

Telephone: 023 9247 4174
Fax: 023 9248 0263
Website: www.havant.gov.uk

CABINET AGENDA

Membership: Councillor Wilson (Chairman)

Councillors Inkster, Bains, Bowerman, Rennie, Turner, Hughes and Thain-Smith

Meeting: Cabinet

Date: Wednesday 2 September 2020

Time: 2.00 pm

Venue: Skype for Business

The business to be transacted is set out below:

David Brown
Monitoring Officer

24 August 2020

Contact Officer: James Harris 01730 234098
Email: DemocraticServices@havant.gov.uk

Page

PART 1 (Items open for public attendance)

Apologies for Absence

To receive and record any apologies for absence.

Minutes

1 - 6

To confirm the minutes of the last meeting held on 1 July 2020.

Declarations of Interests

To receive and record any declarations of interest.

4	Chairman's Report	
5	Cabinet Lead Delegated Decisions, Minutes from Meetings etc.	7 - 34

RECOMMENDED that the following Delegated Decisions be noted:

- (1) West Beach Hayling Island Coastal Management
- (2) Empty Properties Strategy

Leader of the Council

6	'Shaping our Future' Transformation Programme	35 - 44
7	Appointments to Outside Organisations	45 - 46

Cabinet Lead for Communications

8	Introducing Microsoft Teams	47 - 52
----------	------------------------------------	----------------

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

Public Attendance and Participation

Members of the public are welcome to follow proceedings via the link on the Council's website.

Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.



Havant

BOROUGH COUNCIL

PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes

This page is intentionally left blank

HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 1 July 2020

Present

Councillor Wilson (Chairman)

Councillors Inkster, Bains, Bowerman, Rennie, Turner and Hughes

66 Apologies for Absence

There were no apologies for absence.

67 Minutes

The minutes of the previous meeting held on 3 June 2020 were confirmed as a correct record.

68 Declarations of Interests

Councillor	Minute No	Item Title	Nature of Interest
Cllr Inkster	71	Havant Borough Local Plan: Change to the Pre Submission Local Plan	Perception of bias, as Cllr Inkster had interests as a property owner.

69 Chairman's Report

The Leader was pleased to report that the Discretionary Grant Scheme to support those businesses previously not eligible for a grant was now open for applications. He advised that this meeting would be the first virtual meeting of the council to receive deputations in person rather than solely in writing and in order to make best use of this he had agreed to extend the usual time limit.

70 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

Cabinet RESOLVED that the following Delegated Decision be NOTED:

(i) Havant Borough Council – Council Tax Hardship Fund (COVID-19)

71 Havant Borough Local Plan: Changes to the Pre Submission Local Plan

Cllr Inkster left the meeting in accordance with his previous declaration of interest.

Cabinet members confirmed that they had read the five public deputations that had been received in respect of this item. In addition, three of the deputations received were delivered verbally at the meeting from Ms Law, Mr Tate and Mr Hunnibal.

Cllr Hughes introduced the item as the relevant Cabinet Lead. He commended the changes to Cabinet, for onward recommendation to Full Council.

In response to questions, Cabinet was advised that this was the first local plan created under the National Planning Policy Framework, which had a significantly different approach in respect of land supply. Havant was a relatively constrained borough, which was the reason why sites discounted in previous local plans were now being considered.

It was explained that there were not enough brownfield sites within the borough to meet the housing need, even with the higher housing densities proposed on these sites. Extensive green field sites would therefore have to be allocated in order to demonstrate a five-year land supply and meet housing need.

Cabinet members highlighted the importance of demonstrating a five-year land supply and for deliverable sites to be put forward by the council within a local plan. If not included by the council they would be likely to be added by the Planning Inspectorate during examination and not necessarily include the same mitigation measures.

Proposed by Cllr Hughes and second by Cllr Rennie it was unanimously RESOLVED that Cabinet recommends to Full Council that it:

- i. Approves the publication of the changes to the Pre-Submission Havant Borough Local Plan (Appendix A);
- ii. Approves the consultation on the changes on the Pre-Submission Havant Borough Local Plan (Appendix A);
- iii. Authorises the Planning Policy Manager¹, in consultation with the Cabinet Lead for Planning Regeneration and Communities¹ and the Cabinet Lead for Communications¹ to prepare relevant consultation material;
- iv. Delegates authority to the Planning Policy Manager¹, in consultation with the Cabinet Lead for Planning, Regeneration and Communities¹ to make any necessary additional changes to the Havant Borough Local Plan prior to the start of the consultation;
- v. Notes that following any approval under (i) the changes to the Havant Borough Local Plan would have material planning weight and would be a material consideration in decision making;

¹ Or successor in similar or equivalent role

- vi. Notes the publication of the additional submission documents (the Sustainability Appraisal, the Habitats Regulations Assessment, Integrated Impact Assessment, evidence base, Statements of Common Ground);
- vii. Notes the Borough's five year housing land supply position as of December 2019 (available at www.havant.gov.uk/localplan/evidence-base);
- viii. Notes the change in title of the plan to "Havant Borough Local Plan" and the resultant need to amend any emerging Council strategies;
- ix. Delegates authority to the Planning Policy Manager¹ to prepare a report, which forms one of the required documents to submit to the Secretary of State, noting the number of representations made through the consultation (recommendation ii) and a summary of the main issues raised;
- x. Approves the submission of the Havant Borough Local Plan, including the proposed changes, to the Secretary of State for Housing, Communities and Local Government following the consultation (ii) and the publication of the consultation report (vi); and
- xi. Delegates authority to the Planning Policy Manager¹ to prepare a schedule(s) of proposed changes for the Planning Inspector to consider before and/or throughout the examination of the Local Plan.

Cllr Inkster rejoined the meeting.

72 Community Infrastructure Levy: CIL Funding 2020-22

Cllr Turner introduced the item as the relevant Cabinet Lead.

In response to questions it was confirmed that the Governance, Audit and Finance Board would scrutinise and input into the final proposals put forward in respect of the new process and that there would be an all member briefing prior to the Cabinet meeting in September.

Cabinet was keen that projects which delivered a tangible community benefit were supported by CIL funding. Cabinet was mindful that some wards in the borough had historically put forward fewer applications for CIL funding and encouraged suitable communication and community engagement in order to try to redress the balance.

Proposed by Cllr Turner and seconded by Cllr Wilson, it was unanimously RESOLVED that:

- (a) Cabinet agree that there should be a delay in this year's round of Strategic CIL Pot spending until there is more certainty surrounding CIL income for period ending 31 March 2021.
- (b) If there are insufficient funds, that there is no 'annual CIL Strategic Fund bidding process' this year and further spending from the

Strategic CIL Pot (due for decision February 2021) is postponed until February 2022. This would not include funds previously committed through annual or interim decisions. Decision on funding new interim projects would be subject to an appropriate review of predicted 2021 income at 30 September 2020.

- (c) Work should continue on the Revised Funding Decision Protocol to ensure this document is compliant with the CIL Regulations, Planning Practice Guidance and the Constitution; to ensure we have a robust set of rules ready for future funding requests. After Cabinet, the Governance and Finance Board will consider the matter on 29 July 2020 inputting to the process that will lead to consideration of the revised protocol at Cabinet on 2 September 2020 before it is then considered by the Full Council.
- (d) The bidding process for the Neighbourhood Portion continues under the existing CIL Funding Decision Protocol and that the bidding dates are announced as being 19 August to 30 September 2020. Projects that provide infrastructure supporting recovery from the impacts of COVID-19 will be given priority.

73 West Beach Hayling Island Coastal Management

This item had been withdrawn from the agenda.

74 Brent House - A Request for Grant Funding

Cllr Turner introduced the item as the relevant Cabinet Lead.

In response to questions Cabinet was advised that the premises had on site management at all times and that there were separate blocks and entrances for the family and single occupancy units.

Cabinet was supportive of the proposal, although encouraged a second phase project to provide support for residents.

Proposed by Cllr Turner and seconded by Cllr Bowerman it was unanimously RESOLVED that Cabinet agree:

- i) to the award of £X grant to Two Saints, (see EXEMPT Appendix A and C), to be met from the Affordable Housing Developers' Contributions fund and the Homelessness Reduction Act Prevention fund 2020/21 (see EXEMPT Appendix C); and
- ii) The Director of Regeneration and Place in consultation with the S151 Officer be delegated the resolution of all grant terms and conditions provided they meet the minimum criteria (Appendix D) and authorised to take all steps to finalise the grant.

75 Covid-19 Response

The Leader introduced the item, commending and thanking officers for their work during this difficult time.

Proposed by the Leader and seconded by Cllr Turner it was unanimously RESOLVED that Cabinet:

- a. Noted the Council's response to Covid-19
- b. Noted the emerging financial impact on the council budget.
- c. Noted the policy for the administration of the Local Authority Discretionary Grants; and
- d. Invited Governance, Audit and Finance Board to co-ordinate the scrutiny of the Councils response to the Covid-19 Pandemic and to note the Governance, Audit and Finance Boards response.

