

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



Havant
BOROUGH COUNCIL

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CABINET AGENDA

Membership: Councillor Rennie (Chairman)

Councillors Bains (Vice-Chairman), Denton, Lloyd, Satchwell, Robinson, Pike and Bowerman

Meeting: Cabinet

Date: Wednesday 1 June 2022

Time: 5.00 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Kim Sawyer
Chief Executive

24 May 2022

Contact Officer: Jenni Harding 02392 446234
Email: jenni.harding@havant.gov.uk

	Page
PART 1 (Items open for public attendance)	
1 Apologies for Absence	
To receive and record any apologies for absence.	
2 Minutes	1 - 4
To confirm the minutes of the last meeting held on 13 April 2022.	
3 Declarations of Interests	
To receive and record any declarations of interest.	

4	Chairman's Report	
5	Recommendations from the Scrutiny Board	To Follow

Leader of the Council

6	Confirmation of Shareholders Sub-Committee Membership	5 - 6
7	Cabinet Liaison Panel Appointments	7 - 8
8	Appointments to outside bodies	9 - 14
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Cabinet Lead for Finance

10	Provisional Revenue and Capital Outturn 2021/22	21 - 34
11	Cabinet Lead Delegated Decisions, Minutes from Meetings etc.	

RECOMMENDED that the following Delegated Decisions and Minutes of Meetings be noted:

- (1) Approve the Discretionary Covid-19 Additional Relief Fund Scheme
[Printed decision Approve the Discretionary Covid-19 Additional Relief Fund Scheme.pdf](#)

GENERAL INFORMATION

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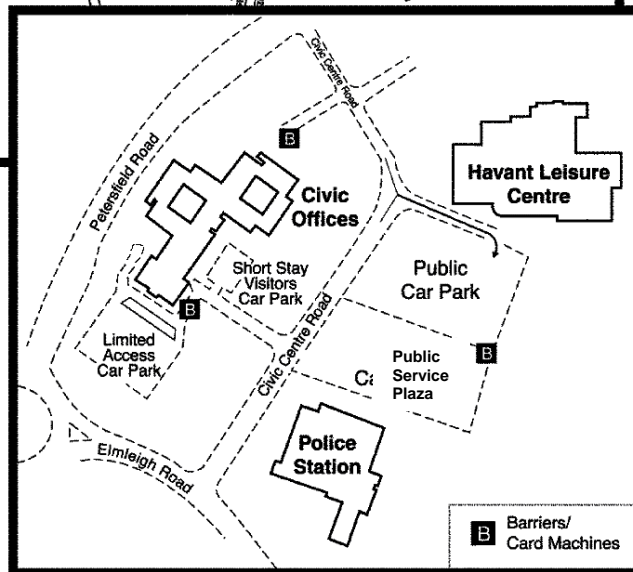
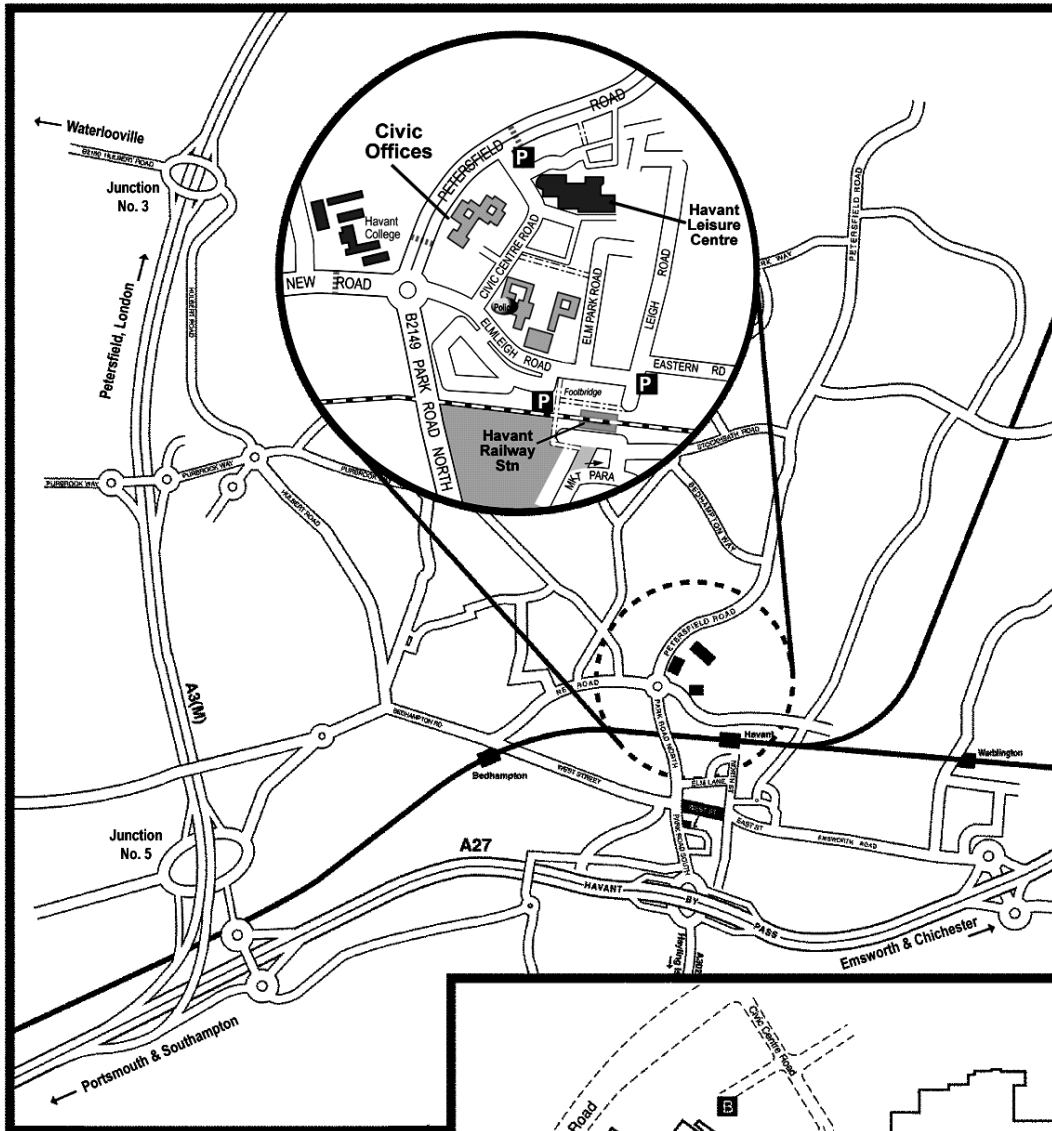
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BOROUGH COUNCIL
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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 13 April 2022

