

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting</b>	Executive Member for Policy and Resources Decision Day
<b>Date and Time</b>	Thursday, 25th April, 2019 at 2.00 pm
<b>Place</b>	Chute Room, Ell Court South, The Castle, Winchester
<b>Enquiries to</b>	members.services@hants.gov.uk

John Coughlan CBE  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

## AGENDA

### 1. BUILDINGS, LAND AND PROCUREMENT PANEL - 26 MARCH 2019

To consider recommendations from the Buildings, Land and Procurement Panel at its meeting on 26 March 2019.

- a) Minutes of the meeting (To follow)
- b) Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019/20 (LESS EXEMPT APPENDIX) (Pages 5 - 16)
- c) Hampshire County Council Energy Supply Contracts (Pages 17 - 24)
- d) Managing Hampshire's Built Estate (Pages 25 - 54)
- e) Property Services: Major Programmes Update (Pages 55 - 72)

### KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

### 2. SIR HAROLD HILLIER GARDENS, JERMYS HOUSE EXTENSION, AMPFIELD (Pages 73 - 84)

To consider a report of the Director of Culture, Communities and Business Services regarding proposals for an extension to Jermyns House in Sir Harold Hillier Gardens, Ampfield

## **NON KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)**

### **3. UPDATE ON THE PARISH AND TOWN INVESTMENT FUND AND ASSOCIATED RURAL ISSUES (Pages 85 - 98)**

To consider a report of the Director of Culture, Communities and Business Services on matters relating to the Parish and Town Council Investment Fund.

### **4. INVEST IN HAMPSHIRE (Pages 99 - 162)**

To consider a report of the Director of Corporate Resources – Corporate Services and Director of Culture, Communities and Business Services on requests received from the Invest in Hampshire fund.

### **5. GRANTS TO VOLUNTARY ORGANISATIONS AND OTHER BODIES (Pages 163 - 170)**

To consider a report of the Director of Transformation and Governance – Corporate Services regarding requests received for financial assistance from the Policy and Resources grants budget.

### **6. ENTERPRISE M3 LOCAL ENTERPRISE PARTNERSHIP INCORPORATION, GOVERNANCE ARRANGEMENTS AND APPOINTMENTS (Pages 171 - 206)**

To consider a report of the Director of Economy, Transport and Environment regarding the Enterprise M3 Local Enterprise Partnership.

### **7. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following items of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

## **KEY DECISIONS (EXEMPT/CONFIDENTIAL)**

### **8. STRATEGIC PROCUREMENT AND COUNTY SUPPLIES CONTRACTING ACTIVITY AND APPROVALS FOR 2019/20 (EXEMPT APPENDIX) (Pages 207 - 208)**

To consider the exempt appendix in relation to Item 1b on the agenda.

**9. OAK PARK/OUTCOME OF RE-PROCUREMENT (Pages 209 - 224)**

To consider an exempt report of the Director of Culture, Communities and Business Services seeking procurement approval for Oak Park in Havant.

**NON KEY DECISIONS (EXEMPT/CONFIDENTIAL)**

**10. SCHEDULE OF ROUTINE TRANSACTIONS (Pages 225 - 238)**

To consider an exempt report of the Director of Culture, Communities and Business Services regarding proposed routine transactions.

**ABOUT THIS AGENDA:**

**On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.**

**ABOUT THIS MEETING:**

**The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.**

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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## HAMPSHIRE COUNTY COUNCIL

### Executive Decision Record

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019-20
<b>Report From:</b>	Director of Transformation and Governance

**Contact name:** Belinda Stubbs

**Tel:** 01962 846235

**Email:** belinda.stubbs@hants.gov.uk

#### 1. The Decision (PROPOSED):

That the Executive Member for Policy and Resources approves the following:

1.1. The procurement and spend approvals be given for the contracts as detailed below and in Appendix 1 of the report.

- Fuel Cards for Hampshire Transport Management
- Provision of Insurance Services
- Membership booking and Electronic Point of Sale system (EPOS)
- Provision of Cleaning Services for Non-Educational Establishments (Extensions)

#### 2. Reason(s) for the decision:

2.1. The purpose of this report is to present the relevant procurement approvals in relation to various contracts as listed in Appendix 1 of the report. This approval request is in accordance with the County Council's Contract Standing Orders and Constitution.

#### 3. Other options considered and rejected:

3.1. None

#### 4. Conflicts of interest:

4.1. Conflicts of interest declared by the decision-maker: None

4.2. Conflicts of interest declared by other Executive Members consulted: None

- 5. Dispensation granted by the Conduct Advisory Panel: none.
- 6. Reason(s) for the matter being dealt with if urgent: not applicable.
- 7. Statement from the Decision Maker:

**Approved by:**

**Date:**

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**25 April 2019**

**Councillor Roy Perry  
Executive Member for Policy and Resources**

# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Decision Maker:</b>	Buildings, Land and Procurement Panel
<b>Date:</b>	26 March 2019
<b>Title:</b>	Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019/20
<b>Report From:</b>	Director of Transformation and Governance – Corporate Services

**Contact name:** Belinda Stubbs

**Tel:** 01962 846235

**Email:** Belinda.stubs@hants.gov.uk

### 1. Recommendation(s)

- 1.1. That the Buildings, Land and Procurement Panel make the following recommendation to the Executive Member for Policy and Resources.
- 1.2. That spend approval, as appropriate, be given for the contracts as detailed in Appendix 1.

### 2. Executive Summary

- 2.1. The purpose of this paper is to present the relevant procurement approvals in relation to the contract identified within the Appendix 1. This approval request is in accordance with the County Council's Contract Standing Orders and Constitution.
- 2.2. This County Council's Contract Standing Orders (CSO) requires that the procurement of a Contract (not including a Framework Agreement) is subject to the approval of the relevant decision maker who has the authority to give approval for the relevant expenditure under the Constitution.
- 2.3. Framework agreements are not linked to specific one-off purchases or projects but provide for the ongoing routine goods and services requirements of a large number of individual budget holders, either through direct call-offs or mini-competitions as required by each framework agreement. Therefore the framework agreement values are only estimates and expenditure will be determined by the actual commitments made by the budget holders keeping within their approved budgets.

### Contextual information

- 2.4. The programme of procurements contained within this report includes arrangements for use by the County Council, Hampshire Constabulary and Hampshire Fire and Rescue Service, schools and other external partners and

customers, with a total estimated value over £1 million. Contracts with a total value of under £1 million are approved by the relevant budget holder under the scheme of delegation

2.5. Whilst all the latest finalised procurement proposals are included in this report, further procurement projects are planned during 2019 and 2020. Once fully developed, these proposals will be reported to this Panel prior to seeking Executive Member for Policy and Resources approval.

2.6. Background and further context has been provided for the procurements in the Appendix 1.

**2.7. Fuel Cards and Ancillary Services for Hampshire Transport Management**

The current contract that Hampshire Transport Management operates is due to expire in January-2020 and needs replacing. Hampshire Transport Management requires a solution for the provision of fuel cards that cover fuel and associated services, providing regional, nationwide and European coverage. This is an ongoing requirement with budgetary allocation to support all HCC Fleet Vehicles. The arrangement supports HCC, in the management and controlling of fleet costs, providing an easy method of payment for fuel and detailed management information for efficient fleet management.

**2.8. Provision of Insurance Services**

Hampshire County Council's current insurance provision expires in 2020 and needs replacing. It is necessary to provide insurance cover to limit the risk exposure of the Council's self-insurance provision and where the Council is required to purchase insurance under contract.

The costs of some of these insurance policies have risen substantially since the last tender of this contract. This reflects market volatility, increasing claims costs and the effect of legal changes to the way that long term catastrophic injury cases are calculated (known as the "discount rate").

All insurance premiums are subject to Insurance Premium Tax, which is currently charged at 12%, but is forecast to rise within the next 5 year period. Unlike VAT, this is non-recoverable.

**2.9. Membership, Booking and Electronic Point of Sale**

Culture, Communities and Business Services (CCBS) require a software solution for membership, bookings and electronic point of sale (EPOS) system from May 2019. The contract will implement the solution across Country Parks, Hampshire Outdoor Centres, Hillier Gardens, as well as the installation of new Electronic Point of Sales Tills across other services including Libraries, HC3S, the Great Hall, and Archives and Records. The Call off Contract value for the CCBS in-scope services is £3 Million and within this amount there is a contingency to allow for other HCC Departments to utilise the solution if necessary.



The introduction of an EPOS system is part of the Transformation programme for T21 and will transform services, allowing for a better customer experience for new memberships, reduce membership misuse and allows for targeted marketing while standardising systems across all services. The system will improve data gathering which in turn will improve business critical decision making.

## **2.10. Provision of Cleaning Services for Non-Educational Establishments**

As part of the HCC FM Strategy, Hampshire County Council are looking to move a single supplier for Non-Educational Cleaning. To facilitate this, a Dynamic Purchasing System (DPS) was established in March 2018 with the scope to include additional sites in line with the FM strategy.

Site information is in the process of being collated and finalised to create a call off for the Non-Educational establishments across both HCC and Hampshire Fire & Rescue Service against this DPS. This new arrangement will also incorporate window cleaning requirements.

This is planned to be out to market to allow for award and mobilisation by the 1<sup>st</sup> October 2019. Permission is therefore required to extend the 6 current contracts which will have reached the end of their term prior to the award of the new contract (use of Regulation 72 under the Procurement regulations) to maintain the current service until the 1<sup>st</sup> October 2019.

Further information is contained within the Confidential Appendix as to the contracts being extended.

## **3. Consultation and Equalities**

- 3.1. This report seeks approval for spending on individual procurements and no equality impacts have been identified.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **1.2. Equalities Impact Assessment:**

This report seeks approvals for spending on individual projects and no equality impacts have been identified.

### **2. Impact on Crime and Disorder:**

2.1. The County Council has a legal obligation under section 17 of the Crime and Disorder Act 1998 to consider the impact of all decisions it makes on the prevention of crime. The proposals in this report have no impact on the prevention of crime.

### **3. Climate Change:**

Positive impacts on climate change will be considered at the time of each procurement and its strategy. This report seeks solely procurement approvals and is not appropriate to set out specific impacts on climate change for each individual procurement.

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<p><b><u>Project Title</u></b> Brief project description (including scope of project, customer, procurement route, other relevant bodies)</p>	<p>Contract / framework term &amp; Start date</p>	<p>Anticipated HCC value over term</p>	<p>Anticipated Total Value over term</p>	<p>Approval required / project update</p>
<p><b><u>Fuel Cards and Ancillary Services for Hampshire Transport Management.</u></b></p> <p>The current contract that Hampshire Transport Management operates is due to expire in January-2020 and needs replacing.</p> <p>Hampshire Transport Management requires a solution for the provision of fuel cards that cover fuel and associated services, providing regional, nationwide and European coverage. This is an ongoing requirement with budgetary allocation to support all HCC Fleet Vehicles. The arrangement supports HCC, in the management and controlling of fleet costs, providing an easy method of payment for fuel and detailed management information for efficient fleet management.</p>	<p>Jan-2020 to Jan-2024 4 years</p>	<p>£1.6 Million</p>	<p>£1.6 Million</p>	<p>Approval to spend</p>
<p><b><u>Provision of Insurance Services</u></b></p> <p>Hampshire County Council's current insurance provision expires in March 2020 and will therefore need to be replaced.</p> <p>The County Council needs to purchase commercially obtained insurance:</p> <p>a) where it is legally or contractually required to purchase insurance (e.g. lease requirement).</p> <p>b) to cap the cost of losses to its self-insurance arrangements, specifically third party and employer's liability claims.</p>	<p>April - 2020 to April - 2025 with options to extend by 2 years (+1 +1). 7 years</p>	<p>£15 Million</p>	<p>£15 Million</p>	<p>Approval to spend</p>

<p>The County Council's Insurance requirements include:</p> <ul style="list-style-type: none"> <li>• Property insurance including buildings/property assets, catastrophe cover, material damage and money;</li> <li>• Casualty comprising Employers Liability, Public &amp; Products Liability (including Libel and Slander) Hirers Liability, Libel / Slander, Officials Indemnity (including Land Charges and Public Health Act cover) and Pollution Liability;</li> <li>• Professional Indemnity;</li> <li>• Motor;</li> <li>• Travel and personal accident policies;</li> <li>• Industrial and Commercial Properties;</li> <li>• Contractors' All Risk insurance;</li> <li>• Medical malpractice;</li> <li>• Aviation (drone);</li> <li>• Foster Carer's property;</li> <li>• Legal expense cover for Foster Carers.</li> </ul> <p>The costs of some of these insurance policies have risen substantially since the last tender of this contract. This reflects market volatility, increasing claims costs and the effect of legal changes to the way that long term catastrophic injury cases are calculated (known as the "discount rate").</p> <p>All insurance premiums are subject to Insurance Premium Tax, which is currently charged at 12%, but is forecast to rise within the next 5-year period. Unlike VAT, this is non-recoverable.</p>				
<p>Memberships, Bookings and Electronic Point of Sale</p>	<p>May- 2019</p>	<p>£3 Million</p>	<p>£5 Million</p>	<p>Approval to</p>

<p>Culture, Communities and Business Services (CCBS) require a software solution for membership, bookings and electronic point of sale (EPOS) system from May 2019.</p> <p>The contract will implement the solution across Country Parks, Hampshire Outdoor Centres, Hillier Gardens, as well as the installation of new Electronic Point of Sales Tills across other services including Libraries, HC3S, the Great Hall, and Archives and Records. The Call off Contract value for the CCBS in-scope services (listed above) is £3M within this amount there is a contingency to allow for other HCC Departments to utilise the solution if necessary.</p> <p>The introduction of an EPOS system is part of the Transformation programme for T21 and will transform services, allowing for a better customer experience for new memberships, reduce membership misuse and allows for targeted marketing while standardising systems across all services. The system will improve data gathering which in turn will improve business critical decision making.</p>	<p>to May- 2023 with options to extend by 6 years (+2+2+2). 10 years</p>			<p>spend</p>
<p><u>Provision of Cleaning Services for Non-Educational Establishments</u></p> <p>A position has been adopted by HCC’s FM team, in accordance with the published FM strategy, that HCC will not be procuring any individual contracts for cleaning to cover the period prior to the appointment of a single provider to cover the Estate, incorporating both HCC and HFRS, against the Cleaning DPS.</p> <p>The scope of the Non-Educational cleaning requirement has therefore been extended to include additional sites and the window cleaning</p>	<p>April-2019 to Sept-2019 6 months</p>	<p>£715,696 extension and £7.6 Million over the full term</p>	<p>£715,696 extension and £7.6 Million over the full term</p>	<p>Authority to extend current arrangements to 30<sup>th</sup> Sept-2019 and Approval to Spend</p>

<p>provision which was not previously included.</p> <p>It is planned to go out to market for this single provider to leverage the market and allow for award and mobilisation by the 1<sup>st</sup> October 2019. It is necessary to extend/modify the current agreements until the replacement contract can be awarded.</p> <p>Failure to undertake the proposed interim measures would present a clear health and safety concern for those parts of the Estate that would find themselves out of contract prior to the appointment of a new contractor.</p> <p>Permission is therefore required to extend the 6 current contracts identified in the confidential appendix which will reach the end of their term prior to award of the new contract and its mobilisation. The use of Regulation 72 under the Procurement Regulations will be used to maintain the current services until the 30<sup>th</sup> September 2019.</p> <p>The detail of the 6 current contracts that require extending has been included within the confidential appendix.</p>				
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## HAMPSHIRE COUNTY COUNCIL

### Executive Decision Record

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Hampshire County Council Energy Supply Contracts
<b>Report From:</b>	Director of Culture, Communities and Business Services

<b>Contact name:</b>	Keith Heard Johann Toubkiss		
<b>Tel:</b>	01962 845903	<b>Email:</b>	<a href="mailto:keith.heard@hants.gov.uk">keith.heard@hants.gov.uk</a> <a href="mailto:Johann.toubkiss@hants.gov.uk">Johann.toubkiss@hants.gov.uk</a>

#### 1. The Decision:

That the Executive Member for Policy and Resources:

- 1.1 It is recommended that a contract is let with Laser (a public sector energy buying organisation) for the supply of electricity and gas using the new enhanced supply framework for the period 2020-2024. The annual spend is estimated to be in the order of £20 million for Hampshire County Council and its partners.

#### 2. Reason(s) for the decision

2.1 The current framework, with Laser, for the supply of electricity and gas used by the Council and its partners, including schools, Fire, Police and a number of other Local Authorities since 2016 is expiring in September 2020. A decision on replacement is required now to allow enough time to complete the procurement and purchase energy one year in advance.

2.2. The new OJEU compliant, competitively tendered framework has now been awarded by Laser for the period October 2020 to September 2024.

2.3 A thorough benchmarking exercise of alternative routes to market has been conducted by the Director of Culture Community and Business Services to analyse available purchasing arrangements. It has been concluded that Laser's new framework remains the best option offering the most value at

lowest cost for the Council and all its partners. It will deliver cost savings and access to additional support, products and services whilst strengthening the customer's protection and manage risk.

2.4. The framework will allow the Property Services energy team to continue developing strategic relationships with suppliers and to investigate innovative ways of reducing carbon emissions and energy consumption. The track record of the Council is strong to date with a 43% reduction in energy consumption since the introduction of the Energy Strategy and Carbon Management Plan approved by Cabinet in 2010.

**3. Reason(s) for the decision:**

3.1. None

**4. Other options considered and rejected:**

4.1. None

**5. Conflicts of interest:**

5.1. Conflicts of interest declared by the decision-maker: None

5.2. Conflicts of interest declared by other Executive Members consulted: None

**6. Dispensation granted by the Conduct Advisory Panel:** None.

**7. Reason(s) for the matter being dealt with if urgent:** Not Applicable.

**8. Statement from the Decision Maker:**

<b>Approved by:</b>  ----- <b>Councillor Roy Perry</b> <b>Executive Member for Policy and Resources</b>	<b>Date:</b>  <b>25 April 2019</b>
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# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Decision Maker:</b>	Buildings, Land and Procurement Panel		
<b>Date:</b>	26 March 2019		
<b>Title:</b>	Hampshire County Council Energy Supply Contracts		
<b>Report From:</b>	Director of Culture, Communities and Business Services		
<b>Contact name:</b>	Keith Heard Johann Toubkiss		
<b>Tel:</b>	01962 845903	<b>Email:</b>	<a href="mailto:keith.heard@hants.gov.uk">keith.heard@hants.gov.uk</a> <a href="mailto:Johann.toubkiss@hants.gov.uk">Johann.toubkiss@hants.gov.uk</a>

### 1. Recommendation:

That Buildings, Land and Procurement Panel recommends to the Executive Member for Policy and Resources to:

- 1.1 It is recommended that a contract is let with Laser (a public sector energy buying organisation) for the supply of electricity and gas using the new enhanced supply framework for the period 2020-2024. The annual spend is estimated to be in the order of £20 million for Hampshire County Council and its partners.

