDIX C****HOUSING REPAIRS ACCOUNT****Expenditure****Day to Day**

	<b>Base 2015/16 £000s</b>	<b>Revised 2015/16 £000s</b>	<b>Base 2016/17 £000s</b>
Response Repairs	1,151	1,115	1,100
Works to void properties	0	500	500
Other works	424	1,313	1,373
Administration - supplies	6	0	0
	<b>1,581</b>	<b>2,928</b>	<b>2,973</b>

**Income**

Contribution from HRA	-1,039	-2,922	-2,955
Fees & charges	-42	-6	-18
Total income	<b>-1,081</b>	<b>-2,928</b>	<b>-2,973</b>
Balance brought forward	-1,000	-1,000	-1,500
Surplus/Deficit(-) for year	500	0	0
Tfr from HRA	0	-500	0
Balance carried forward	<b>-500</b>	<b>-1,500</b>	<b>-1,500</b>

**APPENDIX D**

**HRA EXAMPLES OF RENT**

	Property type	2015/16 Actual Rent	2016/17 Proposed Rent	Decrease £ p.w.	Decrease % p.w.
Foster Close	1 Bed Flat	£81.14	£80.33	-£0.81	-1.00%
Grebe Close	2 Bed Bungalow	£110.07	£108.97	-£1.10	-1.00%
Addison Road	2 Bed House	£105.75	£104.69	-£1.06	-1.00%
Foxbury Grove	2 Bed Flat	£92.31	£91.39	-£0.92	-1.00%
Garden Court	1 Bed Maisonette	£81.14	£80.33	-£0.81	-1.00%
Sicily House	2 Bed Maisonette	£89.56	£88.66	-£0.90	-1.00%
Fairfield Avenue	3 Bed House	£107.27	£106.20	-£1.07	-1.00%
Garden Court	3 Bed Flat	£103.37	£102.34	-£1.03	-1.00%
Churchill Close	3 Bed House (shared owner)	£81.18	£81.91	£0.73	0.90%
Foster Close	4 Bed House	£122.59	£121.36	-£1.23	-1.00%

Average for total  
stock

£92.84    £91.94    -£0.90    -0.97%

Garages

£10.31    £10.83    £0.52    5%

## FEES AND CHARGES 2016/17

	Existing Charge inc VAT	Proposed Charge incl VAT	Increase
<b><u>Discretionary Charges</u></b>			
<b>Sheltered Accommodation - Guest Room Charge</b>			
Collingwood Court - per room	£20.00	£21.00	5.0%
Sylvan Court - per room	n/a	£21.00	n/a
Guest Room Charge - single occupancy per night	£7.70	£8.10	5.2%
Guest Room Charge - per couple per night	£11.00	£11.60	5.5%
<b>Leasehold properties</b>			
Rechargeable Repairs to Leasehold properties	These annual charges are made in advance on the basis of estimated costs. Once the actual cost is known, a retrospective adjustment is made.		
<b>Right to Buy properties</b>			
Recharge of Officer time in agreeing retrospective consent to freeholders	£83.40	£87.60	5.0%
<b><u>Statutory Charge</u></b>			
<b>Leasehold properties</b>			
Legal and administration fees in connection with granting a service charge loan	£100.00	£100.00	0%

# FAREHAM

## BOROUGH COUNCIL

### Report to Scrutiny Board

**Date**                    14 January 2016

**Report of:**            Head of Environmental Health

**Subject:**                REVIEW OF LICENSING POLICY

#### **SUMMARY**

The Board is asked to review the Licensing Policy and to request the Head of Environmental Health to refer any comments of the Board to the Executive, when the Policy is submitted for approval at its meeting of 7 March 2016.

#### **RECOMMENDATION**

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

## **INTRODUCTION**

1. The purpose of this report is to give the Scrutiny Board the opportunity to consider the revised Licensing Policy, in order that the Executive can consider the Board's comments on 7 March 2016 when the Licensing Policy is presented.
2. The Council is required to determine and publish every 5 years a statement of licensing policy in relation to the exercise of its functions under the Licensing Act 2003. The five year period to which the current Licensing Policy relates ends in January 2016.
3. The Policy has been to Licensing and Regulatory Affairs Committee who approved it for consultation. Following consideration by the Scrutiny Board the report will be returned to Licensing and Regulatory Committee on the 3<sup>rd</sup> February 2016 for their recommendation to the Executive on 7<sup>th</sup> March and adopted by full Council on 28 April 2016.
4. The consultation ends on the 30<sup>th</sup> December 2015, all comments will then be presented to the Licensing and Regulatory Affairs Committee and the Executive and incorporated into the final policy as determined by Executive.