76 Covid-19 Recovery and Transformation

The Leader introduced the item as the relevant Cabinet Lead.

In response to questions it was confirmed that the timeline for the likely reoccupation of the Plaza was based upon LRF modelling, although the Council was undertaking its own research into the matter and recognised that it had a community leadership role to play.

Proposed by the Leader and seconded by Cllr Bowerman it was unanimously RESOLVED that Cabinet:

- a) agree to the preparation of a Covid -19 Recovery and Transformation Strategy and Plan; and
- b) create a Recovery and Transformation Liaison Panel, with the terms of reference set out in Appendix B.

77 Disposal of Brockhampton West

This item had been withdrawn from the agenda.

The meeting commenced at 2.00 pm and concluded at 4.32 pm

.....
Chairman

This page is intentionally left blank

**Havant Borough Council
Record of Urgent Decision**

Key Decision

1. **WEST BEACH HAYLING ISLAND COASTAL MANAGEMENT**

2. **PURPOSE OF DECISION**

To inform of the coastal policy at West Beach, recent coastal change and the likely future changes in response to natural processes.

3. **DECISION MADE BY:**

Councillor Wilson, Leader
of the Council

4. **DECISION:**

That the Leader approves:

- (i) To note the removal of failed sea defence structures in 2020 as required in line with current policy. The policy to remove the structure, when it ceased to be serviceable, was approved by the Council in 2008, and this is also in accordance with the Council approved Shoreline Management Plan for the frontage 2010. The failed sea defences create an imminent threat to health and safety and therefore require urgent action. Funding to be met from existing budget framework and the implementation decision is delegated to the Leader in consultation with the Chief Finance Officer.
- (ii) To note this complies with the existing Coastal Policy at West Beach, to remove the timber revetment and groynes at West Beach following structural failure and not to repair or reconstruct them.

5. **DOCUMENT CONSIDERED:**

- Report
- Appendix A - West Beach
Shoreline Position 2020
- Appendix B – 100 year
Coastal Adaptation Zones

Decision Status	Date of Decision Made	Call In Expiry Date
APPROVED	25 June 2020	N/A

This page is intentionally left blank

HAVANT BOROUGH COUNCIL

Leader Decision

Decision By: Cllr Wilson, Leader, Havant Borough Council

WEST BEACH HAYLING ISLAND COASTAL MANAGEMENT

Report by: Natalie Meagher

Key Decision: Yes

1.0 Purpose of Report

- 1.1 To inform Cabinet of the coastal policy at West Beach, recent coastal change and the likely future changes in response to natural processes.

2.0 Decision

- 2.1 That the Leader approves:
- 2.2 To note the removal of failed sea defence structures in 2020 as required in line with current policy. The policy to remove the structure, when it ceased to be serviceable, was approved by the Council in 2008, and this is also in accordance with the Council approved Shoreline Management Plan for the frontage 2010. The failed sea defences create an imminent threat to health and safety and therefore require urgent action. Funding to be met from existing budget framework and the implementation decision is delegated to the Leader in consultation with the Chief Finance Officer.
- 2.3 To note this complies with the existing Coastal Policy at West Beach, to remove the timber revetment and groynes at West Beach following structural failure and not to repair or reconstruct them.

3.0 Issue

- 3.1 Hayling Island coastline consists of a dynamic shingle beach, stretching from Eastoke to Gunner Point. Over the course of time, due to both natural processes and human intervention, the shape of the beach has changed. Specifically, at West Beach, the area is very exposed, and the landscape can alter significantly as a result of poor weather conditions. Increased frequency of powerful storms year on year has taken its' toll on the area. The rapid change experienced last winter has been dramatic.
- 3.2 In the last year, the coastline has retreated sixteen metres northwards towards West Beach car park, and since January, a further four to five metres of the beach has been lost.

- 3.3 Recent inspections of the remaining sea defences have identified that part of the structure is failing and plans for its' removal are in hand. Removal of part of the sea defence is likely to increase the rate of erosion in this area, which in turn increases the threat to the safety of 'B' site beach huts.
- 3.4 Flooding and over-topping from the beach has also impacted the western end of West Beach car park, which was closed due to safety concerns in November 2019. The area remains cordoned off, and, is currently undergoing inspections to determine what the parking offer will look like in this area.
- 3.5 This report addresses the immediate issues relating to the failed sea defences. Other matters detailed are the subject of a separate Cabinet Report.

4.0 Implications

- 4.1 **Finance:** As the landowner, HBC is responsible for removal of the failed sea defences, which pose a health and safety risk. A budget of up to £85,000 has been identified within the budgetary framework for 2020/21; £65,000 for the works and £20,000 contingency. These costs will be met from unused funds from the Planning Policy budget due to specific works not being undertaken this financial year.

These defences do not qualify for Environment Agency Grant in Aid, unlike Eastoke. We are exploring the potential for Emergency Works funding from the Environmental Agency for defence removal.

- 4.2 **Legal:** We have received advice from Counsel to comprehensively understand the responsibility of the Council, as landowner, to its neighbours. In accordance with this advice, the Director of Regeneration and Place has now subsequently formally written to the relevant neighbours to inform them of the Council's intent to remove the failing structure.
- 4.3 **Strategy:** The need to remove the failed sea defences is essential given the related health and safety issues that the current situation presents. This is in accordance with the existing Coastal Policy.
- 4.4 **Risks:** The current health and safety risks are being managed through fencing to secure the area, signage and regular monitoring of the condition of the structure. If no action is taken the structure could be at risk of collapse as the beach continues to be drawn down through the voids in the sea defence structure, ultimately requiring an emergency response.

5.0 Local Government (Access to Information) Act 1985 – 'confidential' or Exempt' Information Indicator:

- 5.1 This delegated decision contains neither confidential nor exempt information

6.0 Is this an Urgent Decision?

Yes

7.0 Consultation with Chairman of the Operations & Place Shaping Scrutiny Board

Chair of Operations & Place Shaping Board: Cllr Dianne Lloyd

Date: 25 June 2020

Agreed. Councillor Wilson, Leader of the Council

Date 25 June 2020

As an urgent decision, the date of implementation will be the same as the date that this decision record was published, 26 June 2020.

Appendices: Appendix A - West Beach Shoreline Position 2020
Appendix B – 100 year Coastal Adaptation Zones

Background Papers: None

Agreed and signed off by:

Relevant Executive Director: 25 June 2020

Cabinet Lead: 25 June 2020

Contact Officer: Natalie Meagher
Job Title: Head of Neighbourhood Support
Telephone: 023 92 446561
E-Mail: Natalie.meagher@havant.gov.uk

This page is intentionally left blank

Beach Crest Position

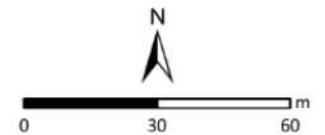


Page 13

South Hayling Island

- February 2020
 January 2019
 April 2018
- January 2020
 November 2018
 April 2017
- June 2019
 The beach crest is assumed to have an elevation of 4.3 mOD