### 2. Executive Summary

- 2.1. The current framework, with Laser, for the supply of electricity and gas used by the Council and its partners, including schools, Fire, Police and a number of other Local Authorities since 2016 is expiring in September 2020. A decision on replacement is required now to allow enough time to complete the procurement and purchase energy one year in advance.
- 2.2. The new OJEU compliant, competitively tendered framework has now been awarded by Laser for the period October 2020 to September 2024.
- 2.3. A thorough benchmarking exercise of alternative routes to market has been conducted by the Director of Culture Community and Business Services to analyse available purchasing arrangements. It has been concluded that Laser's new framework remains the best option offering the most value at lowest cost for the Council and all its partners. It will deliver cost savings and access to additional support, products and services whilst strengthening the customer's protection and manage risk.
- 2.4. The framework will allow the Property Services energy team to continue developing strategic relationships with suppliers and to investigate innovative

ways of reducing carbon emissions and energy consumption. The track record of the Council is strong to date with a 43% reduction in energy consumption since the introduction of the Energy Strategy and Carbon Management Plan approved by Cabinet in 2010.

### **3. Contextual information**

- 3.1 An option appraisal has been completed to evaluate other potential routes to market. It has been concluded that Laser is best placed to continue delivering a strong performance at lowest cost through its new framework with a number of new additional benefits.
- 3.2 The principal alternative national route to market (an energy purchase framework) has been delayed by Crown Commercial Services delayed and is now not due to be awarded before June 2019.
- 3.3 Time constraints (including framework evaluation; the contracting process; and the time required to buy energy in advance to smooth market volatility) prevent the Council from waiting until June 2019 for the framework to be awarded. It is critical for the Council and its partners to have finalised and contracted its procurement arrangement by September 2019 at the latest.
- 3.4 Other public sector buying organisations in the market are regional organisations based in the Midlands and North with a purchasing power significantly less than the two national organisations. Furthermore, they lack the capacity and depth of expertise available from Laser.
- 3.3 In the absence of credible national options other than the Crown Commercial Service the new Laser framework has been evaluated as the best available and it will deliver additional benefits from the current framework and therefore is a true improvement on the current arrangement.
- 3.4 The evaluation criteria comprised commercial terms; structure of the packages; range of suppliers available; products and service offering; quality and depth of account management; overall service available; trading capabilities; framework terms and the contracting process.

### **4. Finance**

- 4.1 The annual spend on energy for Hampshire County Council and its partners is circa £20m (£16m for electricity and £4m for gas). It is worth noting that 40% of the price is the actual energy cost with the remaining charges made up transmission and distribution costs, taxes and subsidies. The supplier margin is less than 1%.
- 4.1. The framework delivers financial benefits of around £70k through reduced supply margins as a result of bulk purchasing and the like.
- 4.2. Laser offer a helpful service to provide support for budget setting for the Council and its Partners. This is of particular interest to schools who want to have confidence about energy costs in advance to avoid variations during a financial year.

### **5. Performance**

5.1. The new framework has developed further Key Performance Indicators to monitor and manage the suppliers' performance. It also provides access to a Customer Portal to supply information and manage queries. Additional resource will be dedicated to the development of strategic relationships for large local authorities like Hampshire.

## **6. Consultation**

6.1. All partners including Fire, Police and schools will be consulted in the lead up to the decision by the Executive Member Policy and Resources. The benefits of the collaborative arrangement will be explained together with the additional improvements available as a result of the accessing the new Laser framework.

## **7. Other Key Issues**

7.1 One improvement initiative which Property Services will investigate is the opportunity to set up of an "autonomous basket" dedicated to the Council and its partners. This would enable the alignment of the energy purchasing window to the public sector financial year and in turn bring more accuracy in the budget forecasting and setting process.

A "basket" is an aggregation of various customers' capacity who choose to use a similar risk management strategy. Each basket is then traded by Laser's specialists on the wholesale market.

The risk management strategy will remain in line with current practice reducing the impact of volatility in the market to a minimum while providing the best value price of energy.

## **8. Future direction**

8.1. The Director of Culture Community and Business Services will continue developing the strong relationship with Laser in line with the strategic goals of energy and carbon reduction and the use of new products and services available through the framework.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. **Equalities Impact Assessment:** An EIA is not required in this instance.

### **2. Impact on Crime and Disorder:**

2.1. The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all decisions it makes on the prevention of crime. The proposals in this report have no impact on the prevention of crime.

### **3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

The framework and its suppliers' capabilities will continue to support HCC in its ability to monitor and report on energy cost and consumption at Customer (HCC or external customers) or site level. This capability along with

availability of associated products and services will continue to support energy efficiency initiatives.

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer-term impacts?

As detailed above, the energy supply framework will be a key tool for HCC to address climate change making the products and services available to reduce consumption, improving resilience where possible and roll-out new technologies to adapt to changing market conditions such as new transport modes (electric vehicles for example).



## HAMPSHIRE COUNTY COUNCIL

### Executive Decision Record

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Managing Hampshire's Built Estate
<b>Report From:</b>	Director of Culture, Communities and Business Services

<b>Contact name:</b>	Steve Clow		
<b>Tel:</b>	01962 847858	<b>Email:</b>	steve.clow@hants.gov.uk

#### 1. The Decision:

That the Executive Member for Policy and Resources:

- 1.1. Approve the proposal to carry forward the balance of the landlord repairs and School Condition Allocation budgets 2018/19 that are not expended by year end to 2019/20 to meet the commitments made against these budgets.
- 1.2. Approve the Landlord's corporate estate repair and maintenance programme for 2019/20 as set out in Appendix E.
- 1.3. Approve the planned schools revenue and Schools Condition Allocation (SCA) programmes for 2019/20 as set out in Appendix F.
- 1.4. Note the progress made to reduce health and safety risks and the maintenance liability in the corporate estate in the context of the available budgets.
- 1.5. Note the progress in addressing the health and safety risks and condition liabilities in the school estate and the continuing maintenance pressures arising from of the system buildings of the 1960s and 1970s.
- 1.6. Note the projected 2018/19 budget outturn position for reactive and planned repairs budgets.

#### 2. Reason(s) for the decision

- 2.1. The purpose of this report is to set out proposals for the County Council's repair and maintenance programmes and budget allocations for 2019/20.
- 2.2. The report provides a forecast outturn position for planned and reactive repairs budgets for the current financial year (2018/19) and identifies known

and provisional budgets available for the next financial year (2019/20) based on anticipated levels of funding.

2.3. The report also identifies the high level priorities against the available budgets and provides a schedule of planned programmes of work in appendices E and F. As not all the budgets are currently confirmed, the final programmes of work will be adjusted from those proposed in appendices E and F to match the available funding. If it is necessary to reduce the scope of the programme the highest priority items will be addressed first and any deferred works reported to a future Panel meeting.

**3. Reason(s) for the decision:**

3.1. None

**4. Other options considered and rejected:**

4.1. None

**5. Conflicts of interest:**

5.1. Conflicts of interest declared by the decision-maker: None

5.2. Conflicts of interest declared by other Executive Members consulted: None

**6. Dispensation granted by the Conduct Advisory Panel:** None.

**7. Reason(s) for the matter being dealt with if urgent:** Not Applicable.

**8. Statement from the Decision Maker:**

<b>Approved by:</b>	<b>Date:</b>
-----	<b>25 April 2019</b>
<b>Councillor Roy Perry</b> <b>Executive Member for Policy and Resources</b>	

# HAMPSHIRE COUNTY COUNCIL

## Report

<b>Committee/Panel:</b>	Buildings, Land and Procurement Panel
<b>Date:</b>	26 March 2019
<b>Title:</b>	Managing Hampshire's Built Estate
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact name:** Steve Clow

**Tel:** 01962 847858

**Email:** [steve.clow@hants.gov.uk](mailto:steve.clow@hants.gov.uk)

### 1. Recommendations

That Buildings, Land and Procurement Panel recommends to the Executive Member for Policy and Resources to:

- Approve the proposal to carry forward the balance of the landlord repairs and School Condition Allocation budgets 2018/19 that are not expended by year end to 2019/20 to meet the commitments made against these budgets.
- Approve the Landlord's corporate estate repair and maintenance programme for 2019/20 as set out in Appendix E.
- Approve the planned schools revenue and Schools Condition Allocation (SCA) programmes for 2019/20 as set out in Appendix F.
- Note the progress made to reduce health and safety risks and the maintenance liability in the corporate estate in the context of the available budgets.
- Note the progress in addressing the health and safety risks and condition liabilities in the school estate and the continuing maintenance pressures arising from of the system buildings of the 1960s and 1970s.
- Note the projected 2018/19 budget outturn position for reactive and planned repairs budgets.

### 2. Executive Summary

- 2.1 The purpose of this report is to set out proposals for the County Council's repair and maintenance programmes and budget allocations for 2019/20.
- 2.2 The report provides a forecast outturn position for planned and reactive repairs budgets for the current financial year (2018/19) and identifies known and provisional budgets available for the next financial year (2019/20) based on anticipated levels of funding.

- 2.3 The report also identifies the high level priorities against the available budgets and provides a schedule of planned programmes of work in appendices E and F. As not all the budgets are currently confirmed, the final programmes of work will be adjusted from those proposed in appendices E and F to match the available funding. If it is necessary to reduce the scope of the programme the highest priority items will be addressed first and any deferred works reported to a future Panel meeting.

### **3. Managing the County Council's Built Estate**

- 3.1 The April 2015 report to the Executive Member Policy and Resources (EMPR) set out the strategies that Property Services adopts to address the maintenance challenges within the corporate and maintained schools estate. This builds on the context set out in the County Council Strategic Asset Management Plan (SAMP). These strategies continue to deliver sound outcomes within the available budgets. The strategies take account of the two distinct portfolios within the estate which have different pressures and challenges – the 'schools' and the 'corporate' estates.
- 3.2 The projects and programmes of work in this report total around £43 million of capital and revenue investment in the repair and maintenance of schools and corporate buildings in Hampshire. This is funded through a combination of local resources, school contributions and government grant. The programme will be delivered and managed by Property Services through a series of effective and efficient mechanisms. This expenditure will continue to support the local construction economy and also ensure our estate is safe and well managed for building users, customers and visitors. This continues to be one of the largest local authority led building maintenance programmes nationally.
- 3.3 Funding for the corporate estate (offices, adult and children's residential homes, libraries etc.) is provided within the County Council's revenue budgets. In the case of schools, funding comes from the following sources:
- government grant for school condition improvement;
  - schools revenue funding contributions to Property Services Service Level Agreement (SLA) arrangements.
  - County Council funding to support key landlord responsibilities for health and safety priorities, which includes retained funding from the dedicated schools grant (DSG) in consultation with the schools forum to support the County Council's statutory responsibilities for schools.

### **4. Management of Health and Safety**

- 4.1 In line with HCC health and safety policies and procedures, Property Services is responsible for the management of a number of key health and safety risks within its built estate. This includes the management of risks associated with fire and arson, legionella, building fabric and trees. Property Services also works closely with the Hampshire Asbestos Management Team on the management of asbestos across the estate.

- 4.2 In addition to undertaking services in line with statutory requirements and legislation, Property Services is working closely with the corporate health and safety team to identify and address the most significant health and safety risks across the built estate through programmes of inspections, surveys and improvement works and to ensure a seamless interface with local management arrangements for buildings.
- 4.3 Property Services is currently undertaking a review of the risk assessment process used to assess health and safety priorities in buildings and this will inform future priorities for investment and funding levels.

#### Management of Fire and Arson

- 4.4 In response to the heightened awareness of fire safety since the Grenfell Tower fire in June 2017, Property Services undertook a programme of surveys and improvement works to the physical fire precautions in those buildings assessed as having a higher risk in relation to fire taking account of their construction, condition and use of the building. This included adult residential and nursing homes, corporate office buildings, SCOLA system-built schools and schools with a single staircase.
- 4.5 Improvements to the adult residential and nursing homes were completed during 2018 and a significant and prioritised programme of improvement works in schools will be completed during 2019. Improvement works in a number of corporate offices are also planned for 2019, which will support the increased utilisation of these buildings in line with the corporate office accommodation strategy.
- 4.6 For 2019/20, funding has been allocated in the budgets to provide additional resources to undertake an increased programme of fire precautions survey work and resulting improvements on both those buildings identified as higher risk within the estate and on a sample basis across the remainder of the estate. This approach will ensure that improvement works continue to be targeted at those buildings identified as highest risk while also informing the understanding of the improvement work that may be required elsewhere in the estate, so that future funding requirements can be assessed.

#### Management of Legionella

- 4.7 Following a programme of infrastructure improvements completed in 2018, legionella management has been a key area of further improvement across the estate over the last year. Significant investment has been made to install a comprehensive system of water temperature monitoring points through the County Council's corporate and community schools estate. In addition, Property Services, working closely with the corporate health and safety team, has set up an online legionella data management and reporting system. These improvements will support a reduction in the risk of exposure by improving the accuracy of water temperature measurements and providing early warning of any issues so that these can be appropriately investigated and addressed. This is part of an on-going strategy to take advantage of modern technology to increase the efficiency and effectiveness of the management of the built estate. Additional corporate revenue funding of £320,000 has been approved at full Council in February 2019 and is

included in the budgets for 2019/20 to support the continued proactive management and mitigation of any legionella risks.

#### Management of Asbestos

- 4.8 Property Services works closely with the Hampshire Asbestos Management Team to address risks associated with asbestos containing materials within the built estate. Allowance is made in the 2019/20 budgets for the continued funding of statutory surveys and reinspection programmes together with the remedial works arising from these. Where appropriate, allowance is made within the scope of maintenance and refurbishment projects for the permanent removal of asbestos containing materials in order to continue to reduce the risk from asbestos across the estate.

#### Management of Trees

- 4.9 Property Services is responsible for the surveying and management of trees on the corporate and maintained schools estate, with the exception of trees on highways land and the Countryside estate which are managed by those services. Periodic surveys are undertaken for all trees on a risk assessed basis.
- 4.10 The funding allocated for tree surveys and arboriculture works has been increased for 2019/20 to reflect the increased risk arising from Ash dieback disease. Property Services is currently working with colleagues in the Countryside and Highways services to agree an appropriate strategy for the management of this risk and Property Services will implement the agreed approach across the schools and corporate estate.

#### Management of Building Condition

- 4.11 Funding is allocated in the 2019/20 budget to support ongoing surveys to assess health and safety risks arising from the condition of the building fabric and to inform future investment programmes. The external redecoration programme continues to play a significant role in Property Services' approach to the maintenance of buildings as the condition of the external fabric plays a significant role in preventing the deterioration of buildings.

### **5. Corporate Estate**

- 5.1 The corporate estate comprises all of the non-school properties within the County Council's building portfolio. There continues to be significant changes in some parts of the estate, driven by evolving operational service strategies in response to changes in demographics, service demand levels and transformation of service delivery models.
- 5.2 Property Services continues to work closely with colleagues in all departments to develop asset strategies that align with and enable service transformation. Maintenance investment in the corporate estate takes account of the longer term plans for the buildings alongside current health and safety priorities and operational needs.

- 5.3 The overall maintenance liability in the corporate estate is estimated to be over £50m based on periodic survey work. In recognition of this significant liability, the County Council has protected the annual revenue maintenance budget from reductions during the last two years and will do so again for 2019/20.
- 5.4 The County Council has also recognised that additional investment is needed to target the backlog of repairs and reduce the maintenance liability. An additional one off budget of £3million was approved by Council and will be committed over the two financial years from 2019/20 to 2020/21.
- 5.5 This funding will be used to accelerate the programme of investment in improvement works to address key health and safety risks across the estate and condition improvement on a number of priority assets. A schedule of proposed projects for 2019/20 is provided at Appendix E of this report.

#### Office Accommodation Investment

- 5.6 To support the strategy to increase the utilisation of the County Council's office portfolio and to enable growth in departments and services, increased partnership working and ongoing revenue savings, funding from the corporate repairs and maintenance budget is being used to invest in improvements to a number of corporate office buildings. This includes improvements to the physical fire precautions, building fabric and services and other alterations to maximise building capacity.

## **6. The School Estate**

- 6.1 Schools represent 80% of the County Council's total portfolio of buildings. The overall condition liability in the school estate is estimated from surveys to be £350m.
- 6.2 In 2014 the Department for Education (DfE) published a "condition dashboard" for Hampshire schools which reflects the relatively high need in this county. This was consistent with our understanding of the school estate and resulted in Hampshire receiving a higher Schools Condition Allocation (SCA) grant in recent years than would otherwise be the case. The SCA grant for 2019/20 has not been formally confirmed yet, however the DfE has announced recently that the allocation would be calculated in the same way as in 2018/19. It is therefore anticipated that the County Council will receive a grant in the region of £17million.
- 6.3 The DfE is currently working on an updated Condition Data Collection (CDC) surveys. These surveys include a check on the earlier generation of Property Data Survey (PDS) together with a compliance check to ensure that the buildings are being effectively managed. The surveys are being conducted nationally at all schools, including Academies, over a 2 year period starting in Spring 2017. It is expected these surveys will inform and support future funding allocations for SCA grant. Property Services is supporting schools where appropriate in responding to this data collection and is also represented on the DfE working group for the CDC programme.

- 6.4 Significant progress has been made to reduce the maintenance backlog liability in schools over two decades of targeted risk based investment and this is the result of sound maintenance strategies using pooled revenue (via the schools' SLA) and capital investment (SCA). The most significant maintenance challenge in the schools' portfolio is the high proportion of 'system buildings' including the SCOLA and timber frame systems used extensively in the 1950s, 60s and 70s.

#### SCOLA buildings

- 6.5 SCOLA buildings represent 40% of the floor area of the school estate in Hampshire. All SCOLA Mark 1 buildings have been reclad and good progress has been made in modernising Scola Mark 2/3 buildings.
- 6.6 The recladding undertaken to SCOLA schools gives the building a new lease of life, not only addressing maintenance backlog issues but also significantly improving the internal building environment and energy efficiency.
- 6.7 The County Council was successful in securing five projects in the initial bidding round for the DfE's Priority Schools Building Programme 2 (PSBP2) programme. Four of these were SCOLA recladding schemes with a total investment £10,672,845 at Wootey Junior School, Talavera Infant School, Overton Church of England Primary School and Oliver's Battery Primary School. These projects have all now been completed on site.
- 6.8 A number of additional schemes are also in progress at 3 schools funded from the 2018/19 SCA programme and funding has been identified within the 2019/20 SCA allocation for further projects to be undertaken in the coming financial year.

#### Management of Timber Frame Buildings

- 6.9 As reported previously, the highest condition priorities in the maintained schools estates are two remaining 2-storey timber buildings at Grange Junior (Gosport) and Fryern Junior (Chandlers Ford) Schools.
- 6.10 It was previously proposed to advance fund these schemes with the costs ultimately met by the government SCA grant with allocations profiled across a number of years. However, following a review of priorities within the SCA programme for 2018/19, it is now proposed that the funding will be taken in full from the 2018/19 SCA grant allocation, enabled by the rescheduling of a number of other schemes in the 2018/19 programme to 2019/20.
- 6.11 The schemes at Grange and Fryern Junior schools have now been added to the 2019/20 Childrens Services capital programme with funding carried forward from the 2018/19 SCA grant. Project appraisals will be submitted for both schemes later this year. These projects will realise much needed improvements at both sites and remove a significant condition liability from the school estate.