## **CONCLUSION**

5. The Board is asked to review the Licensing Policy and consider whether it wishes to submit comments for consideration by the Executive.

### **Appendices:**

**Appendix A:** Draft Licensing Policy

### **Background Papers:**

None

### **Reference Papers:**

None

### **Enquiries:**

For further information on this report please contact Ian Rickman. (Ext 4773)



# FAREHAM

## BOROUGH COUNCIL

# Licensing Act 2003

Statement of Licensing Policy

March 2016 – January 2021

## 1. Introduction

- 1.1 The Licensing Act 2003 requires licensing authorities to publish a "statement of licensing policy" every five years, which sets out how they intend to exercise their functions. The policy sets out a general approach to making licensing decisions. Each application will be considered on its own individual merits. The discretion of the licensing authority in relation to applications is only used if relevant representations are made
- 1.2 The Policy relates to all those licensing activities identified as falling within the provisions of the Act (Part 1 Section 1) namely:
- Retail sale of alcohol;
  - Supply of alcohol to club members;
  - The supply of hot food and/or drink from any premises between 11 p.m. and 5 a.m.;
  - Provision of "Regulated Entertainment" – to the public, to club members or with a view to profit. "Regulated Entertainment" is defined as:
    - A performance of a play
    - An exhibition of a film;
    - An indoor sporting event;
    - Boxing or wrestling entertainment;
    - A performance of live music;
    - Any playing of recorded music;
    - A performance of dance;
    - Provision of facilities for making music;
    - Provision of facilities for dancing.
- 1.3 The Legislative Reform (Entertainment Licensing) Order 2014 and the Deregulation Act 2015 provide significant exemptions to some of the activities. These include licensed premises music exemptions.
- 1.4 The licensing authority has a duty under the Act to carry out its functions with a view to promoting the four licensing objectives, which are:
- Prevention of crime and disorder
  - Public safety
  - Prevention of public nuisance
  - Protection of children from harm
- 1.5 The Licensing Authority must also have regard to this Statement of Licensing Policy and any statutory guidance issued by the Secretary of State. That does not mean that it has to follow the policy and guidance slavishly. It can depart from it if, it has properly taken it into account, it has good reason to do so and where it is appropriate to do so to promote one or more of the licensing objectives.

- 1.6 In promoting the licensing objectives the licensing authority has a number of key aims and purposes which should be principal aims for everyone involved in licensing work and are therefore integral to the Policy. They include:
1. Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
  2. Giving the police, licensing officers and responsible authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
  3. Recognising the important role which licensed premises play in our local communities and economy by minimizing the regulatory burden on business, encouraging innovation and supporting responsible premises;
  4. Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
  5. Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

## **Consultation**

- 1.7 In accordance with section 5 of the Act and prior to the publication of this Policy the licensing authority consulted with:

- Chief Officer of Police for the area (Hampshire Police)
- Hampshire Fire and Rescue Authority
- Persons/bodies representative of local holders of premises licences;
- Persons/bodies representative of local holders of club premises certificates;
- Persons/bodies representative of local holders of personal licences;

- 1.8 Policy will come into effect on 29<sup>th</sup> April 2016 and remain in force for a period of up to five years. During this time the policy will be subject to regular review.

## **2. Profile**

- 2.1 Fareham is located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton. It is well connected to the M27 motorway, has good rail links to London and other major centres and easy access to the ferry ports and Southampton international airport.
- 2.2 The population of 112,800 is expected to grow by 5.4%, between 2011 and 2031, with a growing number in the population aged 45 or more. Black and minority ethnic groups make up a small proportion of the population in comparison to the rest of the south east region.
- 2.3 Within Fareham's boundaries there are 6 nationally important sites of special scientific interest, 92 sites of importance for nature conservation and 4 nature reserves. The Borough has many historic buildings, 13 conservation areas, nearly 600 listed buildings plus 7 historic parks and gardens of regional or local importance.