Present

Councillor Rennie (Chairman)

Councillors Bains (Vice-Chairman), Satchwell, Robinson and Pike

62 Apologies for Absence

Apologies were received from Councillor Tony Denton & Lulu Bowerman.

63 Minutes

Proposed by Councillor Satchwell and seconded by Councillor Pike, the minutes of the previous meeting of 07 March 2022 were agreed as a true record.

64 Declarations of Interests

There were no declarations of interest from the members present.

65 Chairman's Report

There was nothing the Leader wished to report for this meeting.

66 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

It was RESOLVED that the following delegated decisions be NOTED:

- (1) 31/03/22 - Energy Rebate - £150 Discretionary Scheme
- (2) 22/03/22 - Additional Infrastructure Spend Regarding Improvements to Environmental Services on Hayling Island
- (3) 22/03/22 - Replacement and repair of Beach Huts damaged by Storm Eunice
- (4) 07/03/22 - Future External Audit Provision
- (5) 16/02/22 - Proposed TRO Avenue Road
- (6) 16/02/22 - Traffic Regulation Order for Bellair Road, Montgomery Road, Connaught Road, Pine Grove and Oaklands Road
- (7) 16/02/22 - Traffic Regulation Order for Yeolls Lane in Lovedean

It was further RESOLVED that the following minutes be noted:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Management Committee held on 21 March 2022.

67 Senior Management Structure

The item was introduced by Councillor Rennie, as Leader of the Council.

Proposed by Councillor Rennie and seconded by Councillor Bains, following debate, it was RESOLVED that Cabinet recommends that Council;

- I. agree the proposed senior management structure at Appendix 1;
- II. note that the structure shall exclude any posts at Director level and instead have five Executive Heads of Service who will be Chief Officers of the Council. Role profiles are included at Appendix 2
- III. agree that formal consultation will begin immediately with the existing senior managers across Havant Borough Council and East Hampshire District Council
- IV. agree that following consultation the Head of Paid Service take all necessary steps, through the HR Committee to appoint to roles within the proposed Senior Management Structure following appropriate processes set out in the Constitution
- V. that remuneration and terms and conditions for the Executive Head of Service roles be determined by HR Committee upon appointment to those roles

68 Treasury Management Strategy 2022/23

Councillor Rennie introduced the item as Leader on the Council, noting that Councillor Denton, Portfolio Holder for Finance was unable to attend this meeting.

The Leader confirmed that following work undertaken by the Budget Working Group and advice sought from independent treasury management advisors, a revision to the strategy that was agreed by Council as part of the annual budget process in February was suggested. The minor revisions will help bring the Council's Treasury Management Strategy in line with best practice adopted by many other Council's nationally.

Proposed by Councillor Rennie and seconded by Councillor Satchwell, following debate, it was RESOLVED that Cabinet recommend to Full Council to APPROVE the revised Havant Borough Council Treasury Management Strategy for 2022/23 as detailed in Appendix A.

The meeting commenced at 3.00 pm and concluded at 3.16 pm

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Chairman

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Appointments to HBC Shareholder Sub-Committee

Please note that the Shareholders Sub-Committee may only comprise of members of the Cabinet and must include the Leader, as Chairman and the Cabinet Member with portfolio responsibility for Finance.