Image © Google, TerraMetrics 2019

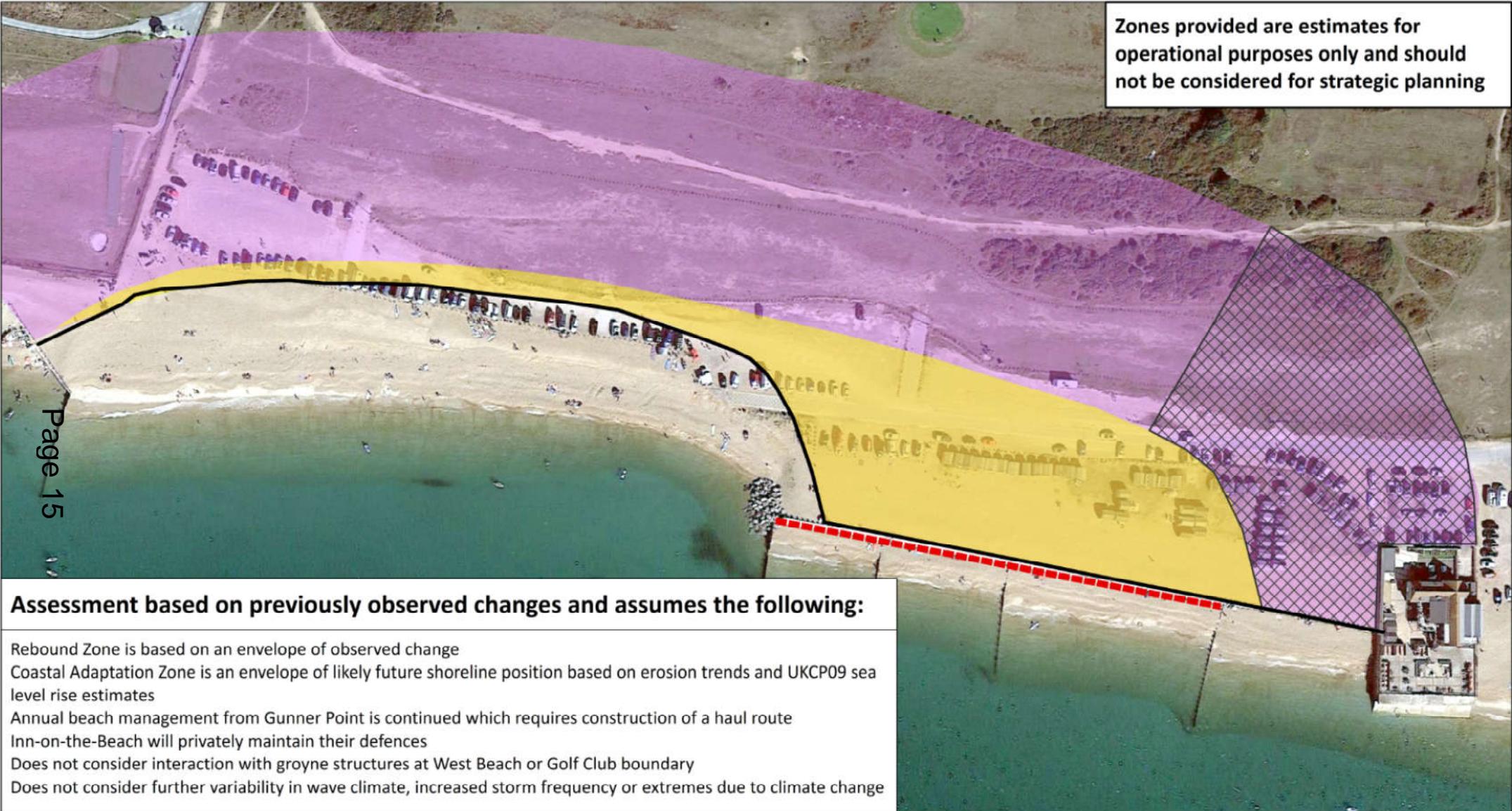


EASTERN SOLENT | COASTAL PARTNERSHIP

This page is intentionally left blank

Preliminary assessment of Adaptation Zones following removal of damaged sea defence

Zones provided are estimates for operational purposes only and should not be considered for strategic planning



Page 15

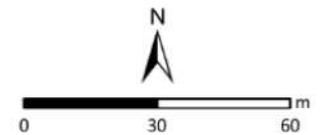
Assessment based on previously observed changes and assumes the following:

- Rebound Zone is based on an envelope of observed change
- Coastal Adaptation Zone is an envelope of likely future shoreline position based on erosion trends and UKCP09 sea level rise estimates
- Annual beach management from Gunner Point is continued which requires construction of a haul route
- Inn-on-the-Beach will privately maintain their defences
- Does not consider interaction with groyne structures at West Beach or Golf Club boundary
- Does not consider further variability in wave climate, increased storm frequency or extremes due to climate change

South Hayling Island

- Rebound Zone
- Coastal Adaptation Zone
- Area of greater uncertainty
- Beach crest February 2020
- Damaged sea defence

Image © Google, TerraMetrics 2019



EASTERN SOLENT | COASTAL PARTNERSHIP

This page is intentionally left blank

**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Empty Properties Strategy

2. **PURPOSE OF DECISION**

Empty homes are a wasted resource and can have a detrimental impact on neighbourhoods and the environment, as they can become an eyesore that may also cause problems for neighbours. Empty homes can quickly fall into disrepair and become magnets for antisocial behaviour and vandalism.

With affordable housing and land in short supply in Havant it is necessary to ensure that empty homes do not remain empty unnecessarily and fall into misuse and dereliction.

The intention of this Strategy is to outline the council's approach to the issue of empty homes, and provide focus as to how we will dedicate our resource.

The council is keen to avoid enforcement action and prefers to work with responsible property owners to rectify issues relating to their properties without the need for formal action, however enforcement action will be used where necessary.

This Strategy is designed to link in with and compliment the Council Tax Empty Homes Premium, and the council's Homelessness Strategy.

3. **DECISION MADE BY:** Cabinet Lead for Neighbourhoods, Safety and Enforcement

4. **DECISION:**

To approve the Empty Homes Strategy

5. **DOCUMENT CONSIDERED:** Report
Empty Homes Strategy.HBC.Mar 2020
Empty Homes Action Plan

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	17 July 2020	24 July 2020

This page is intentionally left blank

HAVANT BOROUGH COUNCIL

Cabinet Lead Delegated Decision

Decision By: Cllr Narinder Bains Cabinet Lead for Neighbourhood Quality

EMPTY HOMES STRATEGY

Report by: Sam Ings

Key Decision: No

1.0 Purpose of Report

1.1. This report is submitted to Cabinet Lead for policy decision.

2.0 Decision

2.1. Cabinet Lead is recommended to approve the Empty Homes Strategy.

3.0 Issue

3.1. Empty homes are a wasted resource and can have a detrimental impact on neighbourhoods and the environment, as they can become an eyesore that may also cause problems for neighbours. Empty homes can quickly fall into disrepair and become magnets for antisocial behaviour and vandalism.

With affordable housing and land in short supply in Havant it is necessary to ensure that empty homes do not remain empty unnecessarily and fall into misuse and dereliction.

3.2. The intention of this Strategy is to outline the council's approach to the issue of empty homes and provide focus as to how we will dedicate our resource.

3.3. The council is keen to avoid enforcement action and prefers to work with responsible property owners to rectify issues relating to their properties without the need for formal action, however enforcement action will be used where necessary.

3.4. This Strategy is designed to link in with and compliment the Council Tax Empty Homes Premium, and the council's Homelessness Strategy.

4.0 Implications

4.1 **Resources:** None

4.2 **Legal:** None

4.3 **Strategy:** None

4.4 **Risks:** None

5.0 **Local Government (Access to Information) Act 1985 – ‘confidential’ or Exempt’ Information Indicator:** *(please complete as appropriate)*

5.1 This delegated decision contains neither confidential nor exempt information

6.0 **Is this an Urgent Decision?**

No

7.0 **Consultation with Portfolio Holder (as appropriate):**

Ward Member Informed: Cllr Bains

Cabinet Lead Informed: Cllr Bains

Date: 06/03/2020

Agreed by Councillor Bains

Date 6 March 2020

Appendices: Empty Homes Strategy
Empty Homes Action Plan

Background Papers: None

Agreed and signed off by:

Monitoring Officer: 16th March 2020

S151 Officer: 4 March 2020

Head of Service: 10th March 2020

Portfolio Holder: 6th March 2020

Contact Officer: Sam Ings

Job Title: Environmental Health Service Manager

Telephone: 01730 234334

E-Mail: Sam.Ings@easthants.gov.uk



**EMPTY HOMES
STRATEGY**

**Agreed July 2020
Revision due April 2025**

Empty Homes Strategy 2020-2025

Contents

1. Introduction
2. Definition of an empty home.
3. Reasons why properties remain empty.
4. The impact an empty home can have.
5. The benefits of bringing empty homes back into use.
6. Aims & Objectives.
7. National Perspective.
8. Local Perspective.
9. Options that can be used to bring an empty home back in to use.
10. Enforcement options open to the council that can be used.
11. Resource
12. Council Tax
13. Partnership working
14. Review of Empty Homes Strategy.

1.0 Introduction

- 1.1 Empty homes are a wasted resource and can have a detrimental impact on neighbourhoods and the environment, as they can become an eyesore that may also cause problems for neighbours. Empty homes can quickly fall into disrepair and become magnets for antisocial behaviour and vandalism.
- 1.2 With affordable housing in relative short supply in Havant it is necessary to ensure that empty homes do not remain empty unnecessarily and fall into misuse and dereliction.

In light of this it is important that all homes in Havant are occupied as soon as possible, in order to do this, Havant Borough Council are dedicated to providing support and assistance to empty home owners in order to help them bring their property back in to use, and in some cases consideration will be given to using enforcement action to bring the properties in to use.

- 1.3 As of September 2019, the number of homes that have been empty for between 6 months and 2 years in Havant is 140. The number of homes that have been empty for 2 years or more is 97.

2.0 What is the definition of an empty home?

- 2.1 A long-term empty home is a residential dwelling that has been unoccupied for 6 months or more. This can include single-family dwellings, HMOs, flats, and accommodation located above commercial premises.
- 2.2 Empty homes that come to the Council's attention will be assessed and validated before any advice or action is commenced. This will include sending correspondence to the registered owner of the property, consulting with other Council departments, the neighbours in the immediate area, and any other relevant parties.