#### 2019/20 SCA programme

- 6.12 Following the decision to fully fund the Grange and Fryern from the 2018/19 SCA grant, a number of schemes previously identified in the 2018/19 SCA



programme have been deferred to 2019/20. These schemes, together with a number of additional schemes are identified in appendices E and F.

#### Property Services Service Level Agreement (SLA) for Schools

- 6.13 The Property Services SLA continues to attract a high level of support amongst schools with 96% of all community and aided schools buying into it. The key principle of the SLA is that all schools make a fair contribution to a pooled fund based on their number on roll and floor area. The pool of funding is then used to manage the statutory compliance and day to day maintenance requirements on a priority basis for those schools.

#### Academy Joint Working Agreement (JWA)

- 6.14 A number of Academies have confirmed that they will be leaving the Joint Working Agreement (JWA) at the end of the current financial year. Property Services will continue to provide maintenance services to those academy schools that wish to remain in the agreement during 2019/20 but the scope of this arrangement is currently being reviewed in consultation with those schools to ensure that it is affordable within the agreed funding levels. Over the next few months, Property Services will also consider the future of these arrangements beyond 31 March 2020, in discussion with the schools, so that we can ensure that any ongoing arrangement is sustainable.

### **7.0 Property Services' delivery model**

#### Supplier arrangements

- 7.1 Property Services has a number of term contract and framework arrangements with suppliers. These include term maintenance contracts for building fabric and building services maintenance which were procured during 2017 and will run for a 5 year period with an option to extend for a further 5 years and the Minor Works Framework for larger maintenance projects and programmes of work.
- 7.2 These arrangements are used to provide maintenance services and programmes of works for the school and corporate estates as well as to the Police and Fire estates under the shared service arrangements with the Police and Fire Services. This common delivery model maximises the County Council's purchasing power in the market to achieve value for money. Property Services supports these arrangements through contract and supplier management which seeks to maximise the benefit from improved management information and the use of digital technology alongside a high level of service delivery.

#### Digital and Smarter working

- 7.3 Property Services continues to seek opportunities to secure efficiencies, modernise service delivery and improve the customer experience through the introduction of new ways of working enabled by digital technology. During 2019/20 this will include working on the replacement of the current Property Asset Management System (PAMS) and development of an improved online property interface for schools as part of the development of a new digital Schools Portal.

7.4 With the roll out of mobile technology under the corporate Enabling Productivity Programme, Property Services staff are also able to adopt new ways of working that make efficient use of resources to capture asset intelligence and plan and deliver maintenance services across the estate.

## **8. Conclusions**

8.1 This report sets out the strategies, funding and programmes of work that Property Services is proposing to manage the County Council's estate to ensure statutory compliance, manage health and safety risks and address maintenance requirements to ensure that the buildings continue to support the operational needs of departments, services and building users.

8.2 The funding for the corporate estate is a combination of the annual Policy & Resources revenue allocation for repairs and maintenance with an additional allocation of £3 million across 2019/20 and 2020/21 and an additional corporate allocation for management of legionella risks.

8.3 The funding for the school estate is from a combination of schools' revenue contributions to the SLA pooled fund, SCA grant allocation and retained dedicated schools grant (DSG) funding. Additional corporate funding has been allocated to support the implementation of the new legionella management system.

8.4 There continues to be a significant maintenance backlog liability across the estate. To ensure that the key health and safety and maintenance risks are addressed, this funding is prioritised to achieve the following key outcomes:

- Statutory compliance and management of health and safety risks through appropriate servicing, survey and inspection regimes and remedial works;
- Reduction in health and safety risks through improvement works targeted at the highest priority issues on a risk assessed basis;
- Ongoing investment in planned maintenance works so that core buildings are retained fit-for-purpose and in good condition;
- Targeted investment in planned improvements to buildings which will be retained in the long term.

8.5 Property Services continues to work closely with the departments and services that occupy the buildings to ensure that maintenance investment is aligned with operational strategies and priorities wherever possible.

8.6 Through ongoing review of its service delivery model and supplier arrangement, Property Services also continues to maximise its buying power and capitalise on new ways of working and digital technology to deliver value for money, increase efficiency, capture and make best use of asset intelligence and improve customer service.

## **Appendices**

- Appendix 1: Corporate and Legal Information
- Appendix 2: Impact Assessments
- Appendix 3: Repair and Maintenance Budget Report 2018/19 and Programmes for 2019/20.
- Appendix A: P&R Reactive and Planned Repairs 2018/19 (expenditure on the corporate estate excluding schools)
- Appendix B: Schools Reactive and Planned Repairs 2018/19
- Appendix C: Corporate Planned and Reactive Maintenance Budgets 2019/20 and Proposed Allocation
- Appendix D: Schools Condition Allocation Grant Proposed Allocations 2019/20
- Appendix E: Corporate Estate (excluding schools) Planned Investment Programme 2019/20
- Appendix F: Schools Planned Investment Programme 2019/20

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	<b>Yes</b>
<b>People in Hampshire live safe, healthy and independent lives:</b>	<b>Yes</b>
<b>People in Hampshire enjoy a rich and diverse environment:</b>	<b>Yes</b>
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	<b>Yes</b>

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
Managing Hampshire's Built Estate - Report to EMPR	Date 25.04.2019

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1 Equality Duty**

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

2.1 The programmes represent an expenditure of £43M on the estate (£32M Schools and £11M Corporate) which will address the highest priority condition and maintenance issues. This expenditure will lead to enhanced environments for a range of ages in Hampshire Including Schools and Elderly Persons. For the full EIA assessment see the following link.

2.2 [Equalities Impact Assessment](#)

### **3. Impact on Crime and Disorder:**

3.1 The programmes of work include replacement of major building components such windows, doors and cladding. These improvements have a beneficial impact on the security of the County Councils Estate.

### **4. Climate Change:**

4.1 There will be a positive impact on climate change from the works undertaken to improve thermal performance through recladding, double glazing and roof insulation improvements. Additionally, schemes to renew boilers and boiler controls will incorporate more efficient systems.

## Repair and Maintenance Budget Report 2018/19 and Programmes for 2019/20

### 1. Budget Context in Planning for the 2019/20 Financial Year

- 1.1. The School Condition Allocation (SCA) grant for 2019/20 has not been confirmed, however the DfE has stated that the methodology for calculating the grant will stay the same as in 2018/19 and therefore the County Council should anticipate a grant of just over £17m.
- 1.2. The DfE has indicated that there will continue to be condition funding in future years but it is reviewing the methodology for the allocation of grants to responsible bodies. It is not yet known how this will impact on Hampshire County Council.

### 2. Total Repair and Maintenance budgets 2019/20

- 2.1. The repair and maintenance budgets for 2019/20 are set out in Table 1. The values in the table are base gross budgets without inclusion of carry forwards reported elsewhere in this report.

Table one.

Budget	2019/20 (assumed)	Comments
	£'000	
Landlord Repair and Maintenance	7,809	Annual P&R revenue budget
Additional Landlord Repair and Maintenance allocation (£3m for period 2019/20 - 2020/21)	1,500	First year allocation against the total 2 year funding
R&M Reserve	691	To support improvements and dilapidations in the corporate office portfolio
R&M reserve 2019/20 contribution	545	Annual allocation
Schools SLA and Academies JWA Pooled revenue contributions	15,487	Estimate only - to be confirmed when 2019/20 contributions are finalised
School Condition Allocation (SCA) grant	17,000	Estimate only - to be confirmed when grant allocation is confirmed by the DfE
<b>Total</b>	<b>43,032</b>	

2.2. Property Services has agreed the schools programmes proposed within this report with the Childrens Services department to ensure a coordinated approach with the Basic Need Capital Programme.

### **3. Landlord's Capital Repairs and Schools Planned Maintenance Programmes 2019/20**

- 3.1. Landlord's Planned Repairs Programme: A Landlord's programme of planned repairs investment for 2019/20 is set out in Appendix E.
- 3.2. Schools Planned Maintenance Programme: A Schools Planned Maintenance programme of investment for 2019/20 is set out in Appendix F. This incorporates both the planned revenue works funded from the Schools SLA and the Schools Capital Allocation and is in line with the joint condition priorities agreed with Children's Services.
- 3.3. The majority of the capital programme works reported in Appendices E and F will be procured through OJEU compliant framework arrangements or via traditional single stage competitive tender. The procurement route selected for each project will be determined taking into account the specific details of the project and market intelligence at the time of the tender. Flexibility in the buying strategy will allow the Council to take advantage of the construction market.
- 3.4. The maintenance and repairs programmes contained in this report are produced from interrogation of the data held on the condition of buildings and the extensive knowledge of the County Council's built estate held within Property Services. The planned programmes of works are used to support a planned approach to investment. The available budgets are focused on addressing the identified health and safety priorities identified through a risk assessment process across the built estate. Alongside the health and safety priorities other key objectives for the maintenance and repair budgets are:
- Undertaking regular cyclical maintenance including external redecoration in accordance with good property management principles
  - Tackling the maintenance liabilities.
  - Reducing risks and improving the health and safety performance of buildings.
  - Improving efficiency and reduce recurring/running costs.
  - Improving the quality of the built environment for communities and future generations.
  - Modernising buildings and making them fit for purpose.

As part of undertaking many repair and maintenance works it is often necessary to manage existing installations of asbestos. The County Council has robust management practices for the management of asbestos which are closely adhered to. Allowance is made within the cost estimates of all works proposed on the attached appendices to safely remove or manage asbestos as necessary.

## Condition priorities in the school estate

3.5. As noted above Property Services and Childrens Services have an integrated approach to the prioritisation of the SCA. It is proposed planned works are targeted at the highest known priorities against the following themes:

- External decoration and internal decoration of school kitchens
- Renewal of roof coverings including improving insulation
- Recladding of SCOLA 2 /2A buildings.
- Recladding of timber frame primary schools.
- Refurbishment of toilet facilities.
- Removal of asbestos installations requiring particular attention
- Installation of new fire alarm systems and associated structural fire precautions works to single staircase, multi storey schools.
- Boiler and heating system renewal.
- Water supply pipework renewal.
- Lighting replacement including renewal of ceilings.
- Ventilation improvements to school kitchens.

#### 4. Key Projects for 2019/20

##### Stoke Park Infant School

4.1. It is proposed to renew the roof coverings at Stoke Park infant school. An extensive survey and review of the existing roof coverings has been undertaken and a full re-roof is required. The work is currently anticipated to cost £900,000 and will be programmed to work around the schools to minimise disruption and inconvenience as much as possible.

##### Bishops Waltham Junior School

4.2. It is proposed to undertake SCOLA recladding at Bishops Waltham Junior school to include new windows, new insulated cladding panels, new roof coverings including increasing insulation, asbestos removal and associated internal refurbishment. The work is currently anticipated to cost £1.3M and will be programmed in conjunction with the school

##### St Michaels Junior School, Aldershot

4.3. It is proposed to renew the roof coverings at St Michaels junior school. An extensive survey and review of the existing roof coverings has been undertaken and a full re-roof is required. The work is currently anticipated to cost £250,000 and will be programmed to work around the schools to minimise disruption and inconvenience as much as possible

##### Various Schools, Toilet refurbishment

4.4. A prioritised programme at Various Primary schools will have pupil toilet refurbishment work undertaken. The programme has an anticipated cost of £350,000 the work will be undertaken starting in summer 2019 with



completion in Spring 2020. The works will include replacement of all sanitary ware, cubicles and brassware, replacement of flooring and upgrading ventilation.

#### Various Schools, External Decorations

- 4.5. A prioritised programme at Various Secondary, Primary and Special schools will have a programme of repairs and decorations undertaken. The work will be undertaken starting in summer 2019 with completion in 2020. The works will include pre-decoration repairs, redecoration of previously painted surfaces, inspection of high level gutters, coping stones and other high level building elements and redecoration of the school meals kitchen.

#### Various Schools, Fire Precautions improvements

- 4.6. It is proposed to continue with a programme of fire precautions improvements at various Primary, Secondary and Special Schools. The programme will be prioritised in high risk buildings and across a sample of the schools estate and will include improvements to fire barriers in ceiling voids, upgrading of doors and walls and installation of fire alarm systems. The programme will be ongoing throughout the year.

#### Various Schools, Kitchen improvements

- 4.7. It is proposed to continue with a programme of kitchen ventilation improvements at various Primary and Special Schools. The programme will be prioritised using information from the test and inspection programme and will include the provision of new extract systems linked to gas safety system improvements. The programme will be ongoing throughout the year

#### Various Schools, Hard Landscape improvements

- 4.8. It is proposed to continue with a programme of hard landscape improvements at various Secondary, Primary and Special Schools. The programme will be prioritised using information from the inspection programme and will include playground resurfacing and drainage improvements. The programme will be ongoing throughout the year.

#### Update to Existing Approvals

- 4.9 Testbourne School, SCOLA re clad – Following a review of the scope of works it is proposed to extend the recladding project to include a full re clad of both the single and 2 storey blocks on the site. Options are also being considered to take the opportunity to undertake further internal alteration and refurbishment work. A full project appraisal will be taken to a future Executive Member for Education decision day

#### Office Accommodation – EII South Fire Precautions Improvements

- 4.10 Following a fire strategy review during 2018, it is proposed to undertake works to improve the fire precautions in EII South offices to maximise the capacity of the building in line with the corporate office accommodation strategy. Planned works including lobbying of staircases, upgrade of the fire alarm, installation of additional powered and/or new doors for segregation and installation of additional detection. Completion of these works will increase the capacity of the building by approximately 300 people, enabling the current utilisation levels to be increased to meet

operational growth. It is anticipated that the works, which are subject to a listed building consent, will commence in the summer 2019.

Office Accommodation – Castle Avenue Fire Precautions Improvements

- 4.11 Following a fire strategy review of Castle Avenue offices, it is planned to undertake some works to improve the fire precautions and means of escape in the Castle Avenue to maximise the capacity of the building to support increased utilisation in line with the office accommodation strategy. Planned works include additional fire doors, opening up of an additional fire exit, fire exit signage and emergency lighting upgrades and additional smoke detection in specified areas of the building.

**P&R Reactive and Planned Repairs 2018/19**  
**(Expenditure on the Corporate Estate - excluding schools)**  
 Projected Commitment by 31 March 2019

	<b>Budget</b>	<b>Commitment</b>	
	£'000	£'000	%
<b>Budgets 2018/19</b>			
Policy and Resources Cash Limited Budget	7,124	7,124	100
Legionella	583	507	87
Additional Resources (£4.5m for 2016-19)	3,139	1,976	63
Flexible working & dilapidations (carry forward from 2017/18)	1,146	455	40
R&M Reserve	545	545	100
<b>Total Budgets</b>	<b>12,537</b>	<b>10,607</b>	<b>85</b>

**Breakdown of expenditure against 2018/19 budgets**

Engineering reactive maintenance and servicing	3,564
Health and safety risk management priorities	1,087
Planned programmed works	3,252
Building fabric reactive maintenance	1,389
Flexible working & dilapidations (carry forward from 2017/18)	455
Estates and County Farms support	90
Structural inspections of the estate	180
Historic buildings	34
External works	11
R&M Reserve	545
<b>Total</b>	<b>10,607</b>

Notes

1. All figures above are inclusive of professional fees.
2. A balanced outturn position is projected for 31 March 2019 but any remaining balances will be carried forward to 2019/20.

**Schools Reactive and Planned Repairs 2018/19**  
All Projected Commitment are to 31 March 2019

<b>Budgets 2018/19</b>	<b>Budget</b>	<b>Commitment</b>	
	£'000	£'000	%
Schools revenue budget from SLA contributions	15,952	15,952	100
SCA contribution to health and safety priorities	2,000	2,000	100
Legionella	967	683	71
<b>Total Budgets</b>	<b>19,029</b>	<b>18,745</b>	<b>99</b>

**Breakdown of expenditure against 2018/19 budgets**

Health and safety risk priorities	3,689
Building fabric reactive maintenance (TMC)	3,897
Engineering maintenance and servicing (TMC)	7,377
Planned works	3,117
Modular buildings	162
Structural Inspections of the Estate	335
External Works	168
<b>Total</b>	<b>18,745</b>

**Schools Condition Grant 2018/19**

<b>Budgets 2018/19</b>	<b>Budget</b>	<b>Commitment</b>	
	£'000	£'000	%
SCA Budget 18/19	17,264	17,264	100
SCA Grant Carried Forward from 17/18	8,055	8,055	100
<b>Total Budgets</b>	<b>25,319</b>	<b>25,319</b>	<b>100</b>

Notes

1. All figures above are inclusive of professional fees which are charged at 12% on SLA works and 16.5% on SCA funded works.
2. A balanced outturn position is projected for 31 March 2019 across revenue budgets and a full commitment against the SCA Grant.

**Corporate Buildings Planned and Reactive Maintenance Budgets 2019/20  
and Proposed Allocation (excludes schools)**

	<b>Budget</b>
	£'000
<b>Budgets 2019/20</b>	
Policy and Resources Cash Limited Budget	7,809
Additional Resources (£3m for 2019-21)	1,500
Carry Forward from 2018/19	2,739
R&M Reserve	691
R&M Reserve 19/20 contribution	545
<b>Total Budgets</b>	<b>13,284</b>

**Proposed Allocations against Budgets Above**

Planned inspections of the estate	365
Building fabric reactive maintenance	1,327
Engineering reactive maintenance and servicing	3,537
Engineering breakdown repairs	649
Compliance monitoring	293
Health and safety risk management priorities	973
Planned programmed works	3,447
Carry forward from 2018/19	1,457
R&M reserve (carried forward)	691
R&M reserve 19/20 contribution	545
<b>Total</b>	<b>13,284</b>

Notes

1. All figures above are inclusive of fees which are charged at 12% on revenue works.
2. A balanced outturn position is projected for 31 March 2019 across most corporate revenue allocations but a projected carry forward of uncommitted funds is highlighted above. Any further uncommitted funds will be carried forward into 2019/20.

**Schools Revenue and Planned Maintenance Proposed Allocations**  
**2019/20**

	<b>Budget</b>
<b>Budgets 2019/20</b>	£'000
SLA funding contributions	15,487
SCA grant 19/20	17,000
<b>Total Budgets</b>	<b>32,487</b>

**Proposed Allocation of Budget against Budgets Above**

Planned inspections of the estate	856
Building fabric reactive maintenance	3,426
Engineering reactive maintenance and servicing	5,693
Engineering breakdown repairs	2,733
Compliance monitoring	380
Health and safety risk management priorities	1,205
Planned programmed works	13,221
Deferred programme from 2018/19	4,973
<b>Total</b>	<b>32,487</b>

Notes:

1. The amounts are inclusive of professional fees
2. The final value of the 19/20 SCA Grant has yet to be confirmed. The programmes are based on an estimated allocation of £17.0m. Programmes will be adjusted accordingly when the final grant value is confirmed.