- 2.4 Fareham is a thriving business area with low unemployment. Many of Fareham's businesses are of local origin with a high survival rate from start-up. The growth in jobs at Whiteley, Segensworth and the Solent Business Park has reduced the number of residents commuting to work elsewhere. The proportion of Fareham's working age population that are in work is higher than both the regional and national rates and the average annual salary for a full time worker living in Fareham is significantly higher than national average earnings.
- 2.5 Fareham is a safe and healthy place compared to many other parts of the country. The total number of recorded crimes in Fareham has been falling in recent years. Based upon the number of crimes recorded, Fareham's Community Safety Partnership is in the top quartile when compared to other similar authorities.
- 2.6 The health of people living in Fareham is generally good when compared to other areas. Life expectancy is higher than the national average for men and women and over the last 10 years, the rate of death from all causes, and early death rates from cancer and from heart disease and stroke, have all fallen and remain lower than the national average.
- 2.7 Deprivation levels across the Borough are generally very low, but there are pockets of deprivation where unemployment is much higher and educational achievement is much lower when compared to other parts of the Borough.
- 2.8 Development at Welborne, a new community to the north of Fareham, is planned to start in 2016 comprising of around 6,000 homes, commercial buildings and community facilities.

### **3.0 The Impact of Alcohol on Fareham**

- 3.1 The priorities for Public Health England in Fareham include alcohol and related disease.
- 3.2 Public Health England state "Alcohol consumption is a contributing factor to hospital admissions and deaths from a diverse range of conditions. Alcohol misuse is estimated to cost the NHS about £3.5 billion per year and society as a whole £21 billion annually.

### **4. Licensing Process**

- 4.1 Applicants are strongly encouraged to seek advice at the earliest possible stage from the licensing authority and other responsible authorities before making an application.
- 4.2 Applicants will need to comply with the statutory requirements or risk their application being invalid.
- 4.3 The licensing authority will expect individual applicants to address the licensing objectives in their operating schedule, having regard to the type of premises (which includes a vessel i.e. ship or boat), the licensable activities to be provided,

the operational procedures, the nature of the location and needs of the local community.

- 4.4 It is recommended that applicants obtain planning permission and building regulation approval along with all other necessary permissions and licences for the premises prior to an application being submitted.
- 4.5 When formulating their operating schedule applicants will be expected to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account where appropriate.
- 4.6 When determining applications the licensing authority will have regard to any guidance issued by the Government. In particular, account will be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for limited disturbance in a particular neighbourhood, the licensing authority's consideration of those representations will be balanced against the wider benefits to the community.
- 4.7 When determining applications the only conditions which should be imposed on a premises licence or club premises licence are those that are appropriate for the promotion of the licensing objectives. In particular, regard will be had to any local crime prevention strategies.

### **Operating Schedules**

- 4.8 The operating schedule must form part of the completed application form for a premises licence. It should include information, which is necessary to enable a responsible authority or other person to assess whether and what steps have been taken or are proposed in order to promote the licensing objectives.
- 4.9 As and when appropriate the applicant should provide in the operating schedule such further relevant additional information/evidence where there is an apparent departure from the promotion of the licensing objectives.
- 4.10 It is strongly recommended that applicants and/or their legal advisors discuss with Council officers and representatives of responsible authorities the draft operating schedule before it is formally submitted. This will help ensure it properly addresses all relevant issues that might give rise for concern. This may avoid the necessity for a hearing if the application otherwise passes without representation.

### **Representations**

- 4.11 There is a prescribed period during which the licensing authority can receive a written representation to an application. This is usually 28 days from the date the licensing authority receives the application but varies depending on the type of application under consideration.

4.12 “Relevant representations” can include positive, supportive representations as well as objections.

**Decision Making Process**

4.13 It will be the licensing authority’s policy to provide an efficient and cost effective service to all parties involved in the licensing process. With the exception of the approval and review of this Policy, decisions on licensing matters will be taken in accordance with an approved scheme of delegation.