3.0 Reasons why properties remain empty.

- 3.1 In most cases this is because the owners need assistance, support, information, or encouragement to help return empty homes to use. Although there are numerous other reasons that properties remain empty including:
 - Financial implications.
 - Reluctance to let/sell.
 - Repossession or abandonment.
 - Health issues, long term care or hospitalisation.
 - Requires renovation and/or building work.
 - Probate, estate or legal ownership issues.
 - Inaction of owners or unable to let/sell.
 - Lack of awareness of support options.

This list is not exhaustive, and the reasons can vary in severity. It is important, therefore, that the Council is able to give the appropriate level of support to those who need it on a case by case basis.

4.0 The impact an empty home can have.

4.1 Empty homes represent a wasted resource and can cause a number of problems for the owner and the surrounding neighbourhood. If left empty properties can:

- Fall into disrepair, and/or become ruinous or dilapidated.
- Become an eyesore in neighbourhood.
- Attract vandalism, anti-social behaviour and crime.
- Cause damage to adjacent properties, and possibly health issues for neighbours through lack of maintenance.
- Reduce the value of the surrounding area as well as themselves
- Become costly to maintain, and a loss of potential income.

Again this list is not exhaustive.

5.0 The benefits of bringing empty homes back into use.

5.1 There are significant advantages for everyone in the area by bringing empty homes back into use, these include:

- Providing accommodation for others to use.
- For the owners – It unlocks potential capital if the property is sold; it will produce rental income if the property is let and there is the potential for an increase in property value.
- Leaving a home empty increases the risk of vandalism and crime, making the property more costly to insure empty, if it can be insured at all.
- For local residents it reduces the opportunities for vandalism, fly tipping and antisocial behaviour in all its forms.
- For the local economy – bringing an empty home back into use can contribute to the regeneration of an area, increasing spending in the local economy and helping to protect the value of surrounding properties.
- Unsightly properties can often deter investment in an area, which can lead to decline.
- For the wider community returning properties back into use may reduce demands on services such as the Police, Fire and the Council to deal with the associated problems.

6.0 Aims & Objectives

6.1 The aims and objectives of this Empty Homes Strategy are to introduce measures that will:

- Reduce the number of long-term empty properties in the district
- Encourage owners to participate in bringing empty homes back into use

- Assist with schemes to make empty homes decent and available for affordable housing to prevent properties becoming long-term empty
- Raise awareness to identify empty properties
- Provide positive support and assistance to owners and people within the District affected by empty homes
- Use enforcement powers where necessary, proportionate, and cost effective
- Make positive improvements to housing conditions and to the local environment.
- Increasing the availability of affordable housing

The Council will treat empty homes owned by the Registered Providers of Affordable Housing in the same way as other Private Sector Landlords.

The council do not have any housing stock, so this Strategy would not apply to Council owned buildings.

7.0 National Perspective.

- 8.1 Statistics published by the Ministry of Housing, Communities and Local Government (MHCLG) put the number of empty homes in England in October 2018 at 634,453. This represents a 4.7% increase on the previous year's total. Of the 634,435, 216,186 were classed as long-term empty properties (empty for longer than six months).

8.0 Local Perspective.

- 8.1 The Havant Borough Profile published in January 2018 to support the Havant Borough Local Plan 2036, provides the following key facts:

- The 2011 census recorded the population of Havant Borough as 120,684 people. The most recent 'Small Area Population Forecasts' (SAPF) estimated the population of the Borough as 123,700 people in 2016 and this is expected to rise to 129,300 people by 2023.
- The average house price in Havant Borough was £266,540 in June 2017; an 11% increase from the average price 12 months previously. This is significantly higher than the national increase of 4.9%. Alongside these increases, local incomes are relatively low at just over £27,500 per annum, being around half of what is needed to afford the average home. Alongside this, house prices are rising faster than the national average wage which will make housing even less affordable in the future. To compensate for this, a greater range of homes and tenures will need to be provided which embrace specialist and innovative housing products for young people and an ageing population (see sub-section above on population).
- As detailed in the Havant Borough Local Plan 2036 Pre-Submission Draft, the total objectively assessed housing need for the borough is 9260 homes.

- As of September 2019, there are 1673 applicants on the Hampshire Home Choice waiting list for Havant.

There is an increasing pressure to provide affordable housing in the borough, and for the council to pursue the best use of all existing properties within the district.

- 8.2 As of September 2019, the number of homes that have been empty for between 6 months and 2 years in Havant is 140. The number of homes that have been empty for 2 years or more is 97.

9.0 Options that can be used to bring an empty home back into use.

The Council can offer a range of services in order to give the best support and advice possible to empty homes owners and neighbours, we can offer:

- 9.1 Informal advice and assistance.

The Council will always seek to provide informal advice and assistance to bring empty homes back into use. Initial contact will always be informal providing written advice and information to the owner outlining the options, including establishing why the property is vacant and help the owner return it to use within a reasonable timescale.

- 9.2 Reduced-rating VAT for the renovation or alteration of empty homes. If a property has been empty for at least two years immediately prior to renovations commencing, the Private Sector Housing Team may be able to issue owners with a letter that will prove that they qualify for a reduced rate of VAT on renovation works through builders. This is subject to the builders offering this service, and to the renovations meeting certain criteria.

- 9.3 Sign posting.

The Council will signpost owners to services such as;

- The Councils Housing Team who can offer advice about renting out their properties.
- Local charities looking to lease empty properties.

10.0 Enforcement options open to the council that can be used.

The Council is keen to avoid enforcement action and prefers to work with responsible property owners to rectify issues relating to their properties without the need for formal action, however enforcement action will be used where necessary.

Empty properties will be dealt with on a case by case basis, and as per the attached action plan will be prioritised based on a range of factors including condition, the duration the property has remained empty, and the impact on the community. The Council may look to use formal enforcement powers in the highest priority cases, however through close partnership working the remainder will be addressed by the Council Tax Empty Homes Premium, please see point 11 below. The Council are unlikely to consider an

intervention of any kind until a property has remained empty for 2 years or more.

There is a wide a range of powers available and we use the most appropriate and proportionate powers to resolve empty property issues. Outlined below is the most commonly used legislation which can deal with the problems associated with, or caused by empty properties

10.1 Local Government (Miscellaneous Provisions) Act 1982

If an empty property is insecure and open to access, the Council can serve a notice on the owner giving them 48 hours' notice of the Council's intention to carry out works to secure the property. The cost of this would then be reclaimed from the property owner.

10.2 Building Act 1984

If the empty property has defective drainage, for example gutters, which are affecting the neighbouring properties, the Council can serve a notice requiring the owner to repair them. If the notice is not complied with the Council can prosecute the owner and/or carry out the works in default (do the work themselves). All costs associated with doing the work will be registered against the property, recoverable through enforced sale of the property.

Additionally, if a building is considered to be ruinous and dilapidated or a dangerous structure the Council can serve a notice on the owner requiring them to demolish or repair the building within a set timescale. Again, if the works are not carried out the Council may carry out the works in default. All costs associated with doing the work will be registered against the property, recoverable through enforced sale of the property.

10.3 Environmental Protection Act 1990

If an empty property is in such a state of disrepair that it is causing a statutory nuisance, for example a defective roof that is causing damp to a neighbouring property, the Council can serve a notice requiring the owner to carry out repairs. If the notice is not complied with the Council can prosecute the owner and/or carry out the works in default (do the work themselves). All costs associated with doing the work will be registered against the property, recoverable through enforced sale of the property.

10.4 Compulsory Purchase Order under the Housing Act 1985 (as amended) (CPO)

This is a tool of last resort whereby the Council apply to the Government to acquire a long-term empty property that is causing a serious nuisance or blight to an area. This compulsory purchase is used for long term empty properties in order to return them to use for housing purposes or, to demolish them.

10.5 Town and Country Planning Act 1990

A notice can be served under this act where the appearance of a property or land is causing significant blight to an area and loss of amenity, such as overgrown and untidy gardens, or dilapidated buildings. Again, if the works are not carried out the Council may carry out the works in default. All costs associated with doing the work will be registered against the property, recoverable through enforced sale of the property.

10.6 Public Health Act 1936

Under this legislation the Council can serve a notice on the owner to remove noxious accumulations. It allows 24 hours' notice of the Council's intention to carry out the work and recharge the debt to the owner. All costs associated with doing the work will be registered against the property, recoverable through enforced sale of the property.

10.7 Prevention of Damage by Pests Act 1949

If a property, or a garden, provides harbourage for pests, the Council can serve a notice on the owner requiring them to remove any accumulations that provide this harbourage.

10.8 Enforced Sale Procedure – Law of Property Act 1925

If there is a debt registered against a property, in favour of the Council, the Council can force the sale of the property in order to recoup the outstanding debt.

10.9 Housing Act 2004

Empty Dwelling Management Order's allow local authorities to take management control of an empty property for up to 7 years, carrying out any necessary repairs and arranging for the property to be rented out during this period.