<b>Corporate Estate (excludes schools) Planned Investment Programme 2019/20</b>	
<b>Property</b>	<b>Works</b>
<b>Schemes £0 to £50,000</b>	
Fareham Horticultural Group	Installation of double glazed windows and doors
Great Hall	Gallery remedial works
Queen Elizabeth Country Park	New roof covering and insulation upgrade
Rockbourne Roman Villa	Deck remedial works
Royal Victoria Country Park Empire tea rooms	Cedar shingle replacement
Royal Victoria Country Park Empire tea rooms	Installation of double glazed windows and doors
Solent Mead	kitchen ventilation works
Staunton Country Park	roof covering replacement
Staunton Country Park	roof covering replacement
Staunton Country Park	Soakaway Replacement
Various Corporate properties	Internal Decs
Various Corporate properties	Hard Landscape & Fencing
Various Corporate properties	Energy support
<b>Schemes £50,000 to £100,000</b>	
Bishopstoke Community Centre	Tower remedial works
Forest Arts Centre Entrance	Installation of double glazed windows and doors
Various Corporate properties	Electrical T&I remedials works
Various Corporate properties	Arboriculture
<b>Schemes £100,000 to £150,000</b>	
Calshot Activity Centre	Replacement of ceilings
Calshot Hangar	Window remedial works
Various Corporate properties	Replacement sewage treatment plant
Various Corporate properties	Asbestos repair instruction works
<b>Schemes £150,000 to £250,000</b>	
Bar End Unit 1	Roof covering replacement
Bridgemary Library	New boiler & HWS improvements
Homewood	Installation of double glazed windows and doors
Hook Depot	Electrical infrastructure works
Lymington Offices Avenue Rd	New roof covering and insulation upgrade
Various Corporate properties	Structural repair instruction works
Various Corporate properties	Boiler Repairs & Replacement

Various Corporate properties	Fire Precaution works
Various Corporate properties	External Decoration
Various Corporate properties	Building & roof repairs
Various Corporate properties incl. Castle Avenue offices	Fire Precaution works
<b>Schemes £250,000 to £1,000,000</b>	
EII South Offices	Fire precaution works

Note: All schemes below £100,000 are to proceed under delegated Chief Officer Approval, but are shown here for information.



<b>Schools Planned Investment Programme 2018/19</b>	
<b>Property</b>	<b>Works</b>
<b>Schemes up to £50,000</b>	
Alderwood School (Secondary site)	Installation of double glazed doors and windows
Alver Valley Infant and Nursery School	External repairs and decorations
Alver Valley Junior School	External repairs and decorations
Barncroft Primary School	External repairs and decorations
Baycroft School	Damp improvement works
Bentley CE (C) Primary School	Upgrade Mains Water supply
Binsted Ce (c) Primary School	External repairs and decorations
Brighton Hill Sec School	Replace Supply Air AHU for Drama Theatre
Brockhurst Primary School	External repairs and decorations
Brookfield Community School and Language College	Upgrade of boundary fencing
Brookfield School	Replace Distribution boards in 025X 026X & 028X in year 5 (2021)
Brookfield School	Replace ECC switchgear & DBs in 001G
Brookfield School	Replace switchgear & DBs in 001X in year 5 (2021)
Brookfield School	Replace switchgear & DBs in 001C
Brookfield School	Replace Macwood auto doors
Burnham Copse Primary School	External repairs and decorations
Buryfields Infant School	External repairs and decorations
Butts Primary School	External repairs and decorations
Calthorpe Park School	Distribution board upgrade
Clanfield Junior School	External repairs and decorations
Cliddesden Primary School	External repairs and decorations
Court Moor School	Drainage improvements
Cove Junior School	External repairs and decorations
Cranford Park Ce (c) Primary School	External repairs and decorations
Crestwood College	installation of new doors
Crestwood College (Shakespear Rd. site)	Hard landscape improvements
Crofton Anne Dale Infants	Replace main intake switch panel
Crofton School	Replace switchgear in 002A 003X 004X
East Meon Ce (c) Primary School	External repairs and decorations
Elson Infant	Improvements to gutter systems
Elson Junior School	External repairs and decorations
Emsworth Primary School	External repairs and decorations
Fairfields Primary School	External repairs and decorations
Fernhill College	Hard landscape improvements
Fordingbridge Junior School	External repairs and decorations
Foxhills Junior School	Replace Mains & Distribution Boards

Freegrounds Infant School	External repairs and decorations
Frogmore College (Main Block)	Replace existing CWS tanks, consider removing tanks and convert to all mains water service where possible
Frogmore Infant School	External repairs and decorations
Froxfield Ce (c) Primary School	External repairs and decorations
Grayshott Ce (c) Primary School	External repairs and decorations
Hamble school	Hard landscape improvements
Hamble School	Improvements to ceilings and lighting
Harrow Way	Pupil toilet refurbishment
Haselworth	Damp improvement works
Hayling college	Flooring improvements
Hayling School (005A)	Replace pipework in sports block
Heathfield School	Replace main intake switchgear & Federal DBs
Henry Cort	Replace old Federal DBs in location 001X vis 126
Henry Cort	Playground resurfacing and drainage improvements
Herne Junior School	External repairs and decorations
Horndean College	Hard landscape improvements
John Hanson School	Replace Macwood auto doors
Kings Copse Primary School	External repairs and decorations
Kings school	Hard landscape improvements
Lee on Solent Infants	Replace main intake switchgear panel & DBs
Limington House School	External repairs and decorations
Liphook Ce (c) Junior School	External repairs and decorations
Liphook Infant School	External repairs and decorations
Locks Heath Junior School	External repairs and decorations
Manor Ce (c) Infant School	External repairs and decorations
Manor Infant, Holbury	Upgrade of Patent Glazing
Maple Ridge School	External repairs and decorations
Marnel Community Junior School	External repairs and decorations
Mengham Infant School	External repairs and decorations
Micheldever Primary	Damp improvement works
Morelands Primary School	External repairs and decorations
Newtown Ce (c) Primary School	External repairs and decorations
Nightingale Primary School	External repairs and decorations
Norman Gate School	External repairs and decorations
Northern Infant School	External repairs and decorations
Northern Junior School	Replace main intake switchgear and local DBs
Oakley Infant School	External repairs and decorations
Oakridge Infant and Junior	External repairs and decorations
Oakridge Infant and Junior	External repairs and decorations
Orchard Infant School	External repairs and decorations

Orchard Junior School	External repairs and decorations
Orchard Lea Infant School	Replace main intake switchgear
Padnell Junior School	External repairs and decorations
Park School	Flooring improvements
Peel Common Infant School	Replace main switchgear
Petersfield Infant School	External repairs and decorations
Portchester Community School	Pupil toilet refurbishment
Purbrook Junior School	External repairs and decorations
Purbrook Park	Installation of double glazed windows
Purbrook Park School	Replace DBs in 003 & 004
Purbrook Park School	Replace switch panel & DBs in 001A in year 2 (2017/18)
Rachel Maddocks School	New gas pipework and interlock
Ranvilles Infant School	External repairs and decorations
Ranvilles Junior School	External repairs and decorations
Red Barn Primary School	Replace Obsolete switch gear & DBs
Romsey Primary School	External repairs and decorations
Samuel Cody	Distribution board upgrade
Sarisbury Infant School	Replace obsolete DBs
Saxon Wood School	External repairs and decorations
Shepherds Down Special School	External repairs and decorations
South Wonston Primary	Damp improvement works
Springwood Infant School	External repairs and decorations
St Francis Ce (a) Primary School	External repairs and decorations
St James Ce (c) Primary School	External repairs and decorations
St James Primary (Emsworth)	Replace Switchgear & DBs
St John The Baptist Ce (c) Primary School (Waltham Chase)	External repairs and decorations
St Michael And All Angels Ce (a) Infant School	External repairs and decorations
St Thomas Infant Ce (c) School	External repairs and decorations
Steep Ce (c) Primary School	External repairs and decorations
Stoke Park Infant School	External repairs and decorations
Stoke Park Junior School	External repairs and decorations
Swanmore college	Hard landscape improvements
Swanmore College	Replace Ballard switchpanel in 006X 006A year 2 (2018)
Swanmore College	Replace DBs in 004X-004A in year 2 (2018)
Swanmore College	Replace switchgear in 002 year 3 (2019)
The Clere School	replacement of fascia panels
Uplands Primary	Upgrade of Patent Glazing
Vyne School	Hard landscape improvements
Wallisdean Infant School	External repairs and decorations
Wallop Primary School	Replace mains intake switchgear & DBs

Waterside Primary School	External repairs and decorations
Wavell School	Replacement of roof lights
Wellow Primary	Upgrade of glazed link
West Meon Ce (c) Primary School	External repairs and decorations
Wootey Infant School	External repairs and decorations
Yateley School	Pupil toilet refurbishment
Yateley School (B Block 001X)	B Block 001X Replace CWS tanks or take tanks out of use and convert to mains
Yateley School (Sports Hall 007A)	Sports Hall, replace CWS tank or take tank out of use and convert to mains
<b>Schemes £50,000 to £100,000</b>	
Alderwood School	Installation of double glazed windows
Alderwood School	Pupil toilet refurbishment
Aldworth School	Sports hall ridge and clerestorey double glazed window installation
All Saints Winchester	Roof covering renewal and insulation upgrade
Ashley Infant	Installation of double glazed windows
Balksbury Junior	New boilers and HWS with controls
Beaulieu Primary	Roof covering renewal and insulation upgrade
Brighton Hill Community College	Roof covering renewal and insulation upgrade
Brighton Hill Community College	Roof covering renewal and insulation upgrade
Brookfield Community School	Roof covering renewal and insulation upgrade
Calthorpe Park School	Drainage improvements
Church Crookham Junior School	External repairs and decorations
Clere School	replacement of fascia panels
Cove School	Installation of double glazed windows
Cove School	Playground resurfacing and drainage improvements
Cranbourne College	Refurbishment of covered walkways
Crestwood College	Roof covering renewal and insulation upgrade
Crestwood College (Cherbourg site)	Roof covering renewal and insulation upgrade
Crofton School	Replace main intake switchgear
Crookham Junior school	Roof covering renewal and insulation upgrade
Elvetham Heath Primary School	External repairs and decorations
Horndean College	Roof covering renewal and insulation upgrade
Horndean College	replacement of fascia panels
Hurst Community College	Installation of double glazed windows
Kings Furlong Jur	New boilers and HWS with controls
Park Primary	Upgrade of Patent Glazing
Portchester Community School	Installation of double glazed windows
Sherborne St John Pri - Window replacement and upgrade	Installation of double glazed windows

Swanmore College	Replace boilers/plant and controls W block
Test Valley School	Pupil toilet refurbishment
Tower Hill Primary	Roof upgrade to kitchen
Toynbee School	Roof covering renewal and insulation upgrade
Various Primary Schools	Swimming pool repairs
Vernham Dean Gillums Primary	Installation of new Sewage treatment plant
Vyne School	Oil to gas conversion
Wavell School	Replace switch gear & Distribution boards 001X,A,B,C year 5 (2023/24)
Wavell Sec School	Boiler Replacement in Sports Hall
Wickham Ce (c) Primary School	External repairs and decorations
Yateley School	Replace switch start lighting to various areas
<b>Schemes £100,000 to £150,000</b>	
Brockhurst Primary (North Campus)	Replace obsolete Ballard switch panel & Federal DBs
Elson Inf	New boilers and HWS with controls
Elson Junior	New boilers and HWS with controls
Frogmore infant	Roof covering renewal and insulation upgrade
Heatherside Infant	Installation of double glazed windows
Kings school	Replace pipework in block 013X
Manor Junior School, Farnborough	New boilers and HWS with controls
North Waltham Primary	Upgrade of Patent Glazing
Porchester School	Roof covering renewal and insulation upgrade
Swanmore College	Roof covering renewal and insulation upgrade
Various Primary Schools	H&S works (ceilings, gutters)
<b>Schemes £150,000 to £250,000</b>	
Crofton School	Roof covering renewal and insulation upgrade
Hurst Community College	External repairs and decorations
Kings School	External repairs and decorations
Locks Heath Junior	Installation of double glazed windows
Ranvilles Junior	Roof covering renewal and insulation upgrade
Various Schools	Structural repair instruction works
Various Schools	Arboriculture remedial works
Various Schools	Electrical T&I remedials
Various Schools	Asbestos repair instruction works
Various secondary schools	Various - MPM
<b>Schemes £250,000 to £1,000,000</b>	
St Michaels Junior	Roof covering renewal and insulation upgrade
Stoke Park Infant reroofing	Roof covering renewal and insulation upgrade
Testbourne School	Scola recladding
Various Primary Schools	Fire Precaution upgrades
Various Primary Schools	Provision of new kitchen ventilation
Various Primary Schools	Toilet refurbishment and upgrade

Various Primary Schools	Playground resurfacing and drainage improvements	
Various secondary schools	Engineering projects -	
Various secondary schools	Fire Precautions	
Wavell School	Scola recladding	
<b>Schemes Exceeding £1million</b>		
		<b>Estimated Contract Value</b>
Bishops Waltham Junior	Scola recladding	£1.2 million
Testbourne Community School	Scola recladding	up to £2.5 million

## HAMPSHIRE COUNTY COUNCIL

### Executive Decision Record

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Property Services: Major Programme Update
<b>Report From:</b>	Director of Culture, Communities and Business Services

<b>Contact name:</b>	Steve Clow		
<b>Tel:</b>	01962 847858	<b>Email:</b>	steve.clow@hants.gov.uk

#### 1. The Decision:

That the Executive Member for Policy and Resources:

- 1.1. That the Panel recommends to the Executive Member for Policy and Resources that the project appraisal for the Elizabeth II Court South Heating Improvement Works project, to be funded from the Policy and Resources Energy Performance Programme budget be approved at an estimated value of £355,000.

#### 2. Reason(s) for the decision

- 2.1 The purpose of this report is to provide an update on the major programmes, projects and issues currently being progressed relating to:

- Adult Health and Care Programme
- Children's Services Programme
- Health and Safety management in the built estate
- Office Accommodation Efficiency Programme
- Carbon and Energy Reduction Programme
- Construction Frameworks Update

#### 3. Other options considered and rejected:

- 3.1. None

#### 4. Conflicts of interest:

- 4.1. Conflicts of interest declared by the decision-maker: None
- 4.2. Conflicts of interest declared by other Executive Members consulted: None
- 5. Dispensation granted by the Conduct Advisory Panel: None.**
- 6. Reason(s) for the matter being dealt with if urgent: Not Applicable.**
- 7. Statement from the Decision Maker:**

**Approved by:**

**Date:**

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**25 April 2019**

**Councillor Roy Perry  
Executive Member for Policy and Resources**



# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Committee/ Panel:</b>	Buildings, Land and Procurement Panel		
<b>Date of Decision:</b>	26 March 2019		
<b>Decision Title:</b>	Property Services: Major Programmes Update		
<b>Report From:</b>	Director of Culture, Communities and Business Services		
<b>Contact names:</b>	Steve Clow		
<b>Tel:</b>	01962 847858	<b>Email:</b>	steve.clow@hants.gov.uk

### Recommendations

- 1.1 That the Buildings, Land and Procurement Panel notes the progress of each of the programmes.
- 1.2 That the Panel recommends to the Executive Member for Policy and Resources that the project appraisal for the Elizabeth II Court South Heating Improvement Works project, to be funded from the Policy and Resources Energy Performance Programme budget be approved at an estimated value of £355,000.

### 2. Summary

- 2.1 The purpose of this report is to provide an update on the major programmes, projects and issues currently being progressed relating to:
  - Adult Health and Care Programme
  - Children's Services Programme
  - Health and Safety management in the built estate
  - Office Accommodation Efficiency Programme
  - Carbon and Energy Reduction Programme
  - Construction Frameworks Update

### 3. Adult Health and Care Programme

- 3.1 Property Services continues to support the County Council's Adult Health and Care (AHC) service to deliver property outcomes for a number of existing and emerging transformation programmes. An update on each of these programmes is provided below:

#### Adults Health & Care Strategic Bed Based Programme

- 3.2 An initial allocation of capital funds was added to the capital programme in July 2018 as part of the Medium-Term Financial Strategy for the

Adults Health & Care Bed Based Programme. A study has been completed to identify the care provision required by the County Council over the medium to longer term which has taken account of predicted market capacity and conditions, as well as forecast demand and a future need analysis.

- 3.3 Based on the outcome of the above study a high level review of existing and vacant sites has been completed by Property Services. The aim of the review was to identify potential options for addressing growth, future suitability and condition requirements across the AHC estate. The results of the study are currently being shared with AHC colleagues with a view to shaping the future investment proposals.

#### Adults with a Disability Housing Programme

- 3.4 In April 2016, the Executive Member for Policy and Resources approved the Strategic Business Case for the Adults with Disability Housing Strategy. A decision was taken to support around 600 services users with a learning and/or physical disability to transition from a traditional care home setting into either a shared house or groups of individual flats to achieve independent living with 24/7 care and support available and commissioned by the County Council subject to the needs of each resident.
- 3.5 Property Services has led on the design and delivery of the new build element of the strategy which will deliver around 95 extra care units on County Council owned sites. The units are being delivered through a two-phase programme, Phase 1 comprises of four projects and a further two projects will be delivered in Phase 2.
- 3.6 The majority of schemes in Phase 1 of the new build programme (Jellicoe Court, Fernhill Court and Mulberry Lodge), have been completed and handed over. AHC, in partnership with the landlord and care provider, have been managing a phased occupation by residents from summer 2018 onwards. The remaining Phase 1 project (Apex Court) in Aldershot has been rescheduled and was due to be handed over to AHC in February 2019.
- 3.7 In phase 2, the Eastleigh project (on the former John Darling Mall site), commenced on site in September 2018 and is scheduled to be completed in summer 2019. Property Services have been commissioned to complete a feasibility study for a second phase of work on this site to deliver a number of units which cater for people with physical disabilities. The Fareham project (on the former Croft House site) has now secured planning approval however, due to ecology issues on site and the need to undertake a detailed cost and budget review, this project has not yet started on site.

#### Older Persons Extracare programme

- 3.8 The updated Strategic Business case for the Older Persons Extracare programme approved in January 2017 identified an amended and more

flexible approach to the delivery of Extracare units on the County Council owned sites through the grants programme.

- 3.9 Preparation for the development of the new Extracare scheme in Romsey is ongoing. Having completed the demolition of the former Nightingale Lodge and Master's House buildings, a number of site investigations have been undertaken. The contract award process is due to be completed shortly to enable work to commence on site. Following the selection of development partners for the Extracare schemes in Gosport (former Addenbrookes Home), New Milton (former Fernmount Centre) and Petersfield (former Bulmer House), contract negotiations are underway and development proposals are being progressed.
- 3.10 In Autumn 2018 the Council took steps to protect the planning permission secured for the Oak House Health & Wellbeing Campus. The re-procurement of the project is ongoing, the outcome of the process will be reported to the Executive Member of Policy and Resources at a future meeting.

#### Learning Disability Transformation Programme

- 3.11 Work Continues on the objectives set out in latest updated Business Case for this programme dated 7<sup>th</sup> Mach 2017.
- 3.12 The scheme to construct a new respite service in Locks Heath is now complete and service commenced in early 2019.
- 3.13 Plans to identify a suitable location for a Community Link in Andover are also progressing, with an opportunity being explored for a property in Union Street owned by Test Valley Borough Council. A review is also ongoing with Adult Services focussed to the Keystone Service needed in Totton as to date no suitable opportunities have been identified.