4.14 In accordance with Guidance the licensing authority has delegated licensing functions to sub-committees or in appropriate cases, to officials supporting the licensing authority as follows:

<b>Matter to be dealt with</b>	<b>Sub Committee / Panel</b>	<b>Officers</b>
Application for personal licence	If a police objection	If no objection made
Application for person licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases
Decision on whether a complaint is irrelevant frivolous vexatious etc.		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases
Determination of a police objection to a temporary event notice		All cases
Determination of application to vary premises licence at a community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on		All cases

<b>Matter to be dealt with</b>	<b>Sub Committee / Panel</b>	<b>Officers</b>
minor variation application		
Determination of minor variation application		All cases

4.15 If no relevant representations are received then the authorisation will be issued automatically with, in the case of a premises licence or club premises certificate, such conditions attached as are mandatory or are consistent with the operating schedule accompanying the application. The licensing authority will have no conditions attached to the licence.

4.16 Where relevant representations are made and not withdrawn, the licensing authority must hold a hearing before the Licensing Panel who will take such of the following steps as it considers appropriate for the promotion of the licensing objectives.

4.17 The steps are:

- grant the licence subject to the operating schedule modified to such extent as the Panel considers appropriate for the promotion of the licensing objectives, and subject to the relevant mandatory conditions;
- exclude from the scope of the licence any of the licensable activities to which the application relates;
- to refuse to specify a person in the licence as the premises supervisor;
- reject the application.

### **Applications for Large Events**

4.18 Events that the Council believe may require a co-ordinated approach to manage may be subject to a Safety Advisory Group (SAG) process. This will be at the discretion of the Council. Applicants will need to demonstrate to the members of the SAG they are supporting the licensing objectives.

4.19 An Event Management Plan needs to be submitted at least 6 months prior to the event to allow for the SAG process to be undertaken before any required licensing process.

### **Shops Selling Alcohol (Off Licences)**

4.20 In 2013 the British Beer and Pub Association estimated that twice as much alcohol is bought in off-licensed premises as from pubs or other licensed premises. This was after years of seeing a steady increase in the amount of alcohol sold in off licences. Pre-loading with alcohol before a night out is much more frequent. This change in habit has the potential to negatively impact on the licensing objectives with on-licensed premises most at risk of the consequences. There are additional increased potential risks such as easier access to alcohol by children (given that consumption is not monitored / regulated), theft, increased street drinking and an increase in crime and disorder.

4.21 To address theft and access by children to alcohol the layout of premises, CCTV, where alcohol will be displayed and what steps will be undertaken to support the licensing objectives will be considered.

### **Temporary Event Notices (TENS)**

4.22 The Licensing Act 2003 enables certain organised events for fewer than 500 people to take place following notification to the licensing authority, the Police and Environmental Health.

4.23 Guidance on giving Notice can be found in the Home Office Fact Sheet.  
[www.gov.uk/government/publications/temporary-events-notices-factsheet](http://www.gov.uk/government/publications/temporary-events-notices-factsheet).

4.24 Although the statutory legal minimum time required for the notification of a temporary event to the licensing authority, Police and Environmental Health is ten working days, or five working days for a late temporary event, it is essential that proper consideration of the proposed event is given. Statutory guidance allows the licensing authority to publicise its preferred timescale for notification.

4.25 The licensing authority will encourage bona fide community events. Giving TENS for existing licensed premises will not be encouraged where the proposal is simply to regularly extend the existing hours of operation.

4.26 The licensing authority expects those who have given notice of a temporary event to have identified any particular issues having regard to their type of premises and/or activities, and to have in place written policies for addressing issues such as drunkenness, crime/disorder and drugs on their premises and for ensuring staff are trained on these policies.

## **5. Management of Premises**

### **Designated Premises Supervisor**

5.1 Any premises where alcohol is sold under a premises licence must have a designated premises supervisor (DPS). The DPS will be named in the premises licence, a summary of which must be displayed on the premises. A DPS must be a personal licence holder. Every sale of alcohol must be made or authorised by a person who holds a personal licence (or must be made or authorised by the management committee in the case of community premises).

5.2 The Licensing Act 2003 does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the DPS and the premises licence holder remain responsible for the premises at all times.

5.3 The licensing authority will normally expect the DPS to have been given the day-to-day responsibility for running the premises and as such it is expected that the



DPS would usually be present at the licensed premises on a regular basis. The Authority expects that this will be in excess of 50% of a seven-day week.

- 5.4 The premises licence holder will be expected to ensure that the DPS has experience commensurate with the size, capacity, nature and style of the premises and licensable activities to be provided.
- 5.5 Within all licensed premises, whether or not alcohol is to be sold, the licensing authority will expect there to be proper management arrangements in place which will ensure that there is an appropriate number of responsible, trained/instructed persons at the premises to ensure the proper management of the premises and of the activities taking place, as well as adherence to all statutory duties and the terms and conditions of the premises licence.