The owner retains ownership and the right to sell the property and receives any surplus income made during this time once management costs and refurbishment costs have been reclaimed from the rental income.

An EDMO is only applicable for properties attracting anti-social behaviour and/or having a significantly adverse effect on the community, with owners unwilling to take action. This will restrict its use to a small number of properties, but they are valuable tool for long-term empty properties having a significant impact on a neighbourhood.

11.0 Resource

Generally there are no "quick fixes" in addressing empty properties, and the Council has no financial incentives to offer owners to encourage them to return their empty properties to occupation. The primary thrust to achieve this strategy will be through advice, encouragement, negotiation and persuasion, achieved within current team resources.

12.0 Council Tax

Since April 2013, powers previously held by central government to vary the amount of council tax paid on some empty homes has been devolved to District/ Borough level.

These discretionary powers have been extended with effect from 2019. A new 'Council Tax Empty Homes Premium' report recommends that from 1 April 2020, 100% premium in addition to the full council tax charge for each dwelling unoccupied and unfurnished between two and five years, and 200% premium for dwellings unoccupied for more than five years.

The report further recommends that from 1 April 2021, 100% premium in addition to the full council tax charge for each dwelling unoccupied and unfurnished between two and five years, 200% for dwellings unoccupied between five and ten years, and 300% for properties unoccupied for more than ten years.

Approval for this report will be sought from Full Council during 2019.

By introducing additional higher premiums this will incentivise owners of long-term empties to bring them back into use.

This measure is also preventative as it diminishes financial incentives which allows properties to remain vacant and sends a clear message to owners that empty properties are a liability.

13.0 Partnership working

The subject of empty homes is one that spans multiple teams across the local authority, as well as other partner organisations. In the interests of enabling this strategy the council is committed to sharing information between relevant council departments, and on occasion external partners where appropriate, and in line with data protection legislation.

13.0 Review of Empty Homes Strategy

This document was published in April 2020, and will be reviewed every 5 years or sooner. Next review date April 2025

For further information, please contact Environmental Health on 02392 446670, or ehealth@havant.gov.uk

This page is intentionally left blank

EMPTY HOMES ACTION PLAN

Action	Outcomes	Priority	Responsible Officer / Team	Start Date	Finish Date	Resource Implications
Monitor Empty Homes						
Develop and maintain an empty property database containing information provided by council tax, as well as information collected through complaints and investigations	Council Tax data to be provided to PSH Team quarterly. Empty property activity recorded centrally on the database.	High	Private Sector Housing Team	April 2020	July 2020 (ongoing)	Existing resources - officer time
Strengthen link between Empty Homes Strategy, Homelessness Strategy, and Council Tax Empty Homes Premium	Closer partnership working between respective teams to ensure free flow of information.	High	HBC	April 2020	July 2020 (ongoing)	Existing resources - officer time
Engage, Advise, and Assist						
Update council web pages	Information for owners/landlords on options for dealing with empty homes with useful signposting readily available	High	Private Sector Housing Team / Digital Content Team	July 2020	October 2020	Existing resources - officer time
Survey owners of identified empty properties in the District	Owners contacted and results analysed to establish reason or barriers to re-occupation	High	Private Sector Housing Team	October 2020	December 2020 (ongoing)	Existing resources - officer time
Provide assistance with housing advice/tenant management	Housing Team advise and help with tenancy information	Medium	Housing Team	October 2020	Ongoing	Existing resources - officer time

Action	Outcomes	Priority	Responsible Officer / Team	Start Date	Finish Date	Resource Implications
Reduce the impact of empty homes						
Risk assess empty properties and identify targets for proactive enforcement	Empty property risk assessment devised and survey of identified empty properties completed	High	Private Sector Housing Team	July 2020	October 2020 (ongoing)	Existing resources - officer time
Develop a process for identifying problem empty homes and prioritising	Priority generally given to empty homes causing community issues. Empty home not causing community issues may be left to be tackled by the empty homes premium	High	Private Sector Housing Team	October 2020	December 2020	Existing resources - officer time
Develop enforcement process to address the priority properties	Enforcement actions identified and recorded	Medium	Private Sector Housing Team	January 2021	March 2021	Existing resources - officer time
Reduce the number of empty homes						
Agree use and procedure for enforced sale for high risk empty properties	Enforced sale action applied to priority empty homes where informal action has failed	High	Private Sector Housing Team / Legal Services	January 2021	March 2021	Additional resource may be required from legal Services Team to support and advise

Action	Outcomes	Priority	Responsible Officer / Team	Start Date	Finish Date	Resource Implications
Agree use and procedure for Compulsory Purchase Orders and Empty Dwelling Management Orders	Use or threat of use of CPO/EDMO powers returns empty property to occupation	Medium	Private Sector Housing Team / Legal Services	January 2021	March 2021	Additional resource may be required from Legal Services, as well as Housing Team in the case of EDMO

This page is intentionally left blank

NON EXEMPT

HAVANT BOROUGH COUNCIL

Cabinet

02 September 2020

‘SHAPING OUR FUTURE’ TRANSFORMATION PROGRAMME

Head of Commercial Development

FOR RECOMMENDATION TO COUNCIL

Portfolio Holder: Cllr Michael Wilson

Head of Service: Chris Bradley

Key Decision: Yes

Report No: HBC/015/2020

1.0 Purpose of report

- 1.1. This report seeks agreement to the policy parameters and approval to recommend their adoption to full Council.
- 1.2. The Key policy principles reflect the aims of the corporate plan and have already received outline approval. This report is to seek agreement to a detailed policy mandate to enable a rapid transformation to one workforce, serving two councils, along with a new concept of operations, in order to shape our future and deliver a financially sustainable council by October 2022.

2.0 Recommendation

Cabinet is recommended to:

- 2.1. Agree the policy principles in Appendix 1.
- 2.2. Invite full Council to agree the approach taken by Cabinet to implement the Corporate plan to create a sustainable Council.
- 2.3. Invite the Chief Executive to produce a ‘Shaping our Future’ transformation programme initiation document to support the Corporate Plan Theme 1 of sustainability.
- 2.4. Invite the Chief Financial Officer to make appropriate provision in preparation of the annual budget 2021/22 for delivery of transformation.
- 2.5. Invite the Chief Executive to report to Cabinet each quarter outlining progress, expenditure and any delay.

2.6. To note that a Cabinet Liaison Panel has been established under Covid-19 Recovery and a Transformation themed group will be formed within this panel to coordinate approaches.

3.0 Executive summary

3.1. Havant Borough Council (HBC) needs to make financial savings of £12.1M over five years while realigning its resources to the current priorities as set out in the Council's strategies. The direct costs and loss of income resulting from coronavirus, the resulting economic downturn and Brexit have added significant uncertainty to the challenge. The degree of uncertainty means the nature and impact of these are difficult to quantify but it is prudent to plan for these to be financially significant.

3.2. Ongoing service improvements alone will not deliver the required organisational agility and sustainability. We need to take a more radical approach to transforming the way we operate and deliver our services.

3.3. The subject of devolution has been raised again by central government. The likely form, impact and options for HBC are currently unknown. The 'Shaping our Future' transformation programme aims to ensure HBC is in a strong, agile position to manage its response to the devolution agenda.

3.4. The purpose of the a 'Shaping our Future' transformation programme is to create an agile, financially sustainable authority by October 2022. With one workforce, applying an evidence-based approach to deliver the councils' statutory obligations and discretionary services.

4.0 Strategic Objectives

4.1. An agile and financially sustainable operating model that delivers our transformation vision by October 2022.

4.2. An operating model that delivers the council's statutory obligations and where financially viable certain discretionary services.

4.3. A performance management regime that evidences a demand led and early intervention approach to the delivery of services.

4.4. Public service values and an agile, flexible and resilient 'can do' culture.

4.5. An environment that attracts, grows and retains talent at all levels.

5.0 Vision

- 5.1. The vision is to shape our own future as a financially and environmentally sustainable council that greatly enhances the lives of residents and local businesses. An agile council that understands local challenges and local needs. Tailoring our services and resources to meet our statutory obligations and target discretionary services based on need and use.
- 5.2. We leverage our positive partnership with EHDC for the benefit of both councils. Creating more efficient and effective services for our residents and local businesses, with less bureaucracy.
- 5.3. We are an enabling council which takes a strategic view to focusing resources. Promoting community engagement and work collaboratively with partners in the public, voluntary and private sectors. We are outcome focussed and provider agnostic. Working with all partners to applying prevention and early intervention to reduce demand, challenge anti-social behaviour and deliver positive outcomes.
- 5.4. We embrace a digital first approach to our services; enabling ease of access and convenience for residents while promoting productivity and the efficient use of resources.
- 5.5. Driven by public service values we are also commercially astute and obtain the best financial, environmental and social value in all our dealings.
- 5.6. As one workforce we are brilliant at the basics; flexible, agile and resilient. Engaged at all levels, we have honest and challenging conversations. We take ownership of performance at all levels and are empowered to make timely decision at the lowest appropriate level. We maintain the highest professional and ethical standards and invest in our people. Our positive, friendly and professional culture helps us attract, grow and retain talent.