#### **4. Children's Services Programme**

- 4.1 Property Services are continuing to work with Children's Services on the design and delivery of a significant number of new schools, school extensions, new modular classrooms and work to improve existing school buildings and their settings. These include a significant number of projects which will provide additional school places across Hampshire. There are a number of new primary schools being planned and delivered at Kings Barton, Winchester; Chestnut Avenue, Eastleigh; Boorley Green, Hedge End, and for Cornerstones Primary School; North Whiteley. In addition a new primary school, named Endeavour Kirk Campus, has been completed and opened at East Anton in Andover and the extensions at Bishops Waltham Infant and Junior Schools have also been completed. These projects represent a total capital investment of approximately £50m in additional school places.
- 4.2 There has also been good progress on securing funding and developing proposals for new schools and ongoing work with the Department for

Education and academy sponsors for a new secondary school named Deer Park School outside Botley and a new special school Austen Academy at Chineham in Basingstoke. The proposals to relocate Mill Chase Academy as part of the investment in Whitehill and Bordon regeneration plan, for which there is a significant one-off capital investment of £10m by the County Council, are progressing on site and the new school site is due to open in the autumn term. These projects provide a further £61.5m investment into improving school facilities and providing additional school places. New free school academies are fully funded directly by the Department for Education.

- 4.3 Feasibility work continues on plans for school provision to add further new school places for the projected additional primary and secondary pupil numbers across the County. These plans and projects will maintain design quality at lower cost in response to continued reductions in public spending. There is ongoing dialogue with District and Borough Councils and negotiations with developers for new school provision to secure suitable sites and funding contributions for schools in relation to planned new housing developments across Hampshire. These include significant development proposals for Welborne in Fareham and Manydown in Basingstoke.
- 4.4 Design work has commenced on the replacement of the existing school buildings at Fryern Junior School, Chandler's Ford and Grange Junior School, Gosport. The total cost estimate for full replacement of the two schools is in the order of £15m. Value for money will be achieved through the economies of scale in adopting a common approach to the design, procurement and delivery of the two school projects in one procurement arrangement.
- 4.5 In addition, the last of a series of new children's homes has been completed and opened in Winchester. This is the sixth and final project in a significant programme of investment in recent years for improved provision across Hampshire. There are also significant remodelling and improvement works now being undertaken on site for Swanwick Lodge, a secure facility that provides a safe and child centred environment for children and young people.

## **5. Health and Safety Management in the Built Estate**

- 5.1 Property Services continues to undertake a range of activities to manage health and safety risks within the built estate. During 2018 Property Services worked closely with the Corporate Health and Safety team to review some of the current health and safety procedures and implement a number of improvements to the systems and processes that support these.
- 5.2 Legionella management has been a key area of improvement. This follows the production of new national guidance, ongoing survey work and the availability of new digital technology. A programme of pipework infrastructure improvements was completed in Spring 2018 and

subsequently further investment has been made to install a comprehensive system of temperature monitoring points throughout the County Councils corporate and community schools estate. Alongside this, an on-line legionella data management and reporting system is being rolled out across the estate. This will support a reduction in the risk of exposure to legionella by improving the accuracy of water temperature measurements and providing early warning of any issues so that these can be appropriately investigated and addressed. This is part of an on-going strategy to take advantage of modern technology to increase the efficiency and effectiveness of the management of the built estate.

- 5.3 Work has also been completed over the last year to conclude improvement works on physical fire precautions across a number of buildings identified as having a higher risk profile in relation to fire. This included 17 elderly persons residential care homes and 139 system built schools with single staircases. Property Services is continuing to work closely with the Corporate Health and Safety team to review the corporate procedures for fire safety management and ensure that the approach to ongoing surveys and associated improvement works is robust.
- 5.5 Alongside these specific improvement programmes, Property Services is reviewing its approach to risk assessment of all health and safety risks in the built estate to ensure that this is consistent with the requirements of the Health and Safety Executives HSG65 guide to Managing for Health and Safety. Given the scale and diversity of the HCC estate, a robust risk assessment process is an essential tool in ensuring that there is a structured approach to identifying areas of higher risk so that appropriate strategies and programmes of work can be put in place to both manage and address the risks. This will continue to be a focus during 2019.

## **6. Office Accommodation Efficiency Programme**

- 6.1 As previously report to the Panel, Property Services has been working on the implementation of the office accommodation strategy agreed in November 2017 linked to the delivery of T19 savings.
- 6.2 The strategy seeks to consolidate HCC occupation of its corporate office buildings through increased utilisation supported by the roll out of new mobile IT equipment as part of the Enabling Productivity Programme (EPP). Where office space is released, it is proposed to lease this to third party organisations with a focus on partners, particularly where this supports partnership working as part of operational service delivery models.
- 6.3 Since commencement of the strategy a number of projects have been completed to release buildings or space and secure new lettings to partner organisations to achieve an ongoing revenue saving. In parallel, the planned refurbishment of the ground and first floors in EII South has been completed, increasing the capacity, modernising the workspace

and enabling the re-location of staff who were temporarily decanted to Sheridan House.

- 6.4 A number of further projects are currently underway which are expected to realise in the region of £370k saving. These include: the re-location of staff from Enterprise House to Hampshire House in Eastleigh, with the subsequent release of Enterprise House; the disposal of Old Town Hall in Aldershot; letting of space in Dame Mary Fagan House, Basingstoke to the new Kent and Hampshire joint venture partnership company for agency staff.
- 6.5 Works are also due to be delivered at a number of buildings to improve fire precautions and address maintenance and condition priorities so that the capacity of these buildings can be maximised in the future, in line with the strategy. This includes fire precaution improvement works in Ell South and Castle Avenue in Winchester.
- 6.6 The improvement works following the fire at Three Minsters House are now underway on site and it is anticipated that the building will be ready for reoccupation in the summer. In parallel with this, discussions are ongoing with partner organisations on the potential letting of additional space within our Winchester offices once Three Minsters House is back in use.
- 6.7 During 2018, Property Services has also been working closely with the HCC departments to understand how changes within their operational service delivery models may impact on the future demand for a use of the corporate office accommodation. This work has identified growth in a number of departments and services including an increased number of social workers in Children's Services and additional staff in the Integrated Business Centre (IBC) linked to the onboarding of the three London Boroughs.
- 6.8 To date it has been possible to accommodate all of this growth within the current corporate offices, ensuring that the HCC office portfolio continues to meet the evolving operational needs of the wider organisation. The reoccupation of Three Minsters House will release additional capacity back into the portfolio. However, to ensure that the portfolio continues to have the flexibility to meet emerging operational requirements, for both growth and partnership working, it has been agreed with the Corporate Directors and Chief Executive that no further buildings will be released from the portfolio, until a further review of future requirements is undertaken.
- 6.9 An operational Corporate Property Group is being formed that will bring together representatives from all departments to review future requirements and identify opportunities for further rationalisation or co-location of partner organisations. Projects that emerge from this review will be reported to future Panel meetings.

## **7. Carbon and Energy Reduction Programme**

### **7.1 Electric Vehicle Charging Point framework (EVCP)**

Excellent progress has been made in publicising the new framework managed by the County Councils Property Services. There are now 30 public sector organisations using the EVCP framework set up in 2018. Combined, this amounts to a total anticipated spend of £932,025 across the organisations to fund the installation of around 650 charge points. In addition to these charging points, the EVCP framework supplier has secured £4m of private sector investment for public charging points across the central southern region equating to approximately 1000 charging points.

The framework and the management costs are self funding through a combination of private sector funding and a small rebate on the installation and revenue turnover.

Interest in using the framework continues to grow from across the public sector and the Property Services energy team are engaging at various events around the region to advocate the availability of the route to market.

### **7.2 County Council transition to Electric Vehicles (EVs)**

To facilitate the transition to EVs across the County, 31 charging points have so far been installed including: 2 in the courtyard of Ell Court, 2 at the Bar End County Supplies site, 6 at the Hampshire Scientific Services offices in Southsea and 12 in the various highway depots across the county. Two charge points have been installed in each of the four regional office hubs and, to assist with HC3S (County Council catering service) deliveries charging points have been installed at Merton Junior school, Basingstoke and Old Sarum Primary school.

Fourteen additional points are to be installed in the basement car park of Ell Court for use by elected members, staff, visitors and pool/fleet vehicles. A further 14 are planned to the rear of Athelstan House and 15 more at Capital House for the charging of the pool vehicles in central Winchester.

Good progress has been made in engaging with County Council departments to explain the advantages of EVs and many services are using or have ordered EVs. These include Hampshire Highways, Engineering Consultancy, Scientific Services, Adult Health and Care, HC3S Catering, Countryside, Hampshire Transport Management and Corporate Services.

This is all part of the programme to replace around 150 small vehicles in a phased programme delivering around £240,000 of fuel and other savings. It also demonstrates the Council commitment to the leadership

in relation to zero emission vehicles contributing to improved air quality in cities.

The Director of Culture Communities and Business Services (CCBS) has identified a requirement for charging points at the following Country Parks for fleet and courier vehicles and technical viability studies are currently underway at:

- Sir George Staunton Country Park
- Queen Elizabeth Country Park
- Royal Victoria Country Park
- Manor Farm Country Park

All of the completed and proposed charge point installations have been fully funded by the council, but the Director of CCBS is investigating, through the Southern Regional EV charge point framework, the viability of providing externally funded public charge points. Our charge point framework partner has proposed 5 country park sites and one activity centre being viable for commercial provision:

- Sir George Staunton Country Park
- Queen Elizabeth Country Park
- Royal Victoria Country Park
- Manor Farm Country Park
- Calshot Activity Centre
- Lepe Country Park

To encourage and promote the transition to and adoption of Electric Vehicles (EV's), a pilot scheme is in place in the Winchester Castle complex for an initial six month period. This pilot will be offered to Members, visitors and staff who have an EV or plug in hybrid and have access to central Winchester car parks. To incentivise the pilot scheme and raise interest in EVs it is proposed to supply electricity at no cost. The cost of the electricity is a fraction of fossil fuels and the current number of EV users is anticipated to be very small in the first instance. A charging arrangement will be introduced at the end of the pilot phase using a registration and a card payment system. The pilot will support the publicity of the EV transition programme and the charging point roll out programme across county and region.

The Directors of CCBS and Environment are continuing to actively develop and review options and technical solutions for public on street charging.



### 7.3 Major Solar Photovoltaic (PV) Programme

The last three PV installations at Hampshire Records Office, Bishops Waltham Depot and Royal Victoria Country Park Chapel have been tendered and the contract has been awarded. Installation work is expected to be complete by the end of the spring period.

In April 2019 the Feed in Tariff will cease which will affect the business case for installing further PV. The Director of CCBS will continue to periodically review the market and assess whether the financial viability improves. Property Services have now managed the installation of over 60 PV arrays across the Councils corporate and schools. All of the technically viable sites have been identified and completed across the corporate estate.

### 7.4 Major Corporate LED Programme

Projected spend for the LED programme for 1208/19 is approximately £1m. A schedule of buildings has been prepared and viability studies carried out for the next phase 2019/20 programme and will be updated on a regular basis once viability has been determined. Annual savings are anticipated to be in excess of £100k per annum arising from the 2018/19 programme. This is all part of a £1.7m programme which is already delivering significant energy and carbon reductions.

### 7.5 Schools Energy Reduction and Performance Programmes

Interest from schools continues to grow and the Property Services energy team are liaising with those schools who have expressed an interest. A further four schools (3 primary and 1 secondary) will have their Energy Performance Programme projects started in the February half term and 4 primary schools are programmed for the Easter holidays.

An additional 6 schools have recently returned their MoU's and business cases will be prepared for them in due course. This now means that a total of xx schools have engaged with the programme. The programmes are at no cost to the schools and use Salix interest free loan arrangements to fund the works and time of Property Services to manage the contracts.

### 7.6 Battery Storage

The Director of CCBS has engaged with a specialist provider through the Laser energy supply framework and selected site visits have been undertaken to establish the viability of Council sites for battery storage. As a result of this analysis, 2 sites have earmarked for technical feasibility studies; Ell Court in Winchester and Dame Mary Fagan House in Basingstoke.

Site specific technical data is currently being assembled to progress the study and initial financial assessments have identified a simple payback

of around 8 years which is positive. More work is now planned to test and refine the initial case based on further technical studies.

#### 7.7 Conversion of Street lighting and street furniture to LED lamps

Officers from CCBS and ETE are actively reviewing options for the deployment of LED street lighting and street furniture to establish what opportunities exist. Use of the Salix loan fund is also being investigated. It is expected that savings on street lighting will form part of the next Transformation programme to deliver a significant revenue saving.

#### 7.8 Salix Recycling Fund for Energy Programmes

The Director of CCBS submitted an expression of interest in December 2018 for the Salix Recycling Fund (renamed Salix Clean Growth Fund) for both the County Council and the Office of the Police and Crime Commissioner with a view to implementing projects in the 19/20 financial year.

The County Council proposes to commit £500k of the unallocated corporate energy fund which would be matched by Salix for energy further programmes of LED lighting, thermal efficiency, PV and heating improvements. Salix continues to be successfully utilised to lever additional loan funding to deliver more programmes of work and to a larger scale. The return on investment to the Public Sector is short and represents excellent value.

#### 7.9 EII South Office Heating Improvement Works – Project Appraisal

7.9.1 The Panel will be aware of the Corporate Energy Performance Programmes previously approved in 2016 and updated annually thereafter, most recently in June 2018. The Energy Performance Programmes continues to support the Councils Carbon Reduction Strategy delivering cost, energy and carbon savings to support Phase 2 of the Programme (from 2015–2025), which aims to reduce 2010 levels by 50% by 2025.

7.9.2 To support the strategy a review of all corporate office accommodation was undertaken as the programme progressed. This review confirmed Elizabeth II Court South as being a key building for energy performance improvements to its mechanical heating services. It is now proposed to undertake a programme of internal improvements to the buildings heating pipework and control systems to modernise its effectiveness and improve efficiency and save energy making the buildings heating system fit for the future.

7.9.3 The proposed improvement works include:

- replacement and upgrades to the Building Management System (BMS), to provide modern services infrastructure and support energy and environmental information gathering to optimise the internal comfort of working spaces.
- installation of pipework insulation
- new thermostatic radiator controls to provide improved local office space heating control and effectiveness
- change of plant, equipment and pipework within the boiler room to support the efficiency and control of the heating system.
- commissioning and seasonal review and re-commissioning of the heating systems performance.

7.9.4 The estimated value of the works is £355,000 including professional fees. The heating improvement work and energy performance contract works will be funded from the Policy and Resources Energy Performance Programme budget which has been previously approved by the Executive Member Policy and Resources, as noted in 1.9.1, and as set out in the 'Energy Programmes Update Reports' annually since 2015.

7.9.5 As the value of this project exceeds the £250k threshold a specific project appraisal is required and this is therefore included in this report as a recommendation to the Executive Member Policy and Resources

7.9.6 It is proposed to procure the contract through the Minor Works Engineering Services Framework, with works commencing in Spring 2019. It is anticipated that the building will be fully occupied for the duration of the contract with only minor local disruption, and complete before Autumn 2019.

7.10 It is proposed that the Panel recommends to the Executive Member for Policy and Resources that the project appraisal for the Elizabeth II Court South Heating Improvement Works project, to be funded from the Policy and Resources Energy Performance Programme budget be approved at an estimated value of £355,000.

#### 7.11 **Energy supply and contract management**

A report elsewhere on this Panels agenda recommends the procurement of the next generation of framework for energy supply to maximise the buying power of the County Council and its partners. Work is ongoing to manage the existing contract to maximise the efficiency and billing methods as reported to previous meetings of this panel.

### **8 Frameworks Update**

8.1 As reported to the meeting in June 2018, the new Southern Construction Framework (SCF) is currently being tendered in partnership with Devon County Council and will be in place for April 2019. A replacement intermediate value framework for projects ranging

up to £4m is also currently being tendered for County Council projects which will be accessible to authorities within the local geography. All of the HCC frameworks include a rebate tariff as a source of income as part of our strategy to generate additional revenue streams to support our wider business and as a net return to the County Council by making contributions to overheads in the Property Service. In the current financial year, the overall framework income will be in the region of £800,000 which will return a surplus over and above cost of 16%.

- 8.2 There are proposals to enter into discussions with Devon County Council and Manchester City Council to jointly develop regional and national consultancy arrangements to compliment existing regional construction frameworks. Future reports to this panel will provide further details of these proposals.
- 8.3 The following is intended as an update for the panel on the achievements of SCF:
- SCF has provided evidenced savings of £200m to the Cabinet Office since 2015. These savings have been included in their reports to the Government Construction Board. These savings represent 5% of total turnover. Hence, any project using SCF can be said to guarantee 5% savings through early contractor involvement and team collaboration
  - SCF now holds data on over £6bn building projects which have been delivered through the framework since 2006, and is possibly the largest construction database in the UK. We have agreed an arrangement with Oxford University to analyse the data in more detail to produce a picture of the successes of the framework
  - SCF has also agreed to jointly sponsor a research project with Manchester City Council representing the North West Construction Hub, and the Greater Manchester Chamber of Commerce to carry out academic research into the benefits for collaboration and integrated team working in construction
  - SCF continues to chair the National Association of Construction Frameworks which has grown since its inception in 2014. The frameworks facilitate the delivery of now nearly £2bn of public sector construction projects nationally every year, and support the work of the Local Government Association.
  - SCF is used by a wide variety of public sector clients and central government. The projects include
    - Nearly 1000 houses for the Army servicemen and women and their families over three sites near Salisbury Plain
    - Three major science and research projects
    - Leisure centres across the South of England

- Social Value and localism is a key objective of the framework. SCF has now delivered over 220 years of apprentice employment through our innovative scheme with the contractors.

8.4 SCF levy income is being used to sponsor a Constructing Excellence led initiative in the South East to raise awareness of the variety of careers in construction to school children. Commencing in Hampshire, the aim is to pair individual schools with construction industry organisations to establish a programme of events. The initiative is called Inspiring Future Talent, and future reports to this panel will provide updates on progress.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equalities Impact Assessment:

An equalities impact assessment has /has not been considered in the development of this report as access requirements are always considered during the design stages of building maintenance projects and are often improved.

### **2. Impact on Crime and Disorder:**

2.1 The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all decisions it makes on the prevention of crime. The proposals in this report have no impact on the prevention of crime.

### **3. Climate Change:**

3.1 This is an update report which has no impact upon climate change.

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Sir Harold Hillier Gardens - Jermyn's House Extension
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact name:** John Tickle and Bob Wallbridge

**Tel:** 01962 846000  
02962 847984

**Email:** [john.tickle@hants.gov.uk](mailto:john.tickle@hants.gov.uk)  
[bob.walbridge@hants.gov.uk](mailto:bob.walbridge@hants.gov.uk)

#### **Purpose of this Report**

- 1 The purpose of this report is to seek approval to the project proposals and to spend and enter into the necessary contractual arrangement to implement the extension of visitor facilities at Jermyn's House.

#### **Recommendation(s)**

- 2 That the Executive Member for Policy and Resources gives approval to the project proposals for the extension of catering arrangements at Jermyn's House, Sir Harold Hillier Gardens (SHHG), at an estimated total cost of £1,358,000.
- 3 That the Executive Member for Policy and Resources gives approval to spend against the funding sources identified and enter into the necessary contractual arrangements to implement the project.