- Cllr Alex Rennie (Leader)
- Cllr Tony Denton (Cabinet Lead with responsibility for Finance)
- Cllr Narinder Bains
- Cllr Lulu Bowerman
- Cllr Clare Satchwell

Reserves

- Cllr Gwen Robinson
- Cllr Tim Pike
- Cllr Elizabeth Lloyd

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Havant Borough Council

Cabinet Liaison Panels 2022/2023

Climate Change & Environment Cabinet Panel (Up to 8 members)	
Conservative	Elizabeth Lloyd (Chairman) Neil Bowdell Lulu Bowerman Richard Kennett Rosy Raines Vacancy Vacancy Vacancy

Terms of Reference as agreed by Cabinet on 15 December 2021

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APPENDIX A
Appointments to Outside Organisations 2022/23

	ORGANISATION	No. Appointments to be made	Appointments 2022/23	SPECIAL REQUIREMENTS
1	Armed Forces Champion Representative	One	Cllr J Thain-Smith	None
2	Bedhampton Community Hall Association	One	Cllr L Fairhurst	None
3	Community First Wessex	One	Cllr A Redsull	None
4	Cowplain Activity Centre Association	One	Cllr N Bowdell	Ward Councillor
5	District Councils Network	One	Cllr A Rennie	Must be the Leader of the Council
6	Emsworth Maritime Historical Trust	One	Cllr R Kennett	Clause in Lease states that the Council may appoint one representative to serve on the governing body of the Trust (which is the body concerned with the day to day management of the Trust and its premises)
7	Hampshire (South East) Road Safety	One	Cllr P Crellin	None
8	Hampshire and Isle of Wight Local Government Association	Two	Cllr A Rennie Cllr N Bains	Must be members of the Executive
9	Hampshire Buildings Preservation Trust	One	Cllr A Rennie	None

APPENDIX A
Appointments to Outside Organisations 2022/23

	ORGANISATION	No. Appointments to be made	Appointments 2022/23	SPECIAL REQUIREMENTS
10	Havant Citizens Advice	One	Cllr G Robinson	None
11	Havant Thicket Reservoir Stakeholder Group	One	Cllr C Satchwell	None
12	Hayling Island Community Centre Association	One	Cllr L Turner	None
13	Local Government Association (Assembly)	One	Cllr A Rennie	None
14	Local Government Association Coastal Issues Special Interest Group	One	Cllr C Satchwell	None
15	Norse South East – Strategic Liaison Board	One	Cllr L Bowerman	Must be member of the Executive (can be the same as Director)
16	Off The Record	One	Cllr Y Weeks	None
17	Parking Patrol Adjudication Panel and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	One	Cllr G Robinson	None

APPENDIX A
Appointments to Outside Organisations 2022/23

	ORGANISATION	No. Appointments to be made	Appointments 2022/23	SPECIAL REQUIREMENTS
	18 Partnership for South Hampshire (PfSH) Joint Management Committee	One	Cllr A Rennie Cllr E Lloyd	Normally but not necessarily the Leader of the Council.
	19 Partnership for South Hampshire (PfSH) Overview and Scrutiny Committee	One	Cllr D Keast	To be non-Executive members. Often opposition or Chair of O&S. No deputy appointed.
	20 Police and Crime Panel	One	Cllr N Bains Standing Deputy: Cllr I Payter	None
	21 Portchester Crematorium Joint Committee	Two	Cllr T Pike Cllr L Bowerman	Must be members of the Executive
	22 Portsmouth City Council Health Overview and Scrutiny Panel	One	Cllr Julie Richardson	None
	23 Project Integra Strategic Board	One plus non-voting Standing Deputy	Cllr L Bowerman Standing Deputy: Cllr N Bains	Must be an Executive Member
	24 Solent Forum	One	Cllr Richard Stone	None

APPENDIX A
Appointments to Outside Organisations 2022/23

	ORGANISATION	No. Appointments to be made	Appointments 2022/23	SPECIAL REQUIREMENTS
25	Solent Growth Forum	One	Cllr Richard Stone	None
26	Solent Leader's Forum	One /Deputy	Cllr A Rennie Standing Deputy: Cllr N Bains	None
27	South East Employers	One	Cllr A Rennie	None
28	South East of England Councils	One	Cllr A Rennie	None
29	Southern and South East England Tourist Board	One	Cllr C Satchwell	None
30	Spring Arts and Heritage Centre	One	Cllr Lulu Bowerman	None
31	Springwood Centre	One	Cllr Elizabeth Lloyd	None
32	Standing Conference on Problems Associated with the Coastline (SCOPAC)	One	Cllr C Satchwell Standing Deputy: Cllr A Rennie	None