6.0 The concept of operations

- 6.1. The outline concept of operation is to build on the success of the partnership with EHDC, creating greater efficiencies through rationalisation, managing demand proactively and working more smartly.
- 6.2. The concept consists of a customer demand model and target operating model as illustrated in Appendix 2. Key features of the outline concept of operations are provided below and illustration may be found at Appendix 2. Subject to approval of this paper, staff will be engaged in designing and mobilising the detail needed to deliver the outline concept.

6.3. 'Shaping our Future' will be a highly complex and challenging programme of work. While this paper and the concept of operations provides a common direction of travel, some solutions may need to be iterative or emerge out of negotiations with third parties.

6.4. The programme will be delivered through seven integrated workstreams: strategy, governance, communications and engagement, financial stability, target operating model, digital and one workforce. Together they will enable one workforce, manage demand and smarter working.

6.5. One workforce:

- Following council approval of a One Workforce options paper, all staff will transition to a single employing entity. Simplifying HR policies and processes, reducing bureaucracy and the administrative burden.
- We will drive efficiencies by creating and managing a single set of internal policies, practices and procedural documents. Differences will be minimised and included within the single set of documents. Internal documents will be jointly branded HBC and EHDC.

6.6. Managing demand. We will manage demand applying the outline customer demand model shown in Appendix 1. This will include:

- Prioritising statutory services
- Identifying need and demand using evidence to focus discretionary services
- Applying proactive prevention and early intervention to reduce demand
- Challenging anti-social behaviours and promoting healthy options to reduce demand
- Apply a case management approach to resolve resident issues first time

6.7. Work more smartly

- Reduced demand through proactive engagement and enabling greater self service
- Reduce the number of different points of contact within the council to make it easier for residents
- Collect less and ensure residents only need to provide their information to us once
- Resolve issues first time
- Develop a multi-skilled case management team
- Review and update performance management and reporting
- Be service provider agnostic and outcome focussed

- Promoting community engagement and work collaboratively with partners in the public, voluntary and private sectors.
- Focus the utilisation of specialist staff and leadership teams

7.0 Additional Budgetary Implications

7.1. There are likely to be significant costs to delivering. . The aim will be to create a financially stable council within three years, for the financial year 23/24. With the cost of transformation to have been repaid within the current MTFP, by the end of the 2024/25 financial year.

8.0 Background and relationship to the Corporate Strategy and Directorate Business Plan/s

8.1. This proposal draws directly upon the HBC Corporate Strategy. 'Shaping our Future' will drive Directorate and Service Business Plans going forward.

9.0 Resource Implications

9.1. Financial Implications. Given the complexity and risk presented by the external environment, there is an urgent need to act prudently to secure the long-term financial sustainability of the council.

9.2. Human Resources Implications. There is likely to be a reduction in staff numbers. The numbers, nature and strategy for managing reductions will emerge from the work undertaken during the programme. There is likely to be a need for new skills and training to support staff in developing those skills.

9.3. Information Governance Implications. These will be identified and addressed as part of the programme.

9.4. Other Resource Implication. Transformation is a highly challenging and complex programme of work that will require the prioritisation of resource capability and capacity. This will mean the cutting, delaying or adjustment of some existing projects.

10.0 Legal Implications

10.1. The Council has decided through the Corporate plan to transform the way it delivers services. Cabinet must now set the administrative policy parameters to deliver on the plan as approved at full council. Although, it is primarily the responsibility of cabinet to agree approaches to delivering the corporate plan, it is recommended that there is provision for full council to agree to this programme as it is likely to result in a Council that is significantly changed in the way it provides and operates services. The transformation project will encounter significant legal hurdles in terms of service provision,

equalities human rights, staffing issues, budget, contracting and procurement. These will vary in accordance with the individual workstreams identified.

11.0 Risks

11.1. The vital risk is in inaction or delay to initiating the 'Shaping our Future' transformation programme, resulting in financial pressures that force unplanned cuts.

12.0 Consultation and Communications

12.1. A communication and engagement plan for key stakeholders will be developed as part of the programme.

13.0 Appendices:

Appendix 1 – Policy Principles

Appendix 2 – 'Shaping our Future' Concept of Operations Illustrations

14.0 Background Papers:

14.1. HBC Council Strategy

14.2. HBC Digital Strategy

Agreed and signed off by:

Monitoring Officer: Daniel Toohey (Deputy Monitoring Officer) 21 Aug 20

S151 Officer: Lydia Morrison 24 Aug 20

Director: Gill Kneller 6 Aug 20

Leaders: Cllr Michael Wilson 6 Aug 20

Contact Officer: Chris Bradley

Job Title: Head of Commercial Development

Telephone: 07403 020 255

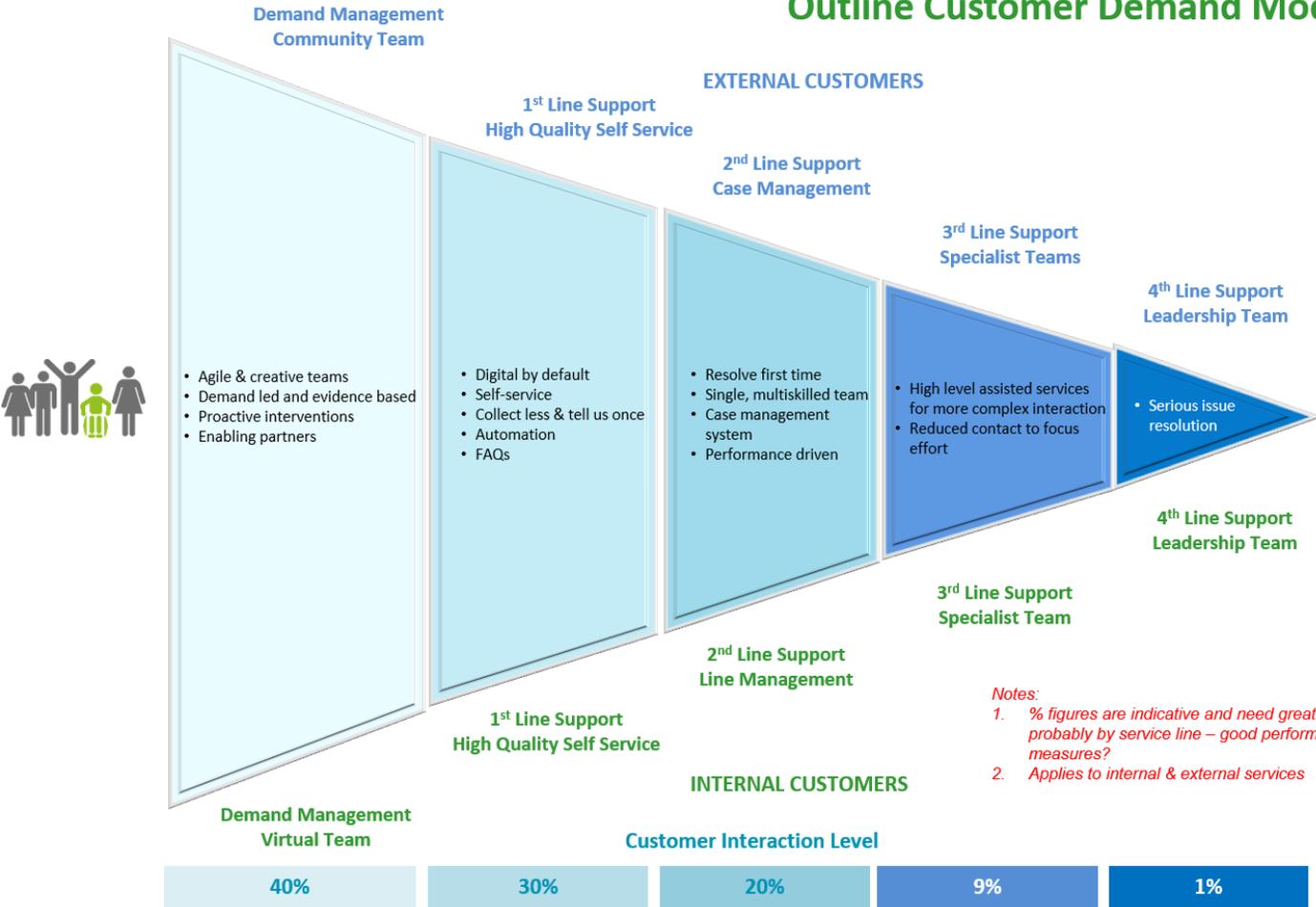
E-Mail: chris.bradley@easthants.gov.uk

POLICY PRINCIPLES

Serial	Policy	Purpose
1.	Transformation by October 2022 is critical for the future financial sustainability of the council. It is our highest priority programme and the capability and capacity must be prioritised to deliver it.	To create a sustainable council, theme 1 corporate plan and prioritise resources.
2.	Havant Borough Council (HBC) will leverage the positive partnership with East Hampshire District Council (EHDC) for the benefit of both councils.	To reduce bureaucracy and the administrative burden, drive efficiencies and explore cost saving and income generating opportunities together.
3.	'Shaping our Future' will be digital by design.	To enable ease of access and convenience for residents while promoting productivity and the efficient use of resources.
4.	The purpose, vision and concept of operations described in paragraph 6 of the main body is approved as the basis for transformation.	To rapidly create focus, unity of effort and a platform for the development of more efficient and economic ways of working and delivering services.
5.	To enable efficiencies, HBC and EHDC will create a homogeneous workforce who work to identifiable JD's & T&C's across both Councils. An options paper on One Workforce will be brought to full council for approval.	To reduce bureaucracy, administrative costs and the size of the organisation.
6.	To enable efficiencies, the council will transition to one shared set of digital solutions with EHDC but with the data separated and held by each individual council.	To reduce costs of procurement and maintenance and operation while maintaining sovereignty of data.
7.	To enable efficiencies, HBC and EHDC will adopt an aligned set of constitutions and governance structures.	To reduce bureaucracy, administrative costs while maintaining sovereignty of governance.
8.	To enable the efficient delivery of transformation, full council will delegate decisions on transformation to Cabinet.	To enable the rapid design, build and mobilisation of the programme while maintaining appropriate governance and oversight.

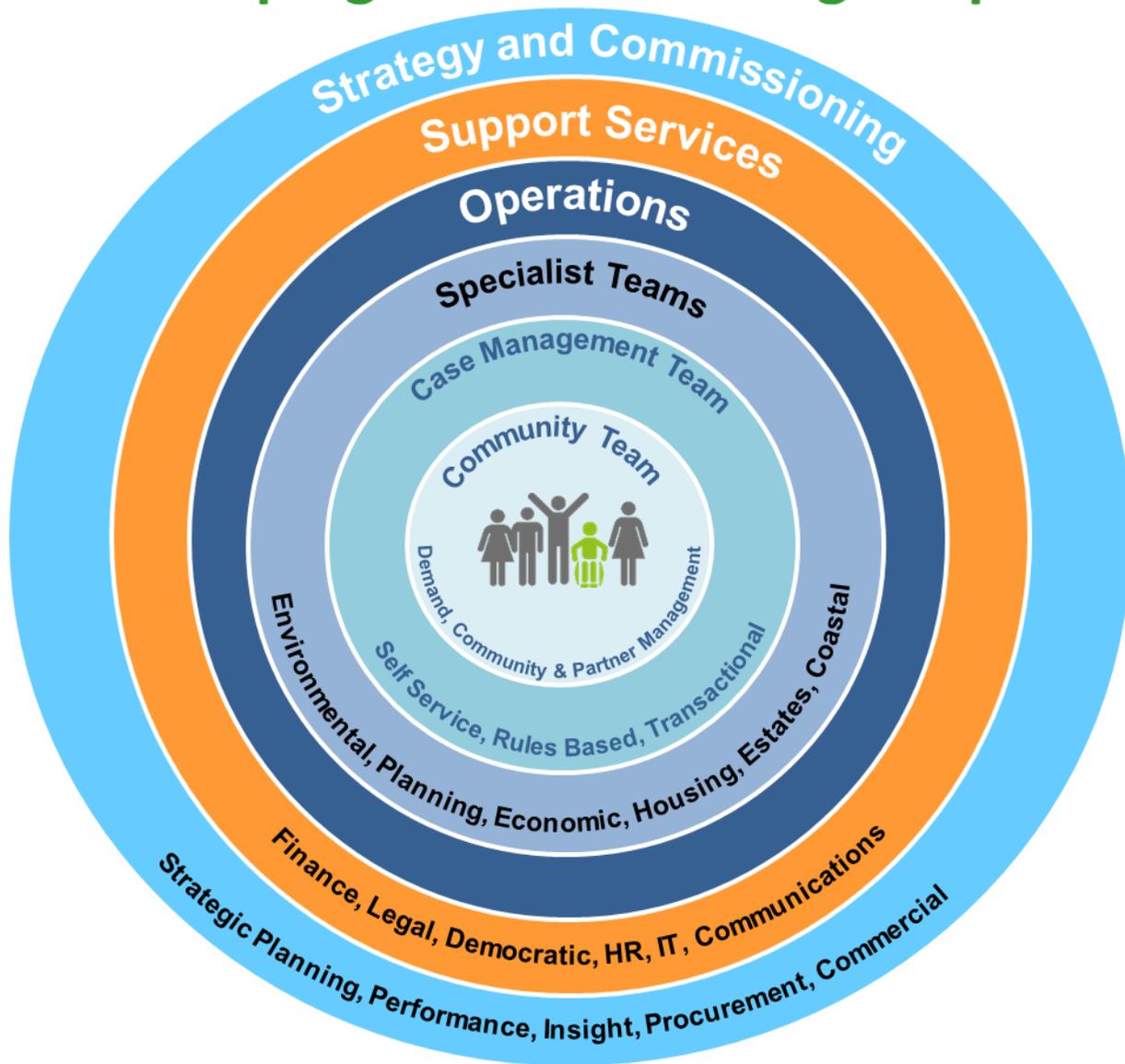
‘SHAPING OUR FUTURE’ CONCEPT OF OPERATIONS ILLUSTRATIONS

Outline Customer Demand Model



Notes:
 1. % figures are indicative and need greater analysis, probably by service line – good performance measures?
 2. Applies to internal & external services

'Shaping our Future' Target Operating Model



This page is intentionally left blank

HAVANT BOROUGH COUNCIL

CABINET

2 September 2020

APPOINTMENTS TO OUTSIDE ORGANISATIONS

Report by the Deputy Democratic Services Team Leader

Head of Service: David Brown

Director: Lydia Morrison

Key Decision: No

Report No: HBC/016/2020

1.0 Purpose of Report

1.1 To appoint members to represent the Council on the governing bodies of various outside organisations for the 2020/21 municipal year.

2.0 Recommendation

2.1 That Cabinet appoints members to represent the Council on those outside organisations set out in Appendix A; attendance at meetings of the organisations concerned to qualify as an Approved Duty and all appointments to have effect until the first meeting of the Cabinet in the 2021/22 municipal year.

3.0 Summary

3.1 Appendix A to this report sets out the detail of those appointments that now fall to be made by the Cabinet, together with an indication of any special requirements where these are applicable. All such appointments, when made, will have effect until superseded at the first meeting of the Cabinet in the 2021/22 municipal year.

4.0 Implications

4.1 Resources:

As an approved duty, if members choose to claim subsistence allowance for attendance at meetings, this will be a charge against the Council's budget for which funding is available.

4.2 Legal:

None arising directly from this report.

4.3 **Strategy:**

It is essential that the Council has an input into the running of those organisations that either provide services to the Borough or use Council resources in order to function.

4.4 **Risks:**

Having no involvement in the way these organisations are run may have an adverse effect on the Council should criticism arise.

Increasing the amount of meetings that members attend may draw their time and resources away from other work.

4.5 **Communications:**

None arising directly from this report.

4.6 **For the Community:**

Sound management of these organisations must be achieved and the Council should ensure that such organisations are carrying out their duties in the best interests of their customers.

5.0 **Consultation**

Not Applicable

Appendices:

Appendix A (to follow) – Appointments to Outside Organisations to be made for 2020/21

Background Papers:

Nil

Signed off by:

S.151 Officer: Report 24.08.20, Appendix TBC
Monitoring Officer: Report 24.08.20

Contact Officer: James Harris
Job Title: Deputy Democratic Services Team Leader
Telephone: 01730 234098
E-Mail: james.harris@easthants.gov.uk

HAVANT BOROUGH COUNCIL

Cabinet

2 September 2020

INTRODUCING MICROSOFT TEAMS

Report of: Susan Parker, Head of Programmes, Redesign & Quality & Senior Information Risk Owner

Head of Service: Susan Parker

Director: Lydia Morrison

Key Decision: No

Report No. HBC/014/2020

1.0 Purpose of Report

- 1.1. The pandemic has seen a rapid take-up of digital tools to enable remote meetings for councillors and officers alike meaning that the most straightforward approach to servicing this requirement was to deploy Skype for Business and Skype Broadcast.
- 1.2. On agreeing to this approach, the Cabinet also set out expectations around a subsequent migration to MS Teams which is a more modern platform, noting the technical constraints. This report updates Cabinet on the current position and brings forward recommendations to accelerate the move to MS Teams.