#### **Executive Summary**

- 4 This report seeks approval to the project proposals for the extension of the premises at Jermyn's House at an estimated total cost £1,358,000.
- 5 It is proposed to construct a single storey extension and undertake internal improvements and external works. This will enable the enlargement of the existing restaurant, extension and upgrade of the existing kitchen, storage and wash up facilities and internal refurbishment works including toilet facilities. External improvements include a new terrace and external landscaping.
- 6 The project will provide 100 additional covers for the Jermyn's House restaurant and enhanced catering facilities together with internal refurbishment and remodelling to improve the existing restaurant areas and associated facilities.

## Contextual Information

- 7 The proposed extension of Jermyn's House is part of the masterplan and transformation programme for the Hillier Gardens. It has been designed in the context of the existing gardens and proposed future works including a new walled garden.
- 8 The development of Jermyn's House is planned to enable continued growth in visitor numbers, wider garden exploration, longer and repeated visits and increased income generation whilst retaining a high level of customer service and a quality visitor experience.
- 9 The main entrance pavilion on the north side of the gardens provides the primary catering offer. This project at Jermyn's House seeks to enhance and complement that offer and spread visitor density more evenly through the gardens.
- 10 The current restaurant capacity at Jermyn's House is 48 covers. The additional accommodation is required to address the additional capacity needed for increased visitor numbers, to enhance the existing facilities for meetings and conferences and to accommodate larger functions.
- 11 The extension will improve and augment the current restaurant offer, improve visitor infrastructure and encourage wider and repeated garden visits, including to the Himalayan valley walkway.
- 12 The funding for the proposals will be covered primarily from SHHG development reserves, with the shortfall covered by the short-term use of Culture, Communities and Business Services' business unit reserves which will be repaid by the Gardens.

## Finance

### Capital Expenditure and sources of funding

- 13 The use of the SHHG Development Fund for the expansion of Jermyn's House has already been approved through the Trust Board and the opportunity for an expanded scheme developed. The breakdown of expenditure is shown in the table below.

<b>Capital Expenditure</b>	<b>Current Estimate</b>
	<b>£'000</b>
Buildings	1,166
Fees	192
Total	1,358

- 14 The majority of the costs will be covered using the SHHG own ring fenced Development Fund. A gap of c.£200,000 has been identified, and it is proposed to use CCBS business unit reserves to fund this on a pay back basis over a projected seven year timeline.

<b>Financial Provision for Scheme</b>	<b>Buildings £'000</b>	<b>Fees £'000</b>	<b>Total Cost £'000</b>
a) Sir Harold Hillier Gardens Funding	994	164	1,158
b) CCBS Business Unit Reserves	172	28	200
<b>Total (excluding Contingency)</b>	<b>1,166</b>	<b>192</b>	<b>1,358</b>

- 15 Capital costs are as follows:

Net Cost	£3,974 per m2
Gross Cost	£5,538 per m2

Included in these figures is an allocation of approximately £65,000 for the provision of loose furniture, fittings, equipment and I.T. (inclusive of fees).

### **Financial Analysis**

- 16 The increase in covers (by approx. 100 covers) to 148 and the new ability for Jermyn's House to cater for public and private functions simultaneously will enable additional sustainable income generation.
- 17 Expansion of the visitor infrastructure is vital to enable the Gardens to be able to continue its current trajectory of sustainable growth of visitor numbers at between 3% and 6% per annum.
- 18 The business case for the development shows a 7 year repayment period for the £200k funding provided by the business unit reserves, achieved through the projected additional catering, events and Membership revenue that these new facilities will support. In addition to the SHHG Development Fund the Gardens have a separate contingency reserve which is maintained in line with the approved reserves policy at £100k.

### **Details of Site and Existing Infrastructure**

- 19 The Sir Harold Hillier Gardens are located between the villages of Ampfield and Braishfield, to the north-east of Romsey.
- 20 The gardens and arboretum were created by Sir Harold Hillier and originally formed the grounds around his home. The gardens have been enhanced under the ownership of Hampshire County Council from 1977 and are one of England's most comprehensive collections of hardy trees and shrubs.

- 21 The gardens and arboretum were recorded by English Heritage in 1997 for special historic interest within the Register of Historic Parks and Gardens. The gardens cover 72 hectares and are an important centre for horticulture, conservation, education and recreation. Over 200,000 visitors were welcomed in 2018.
- 22 Jermyn's House is situated in the grounds of the Grade II Listed gardens. The House retains much of its historic fabric and the existence of the original windows, decorative bargeboards, finials, stained glass, and internal timber panelling, together with the overall good condition of the building and its link to the Hiller family contributes greatly to its setting within the gardens.
- 23 The building houses the management accommodation for the arboretum, is used as a corporate facility and by the local community as the venue for conferences and private functions. Jermyn's House currently accommodates a popular restaurant and provides public facilities to this area of the gardens,
- 24 The existing mains services and drainage infrastructure at the site will be upgraded to accommodate the project proposals.

### **Scope of the Project**

- 25 The works at Jermyn's House will include:
  - A new restaurant to accommodate up to 100 covers, this room is a multi-function space which will be available for special events and conferences.
  - A new catering kitchen
  - New public toilets
  - A new boiler enclosure
  - Internal refurbishment and alterations
  - Enhanced chilled storage
  - New wash-up area
  - Staff toilet and changing facilities
  - Enhanced servery
  - Toilet refurbishment
  - Improvements to fire detection
  - External improvements; a new restaurant terrace and landscaping
- 26 It is anticipated that works will commence on site during autumn 2019 and complete during summer 2020.
- 27 The development at Jermyn's House will create a new build restaurant which will allow for another 121m<sup>2</sup> to provide 100 extra covers inside plus associated external terrace, bringing the total amount of inside covers to 148. In suitable weather, there is also additional outside space for seating. The existing Servery will also be refurbished, with the removal of the kitchen to build a new kitchen of 49m<sup>2</sup> to improve cooking facilities, to cope with the

increase in covers. Furthermore, the decorated Restaurant will provide an improved customer experience and there will be an increase in the number of public toilets available, with the existing toilet facilities also due to undergo refurbishment.

### **The Proposed Building**

- 28 The proposals are designed to complement the form, character and scale of the original building. The historical significance and setting within the gardens have been carefully considered.
- 29 The single storey extension is located adjacent to the north-west elevation under a low-pitched roof. The extension is orientated to preserve Jermyn's House relationship with the lawn and more formal gardens to the south-east and the front elevation. Ancillary accommodation is located behind the main tea room space adjacent to the existing service courtyard.
- 30 The proposed materials for the extension will be high quality, low maintenance and complementary to the existing Jermyn's House and its setting. The materials proposed are:
  - Traditional zinc standing seam pitched roof.
  - Facing brickwork to the main elevations.
  - Timber glazed screens and doors.
  - Render to match existing to the ancillary accommodation.
- 31 It is proposed that the Contractor will access the site by the entrance to Hillier Nurseries off Jermyn's Lane; in order to minimise the impact and traffic conflict with staff and visitors to the gardens.
- 32 Jermyn's House will remain open and in use for the majority of the construction period and local management arrangements will be put in place to manage the health and safety impact to all users.

### **External Works**

- 33 The external landscape proposals at Jermyn's House will include:
  - Hard and soft landscaping to areas adjacent to the new accommodation.
  - A new external path to link with existing footpaths.
- 34 The main car park has been extended to create additional capacity and parking is also available locally to Jermyn's House. No additional car parking spaces are therefore proposed as a result of the works.
- 35 No permanent alterations to the main vehicular entrances to the Sir Harold Hillier's Gardens will be made as a result of the proposals.

### **Planning**

- 36 A planning application was made in August 2018 and approval was received in October 2018. Application for a non-material amendment was submitted in April 2019.

## **Building Management**

37 The existing building management arrangements will remain in place.

## **Professional Resources**

38 Architectural	- Culture, Communities & Business
Landscape	- Culture, Communities & Business
Mechanical & Electrical	- Culture, Communities & Business
Structural Engineering	- Culture, Communities & Business
Quantity Surveying	- Culture, Communities & Business
Principal Designer	- Culture, Communities & Business
Drainage	- Economy, Transport and Environment

## **Consultations**

39 The following have been consulted during the development of this project and feedback can be seen in overview in Appendix C:

- Director, Sir Harold Hillier Gardens
- Administration Manager, Sir Harold Hillier Gardens
- Sir Harold Hillier Gardens & Arboretum Trust Board
- Gardens Advisory Committee
- Gardens Advisory Panel
- Assistant Director - Culture and Heritage, CCBS
- Local Councillor
- Fire Officer
- Access Officer
- Planning Department

## **Risk & Impact Issues**

### **Fire Risk Assessment**

40 With respect to fire safety and property protection, the proposals have been risk assessed in line with the agreed Property Services procedures and confirmed that the provision of sprinklers is not required in this instance.

41 The proposals will meet the requirements of the Building Regulations, including enhancements beyond minimum provision, and are consistent with current fire safety legislation, the partnership arrangement with Hampshire Fire and Rescue Services, and are in line with the County Council's policy to manage corporate risk.

42 The project proposals include the following fire safety and enhanced features:

- a. Additional automatic fire detection, with full (24/7) remote monitoring.
- b. External finishes specified as fire resistant.

- c. Consideration of secure by design principles including specific site security, bin storage away from building, external lighting etc.

### **Health and Safety**

- 43 Design risk assessments, pre-construction health & safety information and a Health & Safety File will be produced and initiated in accordance with the Construction Design and Management Regulations for the proposed scheme.

### **Climate Change**

- 44 The project will incorporate the following sustainability features:
  - a. A highly insulated building envelope for the extension including high performance windows, doors and roof lights to reduce energy consumption.
  - b. A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.
  - c. Energy efficient lighting and heating controls to ensure the minimum energy is used.
  - d. External lighting to provide safe access and emergency escape routes that will be carefully designed to prevent light pollution to avoid nuisance to residential properties.
  - e. Natural ventilation to main spaces with a night-time cooling strategy.
  - f. Provision of good levels of day lighting to all inhabitable areas to reduce the need for artificial lighting and energy use.
  - g. Solar controlled glass will be installed to south facing windows to assist in the control of solar gain.
  - h. The use of timber from sustainable sources
  - i. Please see Integral Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

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**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

DocumentLocation

None



## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

- The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

#### **Due regard in this context involves having due regard in particular to:**

- i. The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- ii. Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- iii. Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

See guidance at:

<http://intranet.hants.gov.uk/equality/equality-assessments.htm>

Inset in full your **Equality Statement** which will either state

- (a) why you consider that the project/proposal will have a low or no impact on groups with protected characteristics or
- (b) will give details of the identified impacts and potential mitigating actions

### **3. Crime Prevention Issues:**

The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime and disorder in the County. The proposals in this report have no impact on the prevention of crime.

**FEEDBACK FROM CONSULTEES:****OTHER EXECUTIVE MEMBERS:**

<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Roy Perry; Executive Lead Member Policy and Resources	Portfolio Holder		

**OTHER FORMAL CONSULTEES:**

<b>Member/ Councillor</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Mark Cooper	Local Member for Romsey		

**Sir Harold Hillier Gardens  
Jermyns House Cafe Extension**

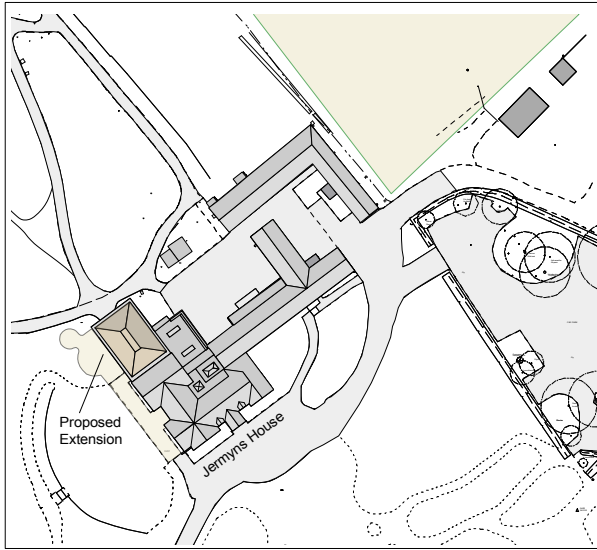
**Proposed Site & Building Plans**

**Key:**

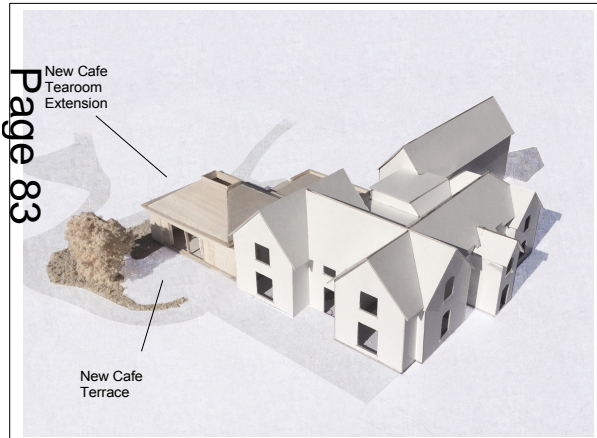
**Proposed Site Plan:**

- 1 Proposed Cafe Tearoom
- 2 Proposed Cafe Terrace
- 3 Proposed Toilets
- 4 Proposed Kitchen
- 5 Refurbished Cafe Servery
- 6 Refurbished Kitchen Wash-up
- 7 Refurbished Kitchen Store & Cold room
- 8 New Staff Change
- 9 Refurbished Lobby
- 10 Refurbished Public Toilets
- 11 New Boiler Enclosure
- 12 Existing Footpath
- 13 New Footpath
- 14 Woodland Planting
- 15 Existing Lawn
- 16 Courtyard
- 17 Existing Oil Tank Enclosure

- New Build
- Jermyns House - Refurbishment.
- Jermyns House - No Work
- Site Boundary
- Pedestrian Access
- Vehicular Access
- Contractor Access



Site Location Plan



Proposed Aerial View



Proposed Site Plan



Proposed South-West Elevation

Proposed North-West Elevation

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**Project Appraisal**

Not to Scale

P11875 - A.100\_Rev 2B

March 2019

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Update on the Parish and Town Council Investment Fund and Associated Rural Issues
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact name:** Sam Jones

**Tel:** 01962 846000  
02380 6052100

**Email:** [John.tickle@hants.gov.uk](mailto:John.tickle@hants.gov.uk)  
[Sam.jones2@hants.gov.uk](mailto:Sam.jones2@hants.gov.uk)

### Purpose of this Report

1. The purpose of this report is to update the Executive Member for Policy and Resources on the progress of the Parish and Town Council Investment Fund and the Rural Communities Fund. The report highlights the importance of this initiative together with the County Council's long-term relationship with Parish and Town Councils.
2. The report also includes contextual information concerning Hampshire County Council's ongoing engagement with, and support for, rural communities including recommendations on the relationship with the Hampshire Association of Local Councils (HALC).
3. Approval is also sought to adjust current budget and policy accountabilities linked to changes in Executive Member roles and responsibilities, specifically to assist the Executive Member for Countryside and Rural Affairs (EMCRA) in the performance of his duties.

### Recommendations

4. That the Executive Member for Policy and Resources:
  - i) welcomes and endorses progress made on the new Parish and Town Council Investment Fund together with the proposed direction of travel in approving live schemes;
  - ii) approves the proposed one-year grant payment extension of £57,000 to HALC, for the financial year 2019/20, and authorises the EMCRA to negotiate a subsequent 3 year agreement linked to a formal partnership relationship between both organisations;

- iii) confirms the role of the EMCRA in setting and reviewing the policy framework for the County farms estate, in light of his role, and that of the CCBS Department, in overseeing the management of those landholdings;
- iv) approves the adjustment of budget responsibility and accountability in support of the EMCRA role together with the flexibility necessary to allocate such budgets and resources in supporting the future direction identified in the report (as set out in the Finance section of this report).

## **Executive Summary**

- 5. The EMCRA leads on the County Council's approach to tackling challenges in the delivery of rural services and on the relationship with Parish and Town Councils (PTC's). This includes decision-making responsibility for both the Parish and Town Council (PTC) Investment Fund and Rural Communities Fund (RCF) together with the County Council's partnerships with the Hampshire Association of Local Councils (HALC) and the Hampshire Rural Forum. The report updates members on progress in these areas and also proposals to simplify and re-enforce the ability of the EMCRA to take these initiatives forward.
- 6. The strong response to the PTC Investment Fund, launched in November 2018, is set out together with that of the County Council's Rural Communities Fund. Future direction will focus upon efforts to build local capacity and develop sustainable projects that meet local needs and respond to escalating pressures on County Council services. This builds upon the long standing and very positive relationship between Hampshire County Council and the PTCs which forms an important part of the local democratic context.
- 7. The report highlights the partnership with HALC, including its contribution to the PTC Investment Fund, and recommends further financial support for its role.
- 8. Suggested adjustments set out in the finance section of the report relate to the movement of budgets necessary to simplify and facilitate the EMCRA role in taking this work forward.

## **Contextual Information**

- 9. The EMCRA role established in 2018 leads on the County Council's approach to rural issues, the County Farm Estate and access to the countryside together with associated partnerships. Primary departmental links are with Culture, Communities and Business Services (CCBS), with service area responsibilities in Countryside (excluding Country Parks, Countryside Sites and Nature Reserves), Rural Affairs and Rights of Way. The EMCRA is also closely involved in oversight of the County Council's Farm Estate, which also forms part of CCBS. Functional duties include overall responsibility for the County Council's relationships with Parish, Town

and District and Borough Councils, including the partnership with HALC and the decision-making responsibilities for the new PTC Investment Fund, established in November 2018.

10. The PTC and HALC partnerships have facilitated several consultation activities and Roundtable meetings over the last 4 years; most recently the May 2018 Parish Council Event. The focus of that activity was to develop a collaborative and innovative approach to the growing pressures placed upon county council services at a local level. The outcomes of that process directly informed the development of the PTC Investment Fund.
11. This new Fund of £500,000 seeks to encourage innovation in response to growing pressures upon County Council Services by investing in locally led initiatives which help build local community capacity and resilience. A key focus lies in seeking sustainable solutions or approaches. PTCs offer a crucially important link to many communities at the most local level and play a pivotal role in supporting them. The County Council fully recognises the value of that role and continues to work closely and collaboratively with them.
12. In recognition of the value of the HALC partnership, the County Council has provided short and medium-term infrastructure grants of approximately £60,000 to £70,000 per year, the most recent agreement being £63,000 for the year 2018/19.
13. The Rural Affairs Development Fund directly supports delivery of the Rural Programme within CCBS. The annual commitments of £200,000 include investment and support to activities which specifically target issues identified in the County Council's Rural Priorities. (A list of these projects is attached in Appendix 1).
14. A significant annual commitment within the Rural Affairs Development Fund supports the Rural Communities Fund (RCF). This provides small grants and support for locally led initiatives amongst rural communities and continues to see a strong uptake with a typical year having 12 to 20 awards individually ranging from £1,000 to £15,000 and achieving match funding of 2 to 5 times the investment made.
15. External partnerships for the Rural Programme include those maintained through close connection to Hampshire's Rural Forum. With a current membership of 50 organisations, the Forum provides a diverse collective of stakeholder views and approaches on the challenges and opportunities in rural Hampshire.
16. Most recently, the evidence provided on the Rural Theme to the Commission of Enquiry, as part of a 2050 Vision, was collated with strong support from the Hampshire Rural Forum, alongside evidence and expert witnesses from regional partners and national experts. Outcomes of the Commission are expected to inform the future direction of the Rural Programme (see Sections on Performance and Future Direction).