### **Door Supervisors**

- 5.6 The premises licence holder and DPS should ensure that their premises do not increase the fear of crime as well as actual crime in their locality. To this end they should ensure, so far as is possible, that customers do not cause nuisance or disorder outside the premises and that measures to ensure the safety of customers and prevention of nuisance are in place. Door supervisors have an important role in managing customers, not only on the doors but also in the immediate area of premises.

### **Dispersal Policies**

- 5.7 The licensing authority accepts that licensed premises can have a diffuse impact. People can cause disturbance when returning to residential areas from later-opening premises elsewhere and people who use off-licences may locate to a remote spot to drink. These problems may not be within the direct control of any particular licensed premises. However, premises licence holders are generally expected to take measures to encourage people to leave their premises quietly and considerately. The Licensing Authority would encourage premises to adopt a dispersal policy where appropriate.

### **Risk Assessment**

- 5.8 The licensing authority will expect that appropriate and satisfactory general and technical risk assessments, management procedures and documentation have been made available to the relevant responsible authorities and to the licensing authority, that demonstrate that the public will be safe within and in the vicinity of the premises.
- 5.9 As a minimum the following matters must be taken into consideration:
  - Whether the premises already have a licence which specifies the maximum number of people that can be present and, whether a risk assessment has been undertaken as to the maximum number of people who can be present in various parts of the premises, so that they can be operated safely and can be evacuated safely in the event of an emergency.

- Whether there are procedures in place to record and limit the number of people on the premises with opportunities for “pass outs” and readmission.
- Whether patrons can arrive at and depart from the premises safely.
- Whether there may be overcrowding in particular parts of the premises;
- Whether music and dance venues and performance venues will use equipment or special effects that may affect public safety (e.g. moving equipment, vehicles, pyrotechnics, strobe lights, smoke machines).
- Whether there are defined responsibilities and procedures for medical and other emergencies and for calling the emergency services.

### **Promoters**

5.10 The premises licence holder, DPS and personal licence holders remain responsible for activities taking place on premises when promotions take place. In addition the licensing authority will expect premises licence holders to have in place written agreements to ensure that when hiring out venues to promoters, the responsibility for the management of the premises is clear. The Promoter and its employees or agents, shall comply in all respects with all conditions, requirements and regulations of the local authority, licensing authority, police authority and fire authority and have regard to good practice for licensed premises.

### **Takeaway Premises (Late Night Refreshment Houses)**

- 5.11 The Licensing Authority considers that it will normally be inappropriate to grant a premises licence permitting the sale of alcohol at premises which are principally used for selling hot food for consumption off the premises (“takeaway” premises).
- 5.12 It is recognised that takeaway premises open late at night can be associated with disorder as persons under the influence of alcohol having left, or in some cases being ejected from, late night venues congregate there. Applicants are recommended to have clear written policies for dealing with disorder and nuisance.
- 5.13 Operators of takeaway premises (including mobile units) must have suitable arrangements in place for the containment and disposal of their waste in accordance with the Environmental Protection Act 1990 and subsidiary regulations. Operators of premises where food or drink is provided in disposable containers for consumption elsewhere than on the premises are expected to consider the potential for litter near their premises and take steps to actively reduce the amount of litter generated from their premises. Applicants are also asked to consider the type of packaging container, whether it is always necessary and whether it can be sourced from sustainable materials.
- 5.14 Where the Licensing Authority considers it appropriate, it may impose conditions on a premises licence to require the operator of premises serving customers with hot food or drink to provide litter bins in the vicinity of the premises in order to prevent the accumulation of litter from its customers. It may require the proprietor to service those litter bins as part of their own waste management arrangements.