2.0 Recommendation

2.1. Cabinet is recommended to:

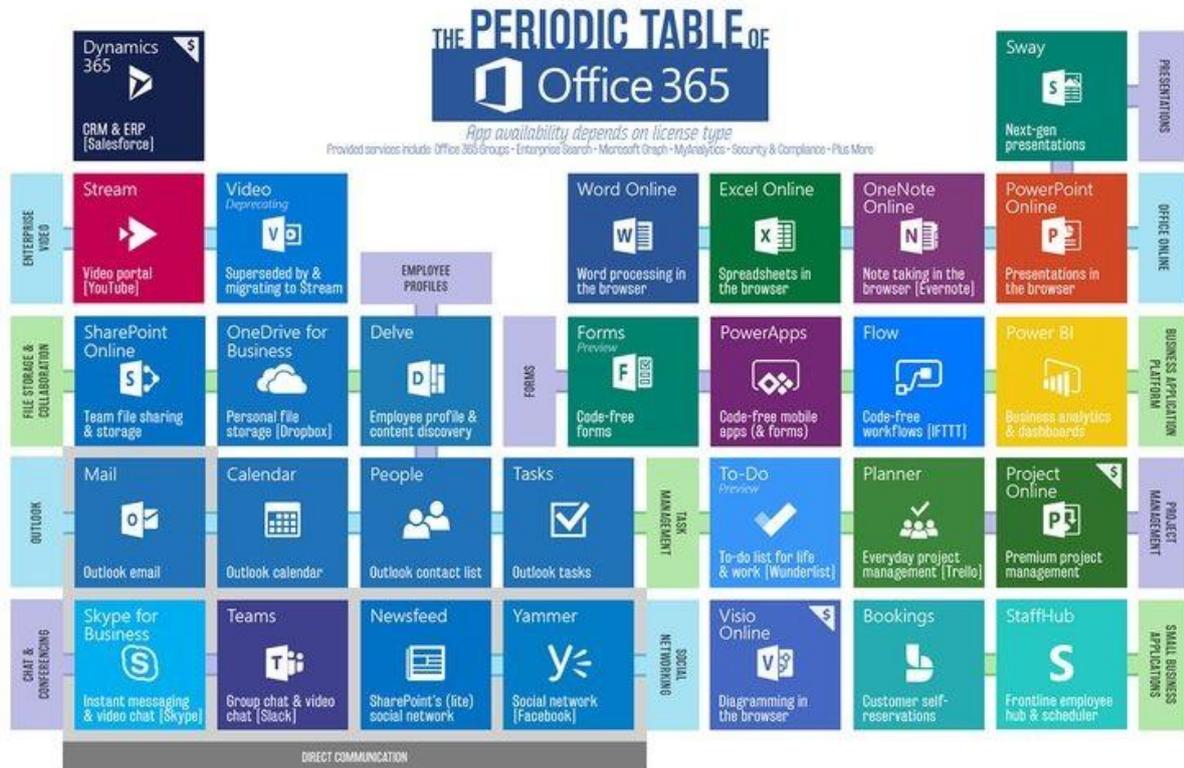
- 2.1.1 Agree the mitigations, proposed implementation methodology and timeline outlined in section 5.

3.0 Executive Summary

- 3.1 The Council's Digital Strategy sets out plans to implement Sharepoint and associated productivity tools such as Microsoft Teams in the context of the relevant Digital Design Guidelines which are: Digital Workstyles, A Digital Mindset and Digital Security.
- 3.2 Critical to the success of this implementation are the introduction of security tools, to be provided via the Council's IT provider.
- 3.3 Since the approval of the Digital Strategy and the associated Design Guidelines, the Councils have moved into unprecedented times; with the COVID-19 pandemic forcing a rapid step change in how we work and how democratic decision making is supported.
- 3.4 Whilst the use of Skype for Business was approved for meetings, it was with the expectation that a move to MS Teams would be implemented in due course. Officers have reviewed the approach and carried out a full risk assessment and have arrived at a position where shifting to MS Teams can be accommodated, prior to the completion of other IT projects. Section 5.3 of this report sets out how such an implementation will be structured.

4.0 The Microsoft Platform

4.1 Overview of Office 365 applications.



Source: <https://blog.systoolsgroup.com/microsoft-office-365-periodic-table/> [May 2018]

4.2 There is no doubt that this suite of tools will enable a massive digital transformation for the Council and has always featured in our Digital Strategy plans, informed by a number of the Digital Design Guidelines of that strategy, namely:

4.2.1 **Digital Workstyles** — Officers and councillors must have the equipment they require to work in a flexible manner and, as part of a ‘paper-lite’ environment, be less dependent on a fixed workspace. Digital will ensure that modern ways of working can be utilised to full effect to support individuals and teams.

4.2.2 **A Digital Mindset** — Culturally, our organisations must embrace Digital as the standard way of working. Staff should think digital-first and have the confidence to self-serve and self-fix. Excellent workspace design and IT tools can remove the reliance on traditional office desk arrangements

4.2.3 **Digital Security** — Security is paramount across our digital plans. We will work with our IT service providers, public sector partners and specialist agencies, such as the National Cyber Security Centre, to ensure arrangements are sound and proportionate to the level of threat.

5.0 Implementation

5.1 Noting Cabinet’s desire to progress towards MS Teams, the Senior Information Risk Owner (SIRO) and Data Protection Officer (DPO) have worked with the Digital Design Team to undertake a risk assessment. The arising mitigation actions listed below mean that the use of MS Teams can be managed safely.

5.2 Mitigations

1. Repeat Data Protection Training, including - ensuring use of correct email addresses, sharing information with those that need to see it, chat and Transcripts are similar to meeting notes and to treat accordingly
2. Chats and Transcripts have the same status as emails
3. The DPO to include MS Teams when carrying out searches on Subject Access Requests
4. Set retention policy for Chat to 30 days
5. Retention controls will be applied to SharePoint retrospectively once that platform is implemented
6. Outside of Admin Users, Teams data will be accessible only by attendees and invitees of the call.
7. Implement clear guidance for call recordings with a checklist for the owner of the recording to ensure they are clear about the implications of recording and the rationale for doing so and is signed off by the DPO – to ensure Register of Processing Activities and Privacy requirements are properly managed

5.3 Should Cabinet feel that the mitigation actions are acceptable, then Officers will proceed with an implementation plan as outlined below. Starting first with staff use and internal meetings, followed by an implementation for public meetings. The timing of the latter takes into account the need to manage this transition alongside the development and bedding in of hybrid meetings.

5.4 Plan & Timeline

August – Mid September 2020 – Staff

- Training and awareness
- User Guides
- Installation support where necessary
- Testing across services
- Retention schedule for Chat set to 30 days
- Formalise move to Teams
- Communication & Self-Help tools in place
- Realign all internal meetings (including Cabinet Briefing) to be via MS Teams, with Skype as second option

September – Mid October – Councillors (pending approval by Cabinet)

- Training and awareness
- Councillor User Guide
- Support to install MS Teams
- Democratic Services lead on testing
- Testing of Team Live Events
- Non-Public Cllr Committees held in Teams
- Teams Live Event scripts produced and tested
- Cabinet and other public meetings held via Team Live Events

In due course the related IT service projects, such as a change to the Microsoft Tenancy will be implemented, enabling the Council to then progress with a broader implementation of O365 tools as referenced in the diagram at paragraph 4.1 above.

6.0 Budgetary Implications

6.1 There are no additional budgetary implications.

7.0 Background and relationship to the Corporate Strategy and Directorate Business Plan/s

7.1 The Digital Strategy and its associated deliverables is one of the main enablers to deliver the theme of Sustainable Council as defined in the Corporate Strategy for the Council.

8.0 Options considered and reasons for the recommendation

8.1 Executive Board has considered both the original and revised implementation approaches to MS Teams, and agree that the residual risk implications associated with this implementation are acceptable.

9.0 Resource Implications

- 9.1. Project management services will be provided via the Council's in-house Business Solutions Unit. The technical lead will be the Council's in-house Digital Designer – Information Solutions.

10.0 Legal Implications

- 10.1. The ICO has recognised that during the COVID-19 response; informed, pragmatic decisions about use of systems to enable service provision will be made.

12. Risks

- 12.1 The risk assessment has been signed off by both the SIRO and DPO. Mitigations are captured in paragraph 5.1 above.

13. Consultation

- 13.1 Not required.

14. Communication

- 14.1 A training and awareness campaign will feature as part of the implementation to encourage as much best practice as possible in the use of MS Teams.

15. Appendices

None

Agreed and signed off by:

Monitoring Officer: David Brown – 21 July 2020

S151 Officer: Lydia Morrison – 21 July 2020

Director: Lydia Morrison – 21 July 2020

Cabinet Lead: Cllr Alex Rennie – 23 July 2020

This page is intentionally left blank