## Finance

17. There are no new or increased financial commitments identified in this report. The PTC Investment Fund of £500,000 offers both capital and revenue investments to local councils and community groups of amounts usually up to £30,000. EMCRA approval is required on awards greater than £5,000, with support from the Rural and PTC Programme Board. Delegated officer authority for investments of less than £5,000 are in place for the Assistant Director for CCBS.
18. Established in November 2018, upwards of 25 projects are already in development with draws on funding expected in early 2019/20 (see Performance Sections 24 to 25).
19. The Rural Affairs Development Fund operates at £200,000 per year. This supported RCF awards for 2018/19 of £85,000, with more than fivefold match funding achieved. Increased uptake in the latter half of 2018/19 (attributed partly to wider promotion and simplification of the application process) set a trend which is expected to continue, with forecast awards for 2019/20 at £100,000 to £130,000.
20. Other significant commitments from the Rural Affairs Development Fund within 2018/19, and which are to be continued for 2019/20, include £35,000 investment in the Highways and Countryside Service Parish Lengthsmen Scheme, and £20,000 with Adults Service's 'Hitting the Cold Spots' programme – supporting vulnerable adults in rural communities.
21. Further grant funding for the year 2019/20 looks to support HALC in the continuation of their existing arrangements and in their commitment to support the delivery and promotion of the PTC Investment Fund. This 1 year period also provides opportunity to review the partnership direction and structure, with the possibility of a more stable, medium term 3 year arrangement. The HALC Policy and Resources annual grant has historically been £70,000 per year, but annual reductions of 10% were introduced from 2018 to reflect pressures on County Council Resources. This reduction was realised in the £63,000 grant awarded for 2018/19, and the £57,000 recommended for 2019/20.
22. Current governance of both the PTC Investment Fund and Rural Affairs Development Fund sit with Executive Decision making by EMCRA, with support from the Rural and Parish and Town Council Programme Board.
23. To facilitate the new EMCRA role, and associated decision-making processes, it is recommended that budget accountabilities and decision making are adjusted accordingly. This will include direct EMCRA responsibility for the allocation of both the Rural Affairs Development Fund together with the HALC infrastructure grant currently held under Policy and Resources. This would be ring fenced and held within CCBS budget responsibility to support the Executive Member in the performance of his duties.



## **Performance**

24. The PTC Investment Fund and RCF focus upon encouraging innovation and delivering measurable and sustainable outcomes at a local level.
25. Since its launch the PTC Fund has received 82 enquiries within its first quarter of operation, with 25 projects in development, involving a number of County Council Departments. (A summary of these projects is provided in Appendix 2). A further 20 to 25 applications were steered towards other existing County Council Grants and Funds, including the RCF and Recreation and Heritage Community Fund. The strong uptake is partially attributed to the pre-launch engagement (see section 10) and close partnership working with HALC, which informed the development of the process. The RCF also benefitted from the engagement activities and support partially enabled through the PTC Fund, realising an increased uptake during the latter half of 2018/19. Awards for £85,000 were given with over a five-fold match funding commitment (the highest percentages recorded to date).
26. Considering current trends, forecast awards for the RCF in 2019/20 are estimated at £100,000 to £130,000, with match funding (based upon a 5-year average) of 250 to 350%.
27. The Rural Programme supported the County Council's commitment to external partnership and consultation throughout 2018/19. The Programme actively participates on the Hampshire Rural Forum, which includes over 50 Stakeholder groups, continuing to provide valuable feedback on programme activities and initiatives.
28. Further developments in 2018/19 for the Forum included its additional role in taking on the Wessex Farming Group (advising DEFRA on rural issues in Hampshire and across the region). The Forum's Steering Group also participated in a Workshop to collate and provide evidence to the Rural Theme for the Hampshire 2050 Vision.
29. The collation of evidence for the Rural Theme as part of the Hampshire 2050 Vision provided further opportunity for stakeholder and partnership engagement, drawing upon both internal and external expertise to facilitate a well-received hearing for the Commission of Enquiry. New partnerships were established throughout the process with national experts from both academic and local government backgrounds. These combined with the Commission's feedback is expected to provide a strong platform for the Rural Programme to build upon.

## **Future Direction**

30. In recognition of shared outcomes between both organisations, the close County Council partnership with HALC is expected to continue. The PTC Investment Fund and RCF provide the financial means to develop new and innovative ways of working that address local needs and respond to increasing pressure on County Council services. Priority will be given to

projects that directly support such pressures in key areas and initiatives that draw in partnership and resources in a sustainable manner.

31. The financial infrastructure grant of £57,000 to HALC will support the ongoing partnership and provide a valuable period to develop and inform a future agreement linked to outcomes of the PTC Investment Fund.
32. Continued investments through the PTC Investment Fund and RCF will see tangible benefits in Hampshire's local communities. With both work streams expanding in reach and capacity and relying on significant levels of development and support for success, it will be necessary to commit to appropriate and proportionate levels of programme support and direct project management in future.
33. The work associated with the Rural Theme as part of the Hampshire 2050 Vision was effective in identifying the 'rural reality' within Hampshire, the drivers for change and what actions the County Council must consider in addressing rural issues in both the short, medium and long-term. The valuable evidence produced, and partnerships developed, will provide a platform upon which to build the direction for the Rural Programme. There will be follow up Rural Forum workshops and stakeholder consultation to develop and expand the County Councils approach through and beyond 2019/20.

**REQUIRED CORPORATE AND LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
EMPR Report - Town and Parish Council Investment Fund	26.09.2018
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## EQUALITIES IMPACT ASSESSMENT:

### 1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. The EIA can be seen below.

# Equality Impact Assessment



## Rural Affairs and Parish and Town Councils – update and the development of the Parish and Town Council Partnerships and Rural Programme

Accountable officer: sam jones

Email address: sam.jones2@hants.gov.uk

Department: Culture, Communities and Business Services

Date of assessment: 05/03/2019

### Description of current service/policy

Parish and Town Council Partnership, including:

- Direct partnership with HALC, with annual financial support (to date ranging from £70-63k)
- New Parish and Town Council Investment Fund. Value of £500k, looking to invest in innovative local solutions which build local capacity and resilience.

Rural Programme - CCBS:

- Support and the development of awareness and effectiveness of services to our rural communities
- Includes Rural Community Fund which provides financial support to locally led initiatives which build local capacity and resilience

Geographical impact: All Hampshire

### Description of proposed change

Infrastructure support Grant to HALC from Policy and Resources of £57k to support their work programme through 2019/20.

note. 10% annual reduction from the £63k and £70k awarded in 2018/19 and 2017/18 respectively to reflect the pressures on County Council resources.

Movement of the Rural Affairs budget from Policy and Resources to CCBS to reflect the decision making responsibilities of the Executive Member for Countryside and Rural Affairs (established

2018/19) and Departmental delivery responsibilities within CCBS for both the Rural Programme and Parish and Town Council Partnership.

## Impacts of the proposed change

This impact assessment covers Service users

## Engagement and consultation

Has engagement or consultation been carried out? Yes

Continuing engagement with HALC to ensure agreement and clarity of programmes and goals in providing support to local councils and communities.

Close working relationship with Hampshire's Rural Forum to inform direction and goals of the Rural Programme meet the needs of our rural communities.

Further feedback expected shortly from the Commission of Enquiry as part of the 2050 Vision - Rural Strategic Theme

Statutory considerations	Impact	Mitigation
<b>Age:</b> Positive	Both the Rural and Parish & Town Council Funds look to invest in local initiatives which help meet the needs of vulnerable members of the community of all ages, including the growing elderly contingent.	
<b>Disability:</b> Positive	Both the Rural and Parish & Town Council Funds look to invest in local initiatives which help meet the needs of disabled members of the community.	
<b>Sexual orientation:</b> Neutral		

<p><b>Race:</b> Neutral</p>		
<p><b>Religion and belief:</b> Neutral</p>		
<p><b>Gender reassignment:</b> Neutral</p>		
<p><b>Gender:</b> Neutral</p>		
<p><b>Marriage and civil partnership:</b> Neutral</p>		
<p><b>Pregnancy and maternity:</b> Positive</p>	<p>Both the Rural and Parish &amp; Town Council Funds look to invest in local initiatives which help meet the needs of vulnerable members of the community, including pregnant women and young families. Examples include community hubs, educational classes and subsidised childcare.</p>	
<p><b>Other policy considerations</b></p>	<p><b>Impact</b></p>	<p><b>Mitigation</b></p>

<p><b>Poverty:</b> Positive</p>	<p>Both the Rural Programme and Parish &amp; Town Council Fund look to invest in local initiatives which help meet the needs in areas of deprivation. Examples include support to 'Hitting the Cold Spots' providing new heating and insulation and subsidised childcare initiatives for poorer members of the community.</p>	
<p><b>Rurality:</b> Positive</p>	<p>The Parish &amp; Town Council Funds provide support to locally led initiatives across the whole of Hampshire, including rural areas.</p> <p>The Rural Programme and associated Rural Communities Fund specifically engages with, builds awareness of and support to the specific needs of our rural communities.</p>	

**Neutrality statement (if all considerations have a neutral impact)**

**Any other information**

n/a



## APPENDIX 1

### Rural Affairs Development Fund – Main Financial Commitments 2018/19

1. The Rural Affairs Development Fund directly supports delivery of the Rural Programme within CCBS. The annual commitments of £200,000 include investment and support to activities which specifically target issues identified in the County Council's Rural Priorities.

Activity/Project	Service Area	Brief Activity/Project Summary	Value Awarded (£'s)
Rural Communities Fund	Cross-Departmental	This provides small grants and support for locally led initiatives amongst rural communities and continues to see a strong uptake; 2018/19 awarding 17 projects individual support ranging from £1,000 to £15,000 and achieving match funding of 2 to 5 times the investment made.	85, 000
Parish Lengthsmen Scheme	Highways and Countryside Service	Providing resources to build local capacity amongst Parishes in managing minor works upon the Highway and Rights of Way network. Approx. 180 Parishes currently signed up to the scheme.	35, 000
Hitting the Cold Spots	Adult Services – Demand Management & Prevention	Programme supporting vulnerable adults, providing improvements to their heating and insulation in homes. Investments matched by private sector utility providers.	20, 000
Village Agents	Adult Services – Demand Management & Prevention	Partnership Programme with Age Concern which supports and trains local volunteers (Village Agents) to provide local care in their communities. 2018/19 activity: 51 Village Agents who enabled 265 1:1 individual sessions and 21 community events.	20, 000
HCC Fly-Tipping Campaign	ETE and Trading Standards	Fly tipping is estimated to cost £850million per year on public land in Hampshire/year. Investment covers costs of cameras and signage for pilot a CCTV programme on HCC Countryside Sites.	4, 000
Rural Service Network - Subscriptions	HCC and Parish and Town Councils	Annual subscription costs for HCC and rural Parish and Town Councils, providing access to information and a partnership network through a lead national organisation.	3, 000

## APPENDIX 2

### Parish and Town Council Investment Fund - Summary of Active Projects

1. Since its launch the PTC Fund has received 82 enquiries within its first quarter of operation, with 25 projects in active development involving several County Council Departments. A further 20 to 25 applications were steered towards other existing County Council Grants and Funds, including the RCF and Recreation and Heritage Community Fund.

Service Area Supported	Number of Applications in Development	Brief Summaries of Projects (where available)	Approximate Values of Investments Sought (£'s)
Adults Services	11	Projects focus on Demand Management and Prevention, providing local training, equipment and facilities within communities.	44, 000
Children's Services	1	Activity programme for Assisted Learning	5, 000
Countryside Service	6	Local Partnership's between Parish and Town Councils and the Countryside Service, with investments providing equipment and training to increase local capacity in managing green spaces and rights of way. Significant match funded available in pilot areas through Sc106 and CIL funding held by the local partners	40, 000
Fly Tipping	2	Expansion on the existing HCC CCTV Pilot Programme, to include community owned/managed sites, enabling more comprehensive geographical coverage in fly tipping hot spot areas	4, 000
Highways	3	Wide range of projects in early development, including equipment and training.	10 to 25, 000
Sustainable Transport	1	Local infrastructure to encourage more sustainable transport choices amongst community members for local travel	tbc

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Invest in Hampshire
<b>Report From:</b>	Director of Corporate Resources and Director of Culture, Communities and Business Services

**Contact name:** Rob Carr

**Tel:** 01962 847508

**Email:** rob.carr@hants.gov.uk

### Purpose of this Report

1. The purpose of this report is to seek approval to:
  - a revised contribution from the Invest in Hampshire Fund towards the Hampshire Cultural Trust's project to create a Cultural Hub in the Old Grammar School building, Gosport. This was subject to a report on 24 July 2018 when a sum of £400,000 was awarded subject to external funding conditions. In light of the results of the wider funding bids, and advice received from funding bodies, the Trust has come forward with a revised and phased funding approach;
  - a final grant contribution towards the Countess of Brecknock Hospice Trust of up to £50,000 to provide start-up and garden equipment for the planned opening in early 2020, estimated to cost £50,000 in total. A grant of £25,000 be approved as a 50% contribution with the remaining balance up to a further £25,000 dependant upon the success of the fundraising activity.

### Recommendations

2. To award the Hampshire Cultural Trust a revised grant of £375,000 from the Investing in Hampshire fund towards the development of a cultural hub in the Old Grammar School building, Gosport, as outlined in Appendix 2 of this report. That this grant is made contingent upon securing the funding arrangements set out in the application (see Appendix 2 – Funding arrangements including match funding).
3. To award a final grant of up to £50,000 to the Countess of Brecknock Hospice Trust to provide start-up and garden equipment for the planned opening in early 2020, estimated to cost £50,000 in total, £25,000 to be approved as a

50% contribution with the remaining balance of up to £25,000 dependant upon the success of the fundraising activity.

## **Contextual Information**

### **Gosport Old Grammar School**

4. The Hampshire Cultural Trust is an independent Trust which manages, operates and develops the County Council's cultural assets and offers.
5. The Old Grammar School, Gosport is a listed building of local significance located in Gosport Town Centre and is owned by the County Council. The building is currently poorly utilised and in need of refurbishment. The proposed project would create a sustainable local use. The building is very close to the Council's Discovery Centre and the proposed Cultural Hub would complement the facilities and services provided in the Discovery Centre.
6. Gosport Town has a negative socio-economic profile and of the 35 lower output areas in Gosport 20 are in the most deprived nationally in terms of education, skills and training.
7. As an important and valued part of Hampshire the County Council has actively invested in the Borough to support initiatives that address this context. This project represents further commitment, in partnership with others, to draw in external investment to support the town.
8. The building's history as a site of continual education or cultural provision for over 100 years also opens up additional funding opportunities. Arts Council England (ACE) have approached HCT to initiate an immediate conversation about future plans for and potential investment in the site, as Gosport is an area of active focus for the funder. ACE considers Gosport as a key candidate for funding within their new small capital fund, set to open in April 2019.
9. The redevelopment of the Old Grammar School building in Gosport seeks to address local deprivation through the development of an arts and cultural heritage offer. Through this project the building will be made available to deliver high quality and accessible experiences not available anywhere else locally. This project forms an important part of Hampshire Culture Trust's wider social impact agenda, as presented and warmly received by the County Council's Culture and Communities Select Committee on 25 February 2019. A copy of that presentation is attached (Appendix 3).

### **Countess of Brecknock Hospice Trust**

10. The Countess of Brecknock Hospice Trust has successfully raised the target sum of £4.2 million to substantially extend and enhance the facilities, of which £550,000 was awarded from the Invest in Hampshire Fund. Achieving this target is an exceptional achievement. Construction is progressing with a

planned handover by October which will aim to see the facility operational in early 2020.

11. Fundraising activity has now turned towards ensuring the start-up equipment is in place and that the gardens are ready on a one-off funding basis and also the more significant challenge of attracting sufficient funds on a recurring basis to meet the contribution to running costs.

## **Finance**

12. With regard to the Old Grammar School, HCT has come forward with a revised and reduced funding bid following the report on 24/7/18 when a figure of £400,000 was awarded. The Trust has received further advice from key funders which has led to the development of a phased approach to the project. The overall project cost is now £1.25m plus fees of up to £124,000. The Trust plans to raise the bulk of the funding through external grant funding applications including to the Heritage Lottery and Arts Council. This will see external investment of £1.25 coming into Gosport in support of the project. The Trust itself will contribute £100,000 and Gosport Borough Council have already confirmed their match funding contributions.
13. In support of the project, the building would be leased to the Trust saving the Council at least £40,000 of operating costs a year. Investment in the building will also improve the condition of the asset and associated maintenance liability.
14. The revised grant request of £374,000 includes a figure of up to £124,000 to cover the cost of fees associated with delivery of the project.
15. With regard to the Hospice, it is recommended that a sum of up to £50,000 is awarded to support the one-off costs, £25,000 awarded now as a 50% contribution leaving the Trust to aim to attract the remaining 50%, the further up to £25,000 will be allocated depending upon the success of that fundraising. It is further noted that the Trust will also need to focus full attention on attracting the funds to support the recurring running costs which cannot be supported through the terms of this grant fund.

## **Grants Criteria**

16. A copy of the criteria used for considering grants from the Investing in Hampshire fund is attached as Appendix 1 to this report.

**REQUIRED CORPORATE AND LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	no
<b>People in Hampshire live safe, healthy and independent lives:</b>	no
<b>People in Hampshire enjoy a rich and diverse environment:</b>	yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u> Invest in Hampshire	<u>Date</u> 2018-07-24
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

No negative impact has been identified.

## FUNDING CRITERIA FOR INVESTING IN HAMPSHIRE

The following criteria should be taken into account when considering a request for funding.

1. Assistance will be considered only in response to direct applications from properly constituted organisations seeking assistance. The application must show that the organisation is properly and legally organised and has its own bank account. Funding would only be awarded if the proposal was to support activity within agreed County Council priorities.
2. Applications will only be considered for specific capital projects for the improvement or maintenance of significant assets or facilities within Hampshire, within agreed priorities and where other substantial funding exists.
3. Other applications will be considered at the absolute discretion of the Leader where he considers that the award will make a contribution for the wider benefit of Hampshire and its residents.
4. The wider economic benefits to the residents of Hampshire should be considered together with any complementary benefits for Hampshire County Council. Awards would normally only be given to projects within the remit of Policy and Resources.
5. Awards will not usually be made in respect of applications from the following:-
  - Government Institutions
  - Schools
  - Overseas and out of County organisations which have no direct Hampshire involvement
  - Bodies requesting funds for onward distribution to other charities e.g. mayoral appeals, carnivals, fetes, or for their own fundraising events.
6. Apart from exceptional circumstances, the requesting body would be expected to provide their own funding towards the project.
7. As a general rule, grants in excess of £250,000 will not be awarded unless significant benefits and funding are available. In exceptional cases, where the benefits are significant and directly relate to services and functions close to the County Council's key objectives, then an award greater than the level above would be considered.
8. Given the longer term nature of capital projects, requests can be considered well in advance, but funding will only be released once evidence of capital expenditure has been provided to the County Council or other arrangements made consistent with the agreement of the Director of Corporate Resources.