## **External Areas**

- 5.15 The introduction of the requirement for smoke free public places under the Health Act 2006 has led to an increase in the number of people outside licensed premises. The provision of tables and chairs outside premises can enhance the attractiveness of a venue, but regard should be had to the need to ensure that the use of such areas will not cause nuisance to the occupiers of other premises in the vicinity. In particular, those with authorisations are expected to manage persons smoking in the vicinity of premises so they do not impede access to the premises and do not cause disturbance. In addition they are expected to provide secure ash trays or wall mounted cigarette bins for patrons so as to minimise litter.
- 5.16 Licensees should also be aware of the possibility of breakages of drinking glasses and glass bottles in outside areas. Consideration should therefore be given to the use of toughened or “plastic” drinking vessels and other management controls to avoid or lessen the likelihood of broken glass in these areas.
- 5.17 The licensing authority has a number of concerns with respect to the development of external areas to licensed premises, and will consider imposing conditions to improve the management of the outside area or prohibiting or restricting the use of these areas in order to promote the public nuisance objective.

## **Vehicles**

- 5.18 Under the Act, alcohol may not be sold on or from a moving vehicle and therefore any application for such will be refused. However, applications for Premises Licences will be considered for the sale of alcohol from parked or stationary vehicles relating solely to the place where the vehicle is parked and the sale of alcohol will take place.

## **6. Cumulative Impact/Special Saturation Policy**

- 6.1 The licensing authority will not take the “need” for an establishment into account when considering an application, as this is a matter for the market. The licensing authority however recognises that the cumulative impact of the number, type and density of licensed premises in a given area, may lead to serious problems of nuisance and disorder in the vicinity of the premises.
- 6.2 If representations are received from a responsible authority or other persons suggesting that an area has become saturated with licensed premises, such degree of concentration making it a focal point for large groups of people to gather in surrounding areas, possibly away from the premises themselves, the licensing authority will consider on an evidential basis if this impact has an adverse effect on the promotion of the licensing objectives in addition to that created by the individual premises.
- 6.3 In these circumstances, the licensing authority will assess whether the imposition of conditions can address these problems or if the adoption of a special policy of refusing applications for new Premises Licences or Club Premises Certificates is

needed because the area is saturated with licensed premises and that granting of any more would undermine at least one of the licensing objectives.

- 6.4 When considering whether to adopt a special saturation policy the Licensing Authority will consider a range of issues including the following:
- Evidence of identification of concern about crime and disorder or public nuisance;
  - Where it can be demonstrated that nuisance and/or disorder is arising as a result of customers from licensed premises, identifying the area from which problems are arising and the boundaries of that area;
  - Following consultation and subject to that consultation, inclusion of a special policy about future Premises Licence or Club Premises Certificate applications from that area; and
  - Publication of the special policy.
- 6.5 If a special policy is adopted it creates a rebuttable presumption that licence and certificate applications or material variations will normally be refused if relevant representations are received. Accordingly applicants will need to address the special policy issues in their operating schedules in seeking to rebut the presumption. Applicants would need to demonstrate that the operation of the premises involved would not add to the cumulative impact already being experienced.
- 6.6 If implemented, the licensing authority would regularly review any special saturation policies to see whether they have had the intended effect and are still required.
- 6.7 The licensing authority will not normally use special saturation policies solely;
- As grounds for removing a licence when representations are received about problems with existing licensed premises, or;
  - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for a significant increase in the capacity limits.
- 6.8 The licensing authority also recognises that, within this policy, it may be able to approve licences that are unlikely to add significantly to the saturation, and will consider the circumstances of each individual application having regard to the licensing objectives.
- 6.9 The licensing authority, having regard to the evidence currently available, considers that at present there is no particular part of the district where a cumulative impact exists, leading to an adverse impact upon the fulfilment of the licensing objectives. However, the cumulative impact of licensed premises will be kept under review.
- 6.10 Other mechanisms, both within and outside the licensing regime that are available for controlling cumulative effect are:
- Planning controls;

- Positive measures to create a safe and clean environment in partnership with local businesses, transport operators and other Local Authority services;
- Application of the powers of the Council to designate parts of the area as places where alcohol may not be consumed publicly;
- Police enforcement of the normal law concerning disorder and anti-social behaviour, including the issue of fixed penalty notices;
- The prosecution of any holder of a Personal Licence or member of staff at such premises who is selling alcohol to people who are drunk;
- The confiscation of alcohol from adults and children in designated areas;
- Application of Police powers to close for up to 24 hours, any licensed premises or temporary event on the grounds of disorder, the likelihood of disorder, or excessive noise emanating from the premises; and
- Application of Police powers, other Responsible Authorities, local residents or businesses to seek a formal review of a licence/certificate.