APPENDIX A
Appointments to Outside Organisations 2022/23

	ORGANISATION	No. Appointments to be made	Appointments 2022/23	SPECIAL REQUIREMENTS
	33 Staunton Country Park Management Committee	One	Cllr Y Weeks	None
	34 Sussex Downs and Coastal Plain Local Action Group	One	Cllr L Turner Standing Deputy: Cllr R Raines	None
	35 Waterlooville Area Community Association	One	Cllr M Sceal	None
	36 Wecock Farm Big Local	One	Cllr D Jenner	None
	37 Wecock Community Centre Association	One	Cllr Carly Scannell	None
	38 West of Waterlooville Forum	Four plus 2 Standing Deps	Cllr H Patel Cllr N Bowdell Cllr E Lloyd Cllr G Robinson	Must not be members of DMC
	39 Westbrook Hall Association	One	Cllr D Keast	None

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

1 June 2022

Creating a Paperless Council

FOR DECISION

Cabinet Lead:

Cllr Alex Rennie, Leader of the Council

Cllr Narinder Bains, Community Safety and Transformation

Key Decision: No

Report Number: HBC/051/2022

1. Purpose

1.1. This paper is submitted to Cabinet:

1.2. To present the recommended approach to provide Councillors a Council-owned IT device and associated support where necessary. Currently Councillors use their own devices. Such provision will ensure all Councillors have the means to work digitally and enable the realisation of the Council's aim to reduce waste and work in a modern, paper-less fashion.

2. Recommendation

2.1. Members are requested to approve:

- a. That a Capita Supported Laptop will be the standard supported device for Councillors who require it.
- b. That Democratic Services define and deliver a plan to remove the distribution of printed agendas for all council meetings on the basis that all Councillors will be able to access this material electronically.
- c. That approval is given to invest in Modern.Gov to provide enhanced functionality to further improve paper-less working.

3. Executive Summary

- 3.1. The Council has a goal to reduce the amount of printing and distribution of hard-copy agendas and papers featuring as a priority within the refreshed Corporate Strategy approved by Full Council 23 February 2022. From 8 main committee meetings between June and September 2021 a total of 12,883 pages were printed and distributed. There are at least 48 'Committee' type meetings each year. Based on these sums there is clearly an opportunity to have a positive impact in how the Council operates by changing the way material for such meetings is provided.
- 3.2. Currently Councillors use their own devices, however, there are exceptions where the Councillor does not have access to an appropriate solution thus leading to difficulties working electronically and therefore a continued need to print agendas.
- 3.3. To enable the strategic objective a number of options have been explored, noting the need to balance the fact that many Councillors already have suitable IT and that where a device is needed it is fit for purpose and supported.
- 3.4. The provision of devices creates an additional recurring revenue implication for the Council, which will vary depending on take-up. However, it is envisaged that this cost will be covered through savings made through the reduced need for printing and distribution.

4. Background and relationship to Corporate Strategy and/or Business Plans

- 4.1. This initiative will address the Council's aim to reduce waste by moving towards a modern paper-less way of working, as stated in the Corporate Strategy approved by Full Council in February 2022.
- 4.2. It also supports the digital design principles within the Council's Digital Strategy, 2020-2024, namely:
 - Digital By Default
 - Digital Mindset
 - Digital Workstyles
 - Digital Responsibility – the environment

5. Options considered

- 5.1 Officers have considered the option of providing all Councillors with a standard device. Whilst this carries the benefit of universal support, security and improved data protection, it is a costly option and is an inconvenience for those Councillors who already have equipment which enables them to perform their duties.

5.2 Additionally, alternative devices were also considered. Whilst the cheapest option, i-PADs are not recommended due to the fact that they are not supported under our current contract. Microsoft Surface-Pros were also dismissed on the grounds of affordability.

6. Resource Implications

6.1. Financial Implications

6.1.1 There is no pre-existing budget provision for IT equipment or support for Councillors. Any one-off funding required to enable the preferred solution will be met through the council's 'transition reserve' budget.

6.1.2 In order to deploy a Councillor-set device, a new build will be required. This is estimated to cost £2000. This task will be undertaken once and then replicated. Additionally, £3000 will be required to cover and upgrade to Modern.gov. The costs below are per Councillor/Laptop.

	Year 1	Year 2	Year 3	Year 4
Support & VPN	221	221	221	221
Laptop (Council procured)	644			
Total	865	221	221	221

Table 1

6.1.3 Modest savings associated with print and postage of agendas is estimated to be £1640 per annum alongside being able to re-focus staff capacity on higher priority issues.

Section 151 Officer comments

Date: 23 May 2022

It is envisaged that the on-going costs of providing those Councillors who require a new Council supported laptop will be met through the savings achieved through reduced printing and distribution. This will be kept under review as the demand for new laptops becomes clearer.

Any one-off costs for enabling the preferred solution (such as the £2k estimated 'build' cost) will be met through the Council's 'Transition Reserve' and reported back through regular budget monitoring.

6.2. Human Resources Implications

6.2.1 As part of the provision of the laptop, the Councillor will receive guidance on its use and also the use of Modern.gov.

7.2 Information Governance Implications

7.2.1 The option to receive a Council-owned laptop will improve mitigation against the security and data protection (GDPR) risks faced by all organisations.