## **7. Children**

- 7.1 A child is anyone under the age of 18 years unless otherwise stated.
- 7.2 This statement of licensing policy does not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm.
- 7.3 When considering applications for premises licences, the licensing authority will take into account the history of a particular premises and the nature of the activities proposed to be provided when considering any options appropriate to prevent harm to children. The relevant matters include premises:
- where there have been convictions for serving alcohol to minors or with a reputation for underage drinking;
  - with a known association with drug taking or dealing;
  - where there is a strong element of gambling on the premises;
  - where entertainment of an adult or sexual nature is commonly provided;
  - where the supply of alcohol is the exclusive or primary purpose of the service at the premises.
  - in these circumstances, conditions may be attached to any licence to:
    - limit the hours when children may be present;
    - restrict the age of persons on premises;
    - exclude children from all or part of the premises when certain activities may take place;
    - require an adult to accompany a child;
    - set out a requirement for the presence of adult staff according to a set adult/child ratio where children are attending regulated entertainment;
    - exclude people under 18 from the premises when any licensable activities are taking place.

- 7.4 Where no licensing restriction is considered necessary, however, it is at the discretion of the premises licence holder or club to decide whether or not to admit children; however the licensing authority strongly supports the use of Challenge 25 policies, the recording of all refusals and training on all age restricted activity.
- 7.5 Where premises give film exhibitions, licensees must ensure that children are prevented from viewing age-restricted films classified according to the British Board of Film Classification.
- 7.6 Except as in 5.3 above the authority will not impose conditions restricting the admission of children to any premises believing this should remain a matter of discretion of the licence holder. The licensing authority encourages family friendly policies. It will take strong measures to protect children where any licence holder is convicted of serving alcohol to children, where premises have or acquire a known association with drug taking or dealing, where gambling takes place on the premises or where entertainment of an adult or sexual nature is commonly provided. In such circumstances while it may sometimes be necessary to impose a complete ban on the admission of children this would be rarely imposed, it would be more likely to require conditions as referred to above.
- 7.7 Where a large number of children are likely to be present on any licensed premises, for example, a children's show or pantomime, then conditions will be imposed requiring the presence of an appropriate number of adult staff to ensure public safety and their protection from harm including control of access and egress and consideration may be given to include conditions concerning child/adult ratios
- 7.8 The licensing authority recognises the great variety of premises for which licences may be sought. These will include theatres, cinemas, restaurants, pubs, nightclubs, cafes, takeaways, community halls and schools. Access by children to all types of premises will not be limited in any way unless it is considered appropriate to do so in order to protect them from harm
- 7.9 In the case of premises which are used for film exhibitions conditions will be imposed restricting access only to those who meet the required age limit in line with any certificate granted by the British Board of Film Classification or, in a specific case where there are very good local reasons a certificate given to the film by the licensing authority itself.
- 7.10 Where no restriction or limitation is imposed the issue of access will remain a matter for the discretion of the individual licensee or club.
- 7.11 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment.
- 7.12 The Act details a number of offences designed to protect children in licensed premises and the licensing authority will work closely with the police and other appropriate agencies to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children.

## **8. Enforcement**

- 8.1 It is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the approved operating schedule, the specific requirements of the 2003 Act and any licence conditions imposed. The licensing authority, in partnership with the responsible authorities, will make arrangements to monitor premises.
- 8.2 The licensing authority will work closely with the Police, Trading Standards and the other responsible authorities, liaising on a regular basis to establish enforcement protocols and concordats to ensure an efficient deployment of resources engaged in enforcing licensing law and inspecting licensed premises, in order to ensure that resources are targeted at problem and high-risk premises.
- 8.3 The Act details a number of offences designed to protect children in licensed premises and the licensing authority will work closely with the police, Trading Standards and other appropriate agencies to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol and tobacco products to children.
- 8.4 The premises licence holder is responsible to ensure the four licensing objectives are upheld:
- Prevention of crime and disorder
  - Public Safety
  - Prevention of public nuisance
  - Protection of children from harm
- 8.5 Where there is evidence to suggest the licensing objectives are being undermined, enforcement action will be taken in accordance with the principles of better regulation and the Regulator's Compliance Code. The aim is to have well run premises operating in our borough. Problems at premises will be identified by the relevant authorities and the licence holder will have responsibility to resolve the problem. Failure to address or respond to problems or isolated serious failures will normally result in a review application.