8 Legal Implications

8.1 The reduction of printed agendas will be undertaken in consultation, and with the consent of, Members. This will ensure compliance with the Local Government (Electronic Communications) (England) Order 2015. This provision allows councils to send their members summonses and related papers/reports electronically unless the individual member requests hard copy delivery.

Deputy Monitoring Officer comments

Date: 23 May 2022

The recommendations in this report are supportive of the aim of creating a paperless council by providing councillors with IT equipment and reducing printed copies (a priority in the Corporate Strategy 2022-25). This will also help meet Digital Strategy ambitions by encouraging greater digital awareness amongst staff and councillors.

9. Risks

Risk	Likelihood	Impact	Mitigation
Take up is high resulting in higher unbudgeted recurring costs for the Council.	M	M	<ul style="list-style-type: none">• Monitor take-up and re-profile IT hardware budgets as soon as understood
A device is not returned when a Councillor stands-down/is un-elected resulting in financial loss for the Council and delays for other users.	L	M	<ul style="list-style-type: none">• Ensure devices are controlled assets• Ensure process of returning kit at the end of tenure is in place

Table 2

10 Consultation

10.1 This report and the principles of the scheme have been discussed with the Leader of the Council (Cllr Rennie) and Cabinet Lead for Community Safety and Transformation (Cllr Bains). Also consulted:

- Interim Chief Executive
- Democratic Services Team Leader
- Digital Design Team Leader
- Overview & Scrutiny Committee
- The Task & Finish Group of the above Committee, commissioned to also review options for paper-less methods of working – report considered by Committee 12 April 2022.

11 Communication

11.1 Once agreed, the scheme will be made available as soon as possible and communicated accordingly.

12 Appendices

None

13 Background papers

None

Agreed and signed off by:

Portfolio Holder: Cllr Alex Rennie

Director: NA

Deputy Monitoring Officer: Alan Harrison

Section 151 Officer: Malcolm Coe

Contact Officer

Name: Susan Parker

Job Title: Head of Programmes, Redesign & Quality

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

1 JUNE 2022

PROVISIONAL REVENUE AND CAPITAL OUTTURN 2021/22

FOR DECISION

Portfolio Holder: Cllr Denton

Key Decision: N

Report Number: HBC/052/2022

1. Purpose

- 1.1. This paper is submitted to provide the Cabinet with a summary position regarding the provisional revenue and capital outturn for 2021/22.

2. Recommendation

2.1. Members are requested to note:

- a. the outturn for the General Revenue Fund, subject to external audit, is an overspend of £0.311 million
- b. transfers to the General Revenue Fund and Earmarked reserves, as set out in *Table 3 – Earmarked Reserve Movements*
- c. A transfer of £5.237m from the s31 earmarked reserve to cover timing differences on the deficit on NNDR caused by Covid reliefs.
- d. the position of the 2021/22 capital programme as at 31 March 2022.

3. Executive Summary

- 3.1. This report advises members of the provisional, (unaudited), revenue and capital budget monitoring year end position for the financial year 2021/22 together with the resulting reserves positions. The forecasts indicate a year end general fund overspend of £0.311 million which is £100k more than reported at quarter 3.
- 3.2. The majority of service expenditure is in line with budget profiles and forecasts. Heads of Service worked to bring services that identified large variances during the year back into a balance. The main area of residue overspend is on Housing due to the large increase in the numbers in temporary accommodation throughout the year.

3.3. This report also details changes to the capital budget made since the 2020/21 budget was set on February 2021 and reflects the forecast year end position of the 2021/22 spend against budget as at 31st March 2022.

3.4. As a result of the global pandemic, and subsequent pressures put on Local Authorities, the statutory deadline of 31 May for the draft Statement of Accounts has been changed by central Government and the first draft of the statutory accounts must now be approved by 31 July 2022, with the final audited accounts published by 30 November 2022.

3.5. This report provides the Cabinet with an update on the provisional outturn and seeks endorsement on certain matters.

Provisional Revenue Outturn

3.6. After allowing for various year end-adjustments, there has been a net service overspend of £1.764 million against the overall Budget for 2021/22 with a summary statement against budget included at **Appendix A**. Offsetting this, Central Government has provided the Council with non-ringfenced grants of £1.445 million to help support services.

3.7. Therefore, the overall outturn position for the Council at year end, taking into account Business Rates, Council Tax and Grants, is a deficit of £0.311 million.

Provisional Capital Outturn

3.8. The provisional capital outturn at year end shows spend of £2.945 million, this represents slippage of £1.707m against the budget of £4.652m.

4. Background and relationship to Corporate Strategy

Revenue Outturn

4.1. A summary of the revenue outturn position for the financial year 2021/22 is set out below. The out-turn position for individual services is detailed in Appendix A.

4.2. *Table 1 – Revenue Outturn*

	Budget	Outturn	Variance / Adverse
	£'000	£'000	£'000
Net Cost of Services	13,593	15,357	1,764
Council Tax, Business Rates, Grants and earmarked reserves	(13,593)	(15,046)	(1,453)
Net (Surplus) / Deficit	0	311	311

4.3. The **main** revenue service variances against the budget are set out below:

Service Area	Variance (£000)	Reasons
5 Councils Contract & Staff	(176)	Accrual for provision for contract costs from prior years and savings on salaries and professional fees
Executive Office	142	£135k spend on transformation in year. We will explore the use of the HBC Transformation Reserve throughout 2022/23
Head of Legal	78	£122k overspend on staffing costs (including agency) offset by savings in Democratic Services and Member costs
Head of Organisational Development	(124)	£73k underspend in communications on staffing costs and £51k underspend on salary costs in HR
Head of Programmes Redesign & Quality	(161)	Savings across the service in staffing costs and accrual for provision of contract costs saving
Head of Customer Services	203	£700K accrual for the HB benefit owed to DWP which should have been charged in 2020/21, Offset by £454K reduction in provision for bad debt on HB overpayments due to a reduction in overall debt
Head of Strategic Commissioning	69	£150k overspend on Norse due to losses in year offset by extra income generated through garden waste and beach huts.
Head of Finance	189	Overspend on external audit fees along with savings targets that were not able to be delivered
Head of Coastal Partnerships	(94)	Vacancy savings in CELT team
Head of Neighbourhood Support	167	£150k savings target within Parking service not achieved as a result of downturn in income. In particular, quarter one was still affected by Covid downturn.
Head of Housing	776	Significant overspend in Housing as a result of homelessness costs due to additional support provided with placements in temporary accommodation. Only a proportion of these costs can be recovered from government.
Head of Planning	258	£160k shortfall in Development Control and £100k overspend on professional fees in Planning Policy as part of Local Plan development.

Head of Community Engagement	(81)	Savings on Health & Wellbeing and Community Development
Head of Property	204	Ambitious savings target of £495k set I the budget which was not fully delivered in year.
Head of Regeneration	50	Overspend as a result of spend on return to high streets as a result of Covid
Meridian	190	Income less minimum revenue provision results in shortfall. Loss of income due to voids in lettings.

- 4.4. The overall out-turn of £311k has increased from the £211k as reported at quarter 3 with Housing being by far the largest variance.
- 4.5. When a household is placed under a statutory duty into B&B, the Council pays the direct cost to the landlord with the household submitting a claim for Housing Benefit. HB does not cover the whole cost of any placements, it can only cover the rental element, (which is capped), therefore excluding food, services etc. This leaves a shortfall which falls to the Council hence the variance as showing in the budget. During the pandemic there was a huge increase in B&B placements and although this year the team has worked hard to reduce the number in actual B&Bs, many are still being placed in nightly paid accommodation. Performance indicators during the year have clearly indicated the high numbers that remain in B&B although it is anticipated that this will reduce slightly in the first quarter of 2022/23.
- 4.6. A detailed exercise has commenced to review the accuracy of all 2022/23 revenue budgets. Whereas there is confidence that the overall budget is achievable in year, movements between service areas will be required to ensure that funding adequately reflects the true cost of services provided.
- 4.7. The Havant BC Budget Working Group has been tasked with re-presenting a 2022/23 revenue budget, as part of a five-year Medium Term Financial Plan, in October 2022.

Capital Outturn

- 4.8. A summary of the capital outturn for the financial year 2021/22 is set out below with full details contained at **Appendix B**.

Table 2 – Capital Outturn

	Budget	Outturn	Variance (Favourable) / Adverse
	£ (000)	£ (000)	£ (000)
Housing – Disabled Facilities Grants	1,628	838	(790)
Operational Land and Buildings	2,570	1,864	(706)
Vehicles and equipment	250	243	(7)
IT equipment	204	-	(204)
Total Capital Programme	4,652	2,945	(1,707)
	2020/21 Revised Budget	2020/21 Provisional Outturn	Variance (Favourable) / Adverse
	£ (000)	£ (000)	
Funded By:			
REFCUS (Revenue funded as Capital under Statute)	1,628	838	(790)
External Grants & Contributions	2,705	2,033	(717)
Use of Specific Reserves	274	74	(200)
Use of Capital Receipts	0	0	0
Borrowing Requirement	0	0	0
Total Funding	4,652	2,945	(1,707)

4.9. The largest variance is in relation to Disabled Facilities Grants, (DFG), where spend early in the financial year was significantly impacted by Covid pandemic. Funding for DFGs is ring-fenced and, as such, any unspent sums will be carried forward into the following financial year to meet with the future demands on the service.

4.10. Similarly, we have not spent the full £1.04m capital allocation linked to ‘Developer Contributions’ in year, with unspent funding being rolled forward into 2022/23. However, capital spend of £243k has been utilised from the £250k budget for enhancing the Council’s play areas.

Reserves and Balances

4.11. In closing the accounts for 2021/22, the Council’s revenue reserves have been reviewed against the budget and proposed movements with a summary provided in the table below:

Table 3 - Earmarked Revenue Reserves as at 31 March 2022

	Balance 01/04/2021 £'000	Transfers In £'000	Transfers Out £'000	Balance 31/03/2022 £'000
Insurance Reserve	(653)	0	0	(653)
Externally Funded Reserve	0	0	0	0
Financial Management reserve	(3,867)	(789)	0	(4,656)
Service Support Reserve	(1,304)	(19)	566	(758)
General Fund - earmarked	(22)	0	0	(22)
Restructuring reserve	(418)	0	0	(418)
Regeneration Reserve	(991)	(8)	0	(999)
Pensions Resilience Reserve	(789)	0	789	0
s31 Earmarked Reserves	(8,623)	0	5,237	(3,386)
Covid Resilience Reserve	(2,180)	2,180	0	0
Transition Reserve	0	(2,180)	0	(2,180)
Leisure Contingency Reserve	(950)	0	0	(950)
Total Earmarked Reserves	(19,797)	(816)	6,592	(14,021)
General Fund Balance	(3,509)	0	311	(3,198)

4.12. Key movement in year are:

- Removing the requirement for a specific Pensions Resilience Reserve, having reviewed the current performance of the HBC Pension Fund, (which is now fully funded). £789k within the Pension Reserve transferring to the Financial Management Reserve;
- £566k transfer out of the Service Support reserve relates to income received to support homelessness which has been applied against the gross spend on costs incurred throughout 2021/22;
- £5.237m transfer out of the s31 earmarked reserve covers timing differences on the deficit on Business Rates, (NNDR), caused by Covid reliefs;
- £2.180m previously earmarked as a Covid Resilience Reserve has been repurposed as a 'Transition Reserve' to help manage the separation from East Hampshire DC through to creating a financially sustainable Havant BC

4.13. After allowing for all transfers, the General Fund un-earmarked balance amounts to £3.198 million, (23.5% of the net revenue budget), and the Earmarked Reserve balance amounts to £14.02 million as at 31 March 2022. Overall, the retention of

Havant BC reserves remains healthy and will assist the council in developing a revised 2022/23 revenue budget and 5 year Medium Term Financial Plan.

Performance against Corporate Strategy

- 4.14. The financial year 2021-22 has been focussed on recovery from the pandemic and the development of the new Corporate Strategy.

Covid-19 pandemic recovery

- 4.15. The Council has continued to support residents and businesses as the country emerges from the global pandemic. During the first part of the year an additional 700 local businesses benefited from Covid related support grants as the country emerged from lockdowns. In May 2021 the local elections were successfully held with the additional safety measures that were required as a result of Covid. Our staff continue to work in a hybrid way, embracing both working from home and office working. Whilst all Covid restrictions have now been lifted the Council is looking to ensure that residents and businesses have the necessary support going forward and this will primarily be driven through our new Corporate Strategy.

Corporate Strategy 2022-2025

- 4.16. During the year a new Corporate Strategy was developed and approved by full Council. The new Corporate Strategy has a focus on the following themes:

- An environmentally aware and cleaner borough
- A safe environment, healthier and more active residents
- A thriving local economy
- A revitalised borough with infrastructure that meets our ambitions
- A responsive and commercial council
- A quality home for all.

- 4.17. The Corporate Strategy is supported by a number of other plans including our Regeneration & Economy Strategy, our Digital Strategy, our Homelessness and Rough Sleeper Strategy, our developing Local Plan and our Climate Change and Environmental Strategy.

- 4.18. Despite the challenges posed by Covid during the first part of the year the Council has still delivered some notable achievements through the year as summarised below:

- a. We agreed to move towards being a standalone Council, separating out our shared staffing arrangements with East Hampshire District Council, in order to ensure sole focus on delivery for Havant Borough;
- b. We approved our new Climate Change and Environmental Strategy setting out how we will reach our aspiration of carbon net-zero for council operations by 2050;

- c. Our pioneering nitrate mitigation scheme was recognised at the national CIEEM awards;
- d. We continued to invest in play areas across the borough including the Emsworth Recreation Ground and Jubilee Park play area in Waterlooville;
- e. We awarded nearly £500,000 to fund a scheme to help young people in Leigh Park into work and to improve their long term health and wellbeing
- f. Planning permission was granted for the Havant Thicket reservoir, safeguarding the water supply in the borough for decades to come
- g. The Beachlands area of Hayling Island retained its prestigious Blue Flag Award

Key Performance Indicators

4.19. The table below contains some of our key corporate performance indicators in 2021-22, with comparison figures from 2020-21. In addition, we have sought to improve our performance reporting by adding further key performance measures which we now monitor during the year.

Key Performance Indicator	2020-21	2021-22
Business Rates collection rate	87.05%	89.94%
Council Tax collection rate	94.41%	94.59%
Major planning applications decided within 13 weeks or agreed extension (over 70%)	98%	88%
Minor planning applications decided within 13 weeks or agreed extension (over 65%)	82%	85%
All planning applications decided within 26 weeks (above 98%)	99%	99%
Full Building Control plan applications checked within 15 days (over 90%)	New system	88%
Customer Service calls answered within 20 seconds (above 75%)	68%	82%
Homelessness interventions (above 600 for the year)	960	825
Affordable homes delivered	58	73
Freedom of Information requests responded within statutory deadline (above 95%)	97%	95%

5. Resources

Financial Implications – as set out in body of report

Section 151 Officer comments

Date: 24 May 2022

Financial implications are set out in the body of the report.

Human Resources Implications – none

Information Governance Implications - none

6. Legal Implications

6.1. None

Monitoring Officer comments

Date: 20 May 2022

The requirement for budget monitoring is laid out in the Council's Constitution.

7. Risks

7.1. The outturn has yet to be finalised and audited and until that process is completed the outturn is still provisional. Any material changes impacting on the outturn will be reported to Members following the completion of the audit.

8. Consultation and communication

8.1. Once finalised the draft Statement of Accounts will be published on our website to allow for review by any interested parties.

Appendices

Appendix A – Provisional Revenue Outturn

Appendix B – Provisional Capital Outturn

Agreed and signed off by:

Portfolio Holder: Cllr Tony Denton – 23 May 2022

Monitoring Officer: Mark Watkins – 20 May 2022

Section 151 Officer: Malcolm Coe – 23 May 2022

Contact Officer

Name: Catherine Jobling

Job Title: Year End Accountant

Telephone: 02392 446472

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Appendix A

Havant Borough Council 2021/22 Revenue Out-Turn	2021/22 Budget £ (000)	Provisional Outturn £ (000)	Variance £ (000)
Director of Corporate Services			
5 Councils Staff and Contract	287	111	(176)
Executive Office	469	611	142
Head of Legal	913	991	78
Head of Organisational Development	724	600	(124)
Head of Programmes Redesign	3,039	2,878	(161)
Head of Customer Services	3,231	3,434	203
Head of Strategic Commissioning	3,764	3,833	69
Head of Finance	1,131	1,320	189
Director of Regeneration and Planning			
Head of Coastal Partnerships	417	323	(94)
Head of Neighbourhood Support	(495)	(328)	167
Head of Housing	454	1,230	776
Head of Planning	603	861	258
Head of Community Engagement	584	503	(81)
Head of Property	(1,849)	(1,645)	204
Head of Regeneration (South)	519	569	50
Total Cost of Services	13,791	15,291	1,500
Capital expenditure charged to revenue		74	74
Regeneration Investments (Meridian - net)	(198)	(8)	190
Net Cost of Services	13,593	15,357	1,764
Business Rates Retention	(4,496)	(4,342)	154
Section 31 grant	(1,953)	(3,765)	(1,812)
Covid Business Rates Relief	0	0	0
Levy payment	996	629	(367)
Business Rates Collection Fund (surplus)/Deficit	1,416	9,003	7,587
Council Tax	(8,890)	(8,890)	0
Council Tax Collection Fund (surplus)/Deficit	(113)	(113)	0
General Grants			
New Homes Bonus Grant	(347)	(347)	0
Other Financing			
Covid 202122 allocation	(743)	(743)	0
Lower Tier Services Grant	(200)	(200)	0
LCT Support grant	0	(318)	(318)
Sales fees and charges	0	(184)	(184)
Contributions to/(from) Earmarked Reserves	737	(539)	(1,276)
Contributions to/(from) S31 Earmarked Reserves	0	(5,237)	(5,237)
Contributions to/(from) General Fund Balance	0	(311)	(311)
Total Income	(13,593)	(15,357)	(1,764)

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Appendix B

Havant Borough Council Capital Programme Summary 2021/22

	2021/22 Budget £ (000)	2021/22 Provisional Outturn £ (000)	2021/22 Variance £ (000)
Housing			
Disabled Facilities Grants	1,628	838	(790)
Operational Land and Buildings			
Developer contributions	1,044	190	(854)
Neutrient Neutrality Mitigation	47	42	(5)
CIL funded HBC owned assets	0	138	138
CIL funded non HBC assets	0	100	100
Hayling Island BMA	428	321	(107)
Hayling Island Strategy	215	186	(29)
Langstone FCERM	658	591	(67)
Broadmarsh Feasibility Study	0	18	18
Acorn Centre Extension	0	88	88
Community Leisure Projects	178	185	7
Leigh Park Community centre refurbishment	0	5	5
Vehicles and Equipment			
Refurbishment of HBC Play Areas	250	243	(7)
IT Equipment			
Design and Implementation Programme	204		(204)
Total Capital Programme	4,652	2,945	1,707

	2021/22 Revised Budget £ (000)	2021/22 Provisional Outturn £ (000)	2021/22 Variance £ (000)
Funded By:			
REFCUS (Revenue funded as Capital under Statute)	1,628	838	(790)
External Grants & Contributions	2,750	2,033	(717)
Use of Specific Reserves	274	74	(200)
Use of Capital Receipts	0	0	0
Borrowing Requirement	0	0	0
Total Funding	4,652	2,945	(1,707)

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