### Hampshire Cultural Trust – Gosport Old Grammar School

Applicant	Hampshire Cultural Trust
Name / Location of Project	Gosport Old Grammar School, Walpole Rd, Gosport PO12 1NS
Summary of Project / Bid	<p>The redevelopment of the Old Grammar School building in Gosport seeks to address local deprivation through the re-imagining of an arts and cultural heritage offer. Through this project the building will be unlocked to deliver high quality and accessible experiences not available anywhere else locally. This project forms an important part of Hampshire Culture Trust’s wider social impact agenda, as presented and warmly received by the County Council’s Culture and Communities Select Committee on 25 February 2019. A copy of that presentation is attached (Appendix 3).</p> <p>An investment of £1.35m will enable the development of a museum, updated learning spaces and a new café and retail space, with accompanying activity plan.</p> <p>The building’s prime high street location and the associated footfall is crucial to the success of the museum, café and retail spaces, as well as the existing gallery. The site’s proximity to the Discovery Centre also begins to build a critical mass in cultural services in the area and paves the way for collaborative service delivery.</p> <p>The museum will make public the regionally significant collections held by HCT, with exhibitions designed in partnership with community members. The development of a café and retail offering will help reduce threshold fear for new visitors, provide a new source of income and incentivise repeat visitation.</p> <p>Updated learning spaces will better meet the needs of local community organisations, visitors participating in formal schools programs and informal family and adult learning offers. These spaces will also enable the venue to host resident companies. In a well-established industry model, these artistic and creative businesses will be provided with spaces for offices and creative development and in return they will join the local creative economy and contribute to the programmatic offer of the venue.</p>

	<p>While there are limitations to adaptive re-use of a heritage building and considerations with regards to the aging of the infrastructure, the local significance and history of the building add authenticity to the museum, gallery and learning programs planned.</p> <p>The building's history as a site of continual education or cultural provision for over 100 years also opens up additional funding opportunities. Arts Council England have approached HCT to initiate an immediate conversation about future plans for and potential investment in the site, as Gosport is an area of active focus for the funder. ACE considers Gosport as a key candidate for funding within their new small capital fund, set to open in April 2019.</p> <p>Overall the investment in Gosport's Old Grammar School will enable Hampshire Cultural Trust to continue to open the doors to culture for those who may be yet to experience its benefits.</p>														
Funding Requested	£374,000 which includes in-kind professional fees up to £124,000	Financial Year	2019-20 and 2020-21												
Funding Arrangements (including matched funding)	<table border="0"> <tr> <td>Gosport Borough Council</td> <td style="text-align: right;">£100,000</td> </tr> <tr> <td>Hampshire Cultural Trust</td> <td style="text-align: right;">£100,000</td> </tr> <tr> <td>National Lottery Heritage Fund</td> <td style="text-align: right;">£130,000</td> </tr> <tr> <td>Arts Council England</td> <td style="text-align: right;">£90,000</td> </tr> <tr> <td>Trusts and Foundations</td> <td style="text-align: right;">£248,000</td> </tr> <tr> <td>VAT rebate</td> <td style="text-align: right;">£208,000</td> </tr> </table>			Gosport Borough Council	£100,000	Hampshire Cultural Trust	£100,000	National Lottery Heritage Fund	£130,000	Arts Council England	£90,000	Trusts and Foundations	£248,000	VAT rebate	£208,000
Gosport Borough Council	£100,000														
Hampshire Cultural Trust	£100,000														
National Lottery Heritage Fund	£130,000														
Arts Council England	£90,000														
Trusts and Foundations	£248,000														
VAT rebate	£208,000														
What are the benefits for Hampshire Residents?	<p>Gosport is a recognised area of deprivation, with 15% of its LSOAs in the bottom 20% of districts according to the 2015 Index of Multiple Deprivation (IMD). Residents of Gosport are less likely to have attained higher qualifications, with 28% of residents achieving an NVQ of 4 or above in 2017, compared with 41% in the South-East region and 39% in Great Britain. Average weekly earnings for residents in Gosport are also 4% below the national average, and 12% below the average for the South East.</p> <p>Research has shown that young people from low income families who engage formally and informally with arts and culture are more likely to achieve degree level qualifications and are twice as likely to grow up to volunteer and vote. Levels of subjective wellbeing are</p>														

	<p>known to be higher in those who engage with arts and culture.</p> <p>For Gosport then, a region with low attainment and areas of identified deprivation, fit for purpose cultural and heritage facilities and associated programs are strongly linked to the agenda of regeneration and neighbourhood change.</p> <p>Hampshire residents will also benefit from improved access to objects which document and explore their history. At present, the Gosport collections are disbursed across town at the Old Grammar School, Discovery Centre and Town Hall, and some are held at HCT headquarters in Winchester where environmental conditions are more appropriate. This dispersion makes access to the collection difficult, a challenge which could be overcome by the development of a museum.</p>
<p>What are the complementary benefits for HCC?</p>	<p>The Old Grammar School, which is a listed building of great local significance, is in the ownership of the County Council and up until recently was jointly used and occupied by the Library Service and Cultural Trust. The Library no longer requires the use of the building and this project would see the building retained for longer term community use and benefit.</p> <p>Ongoing, the programming for the venue would be designed as complementary to the offer of the Discovery Centre. Initial discussions between the two teams have identified strong opportunities for collaboration.</p>
<p>Any other relevant factors?</p>	<p>A HLF application was submitted in late 2018, and was ultimately unsuccessful. A revised scope of works has been developed to reduce the cost of the project in line with advice from HLF.</p> <p>The VAT rebate is only accessible to the project in the instance that HCC leases the site to HCT and undertakes the project management for the works.</p>

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The image features a central logo for Hampshire Cultural Trust, consisting of a stylized 'H' icon and the text 'HAMPSHIRE CULTURAL TRUST'. The logo is surrounded by a decorative graphic of overlapping, concentric circles in shades of blue and purple. Three circular callouts are positioned around the logo: '4 years in...' on the left, '2018 Highlights' at the top, and 'Coming up' on the right. In the bottom left corner, the text 'HCC Select Committee 25 February 2019' is displayed.

**HCC Select Committee**  
**25 February 2019**

An abstract graphic featuring a large purple circle on the left, partially overlapping a blue wave-like shape on the right. The background consists of various shades of blue and purple, with smaller circles and gradients. The text "4 years in..." is centered within the purple circle.

**4 years in...**



- HCT created by Hampshire County Council & Winchester City Council in 2014 to:
  - Secure the future and grow the cultural offer across Hampshire
  - Build greater resilience through more diverse funding streams
  - Create an agile, commercially focussed organisation able to react quickly to market conditions and customer demand
  - Build ability to invest in Hampshire's venues and programmes
  - Put Hampshire on UK's cultural map



Not the only 'Cultural Trust' but one of the biggest geographically and in terms of breadth of offer

HCT widely recognised as a success within the cultural sector

Where other Local Authorities have overseen funding cuts that have forced venue closures, mothballing or sale of collections – Hampshire's cultural offer has thrived and grown





Proud record of world class programmes in partnership with national partners

# DinoFest



## Roaring back to life

PREVIEW  
DINOFEST2015

PREHISTORIC creatures are set to invade Hampshire from May as a monumental year of exhibits and events hit the county's top museums and arts venues.

DINOFEST2015 will see some of the world's leading dinosaur exhibits stamp into the county. Visitors can get up close and personal with animatronic dinosaurs from the Natural History Museum, which will be on display in Southampton and Basingstoke.

Other high-profile loans from national collections, including fossils and works of art, will join existing exhibits at ten venues across Hampshire.

The interactive events have been organised by Hampshire Cultural Trust with Southampton City Council.

Janet Owen, chief executive of Hampshire Cultural Trust, said: "Last year's big theme was 1914 and saw a huge amount of activity that really immersed people of all ages in history."

"This time we are going even further back and bringing the excitement of dinosaurs to Hampshire through geology, archaeology, art, events and much more."

"With the imminent launch of the latest Jurassic Park film we're anticipating a resurgence of interest in these incredible creatures and expecting to see thousands of people coming through our doors over the coming months."



Dinosaur Encounter is at SeaCity Museum, Southampton, from June 13 to September 27. Dinosaur Hunters will be at Milestones, Basingstoke, on the same dates. Drawn to Dinosaurs is at Andover Museum from July 11 to September 5 and Eastleigh Museum from September 12 to November 7.

From July 11 to September 6 Winchester Discovery Centre will host Dinosaurium, an exhibition with a strong collectors theme.

For the full line-up of events and more information go to [dinofest2015.co.uk](http://dinofest2015.co.uk)

**THEY'RE BACK!**  
DINOSAURS ARE ALIVE IN HAMPSHIRE

**2015 DINO FEST**

**AWESOME ANIMATRONIC DINOSAURS AND MUCH, MUCH ROAR!**

**DINO ENCOUNTER**  
SEACITY MUSEUM SOUTHAMPTON  
13 JUN - 27 SEP

**DINO HUNTER**  
MILESTONES MUSEUM BASINGSTOKE  
13 JUN - 27 SEP

**DINO ARTIST**  
ANDOVER MUSEUM  
13 JUN - 14 SEP

**DINOSAURIUM**  
WINCHESTER DISCOVERY CENTRE  
13 JUN - 14 SEP

**DINOS IN YOUR GARDEN**  
WILKIS MUSEUM  
13 JUN - 14 SEP

**DINO EXPLORER & THE COLLECTORS**  
RED HOUSE MUSEUM  
13 JUN - 14 SEP

**ALLEN GALLERY**  
ALDERSHOT MILITARY MUSEUM  
27 JUL - 1 NOV

**COLLECT STICK & WIN**  
AMAZING FAMILY OUTINGS & MORE

Join the Hunt Today!  
Become a **DINO TRACKER** and collect helpful stickers at each exhibition to win raffle prizes. Download your map or calendar to venues today to start tracking.

**DINOFEST2015.CO.UK**

# *Births, Battles and Beheadings* The Winchester hoard

The British  
Museum



**ROYAL BLOOD** FREE ADMISSION

## BIRTHS, BATTLES AND BEHEADINGS

A stunning new exhibition celebrating Hampshire's glorious royal history, with a spectacular array of objects and artefacts some of which will be on public display for the first time.

THE SHINSBURY GALLERY AT THE WILLIS MUSEUM  
BASINGSTOKE 3 SEPTEMBER - 29 OCTOBER 2016

THE GALLERY AT WINCHESTER DISCOVERY CENTRE  
5 NOVEMBER 2016 - 9 JANUARY 2017

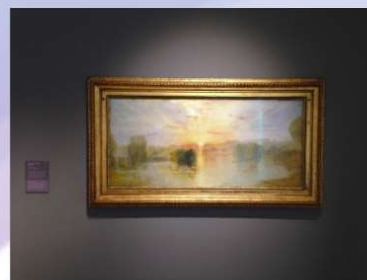
THE GALLERY AT GOSPORT DISCOVERY CENTRE  
16 JANUARY - 11 MARCH 2017

BIRTHS, BATTLES AND BEHEADINGS ARE FREE EXHIBITIONS WHICH ARE PART OF THE ROYAL BLOOD SERIES OF EVENTS. FOR MORE INFORMATION PLEASE VISIT: [WWW.ROYALBLOODHANTS.ORG.UK](http://WWW.ROYALBLOODHANTS.ORG.UK)

HAMPSHIRE CULTURAL TRUST | THE ROYAL BLOOD SERIES |

## J.M.W. Turner

*Turner and the Sun* drew 19,000 visitors to the Winchester Gallery



## Jane Austen 200

**PR reach  
370 million**



**Press coverage  
national and international  
£3.8 million AVE**



**£21million to the Hampshire economy** (source TSE)

## Investment in venues



Capital investment with partners (FBC, HLF) at  
Winchester City Museum & Westbury Manor Museum  
in Fareham

**£4,087,079**



**Fundraised income since 2014**

Total fundraising driven by our charitable status and purpose - includes Arts Council, Heritage Lottery Fund, Trusts and Foundations, Donors, Ambassadors, Venue Donations, Gift Aid

# Funders





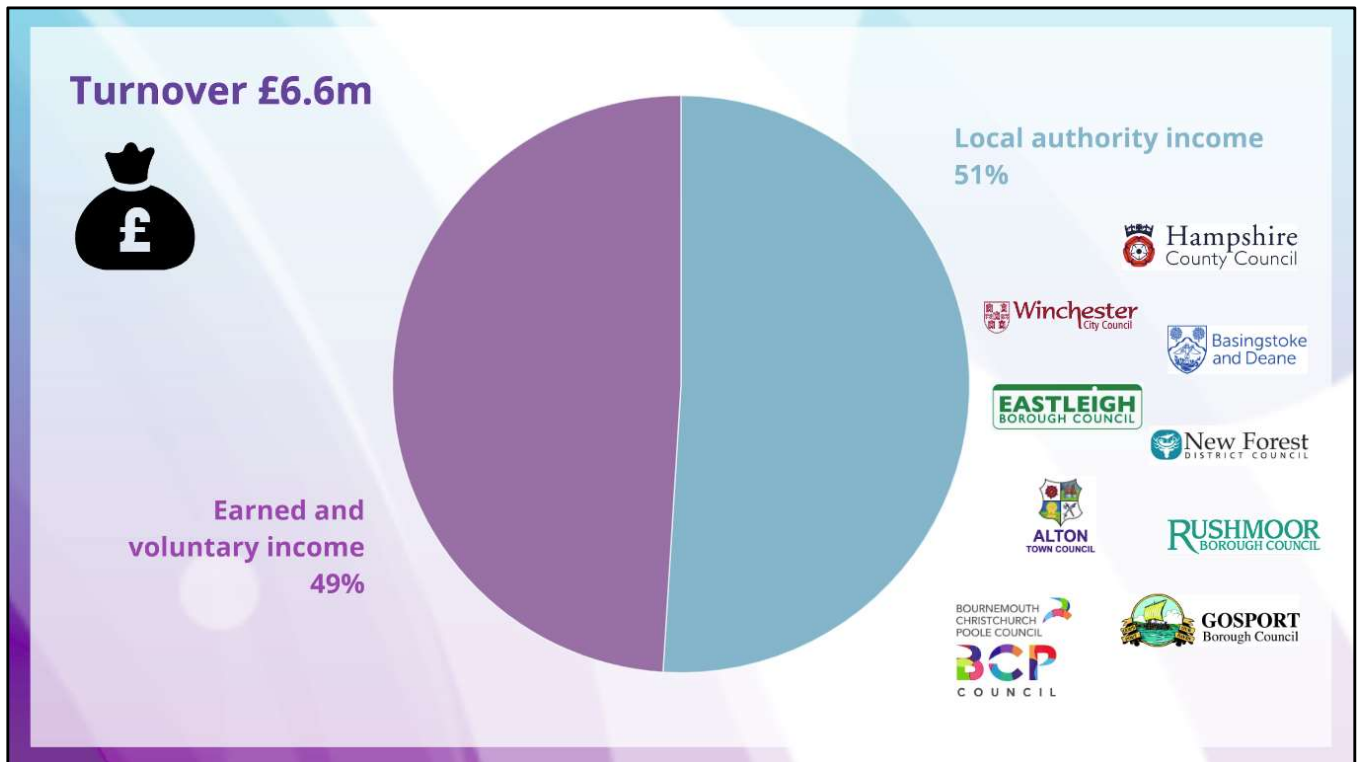
## Social impact

29,600 participants in 4 years

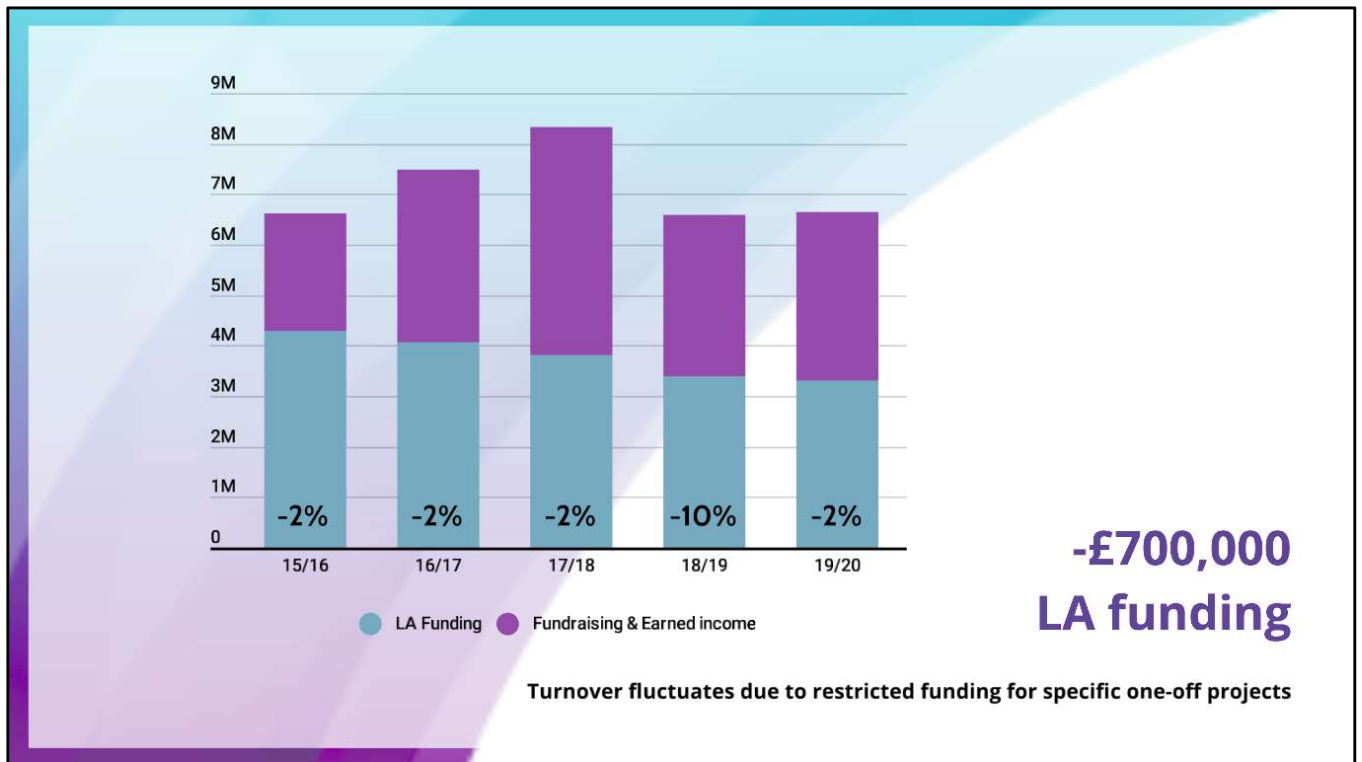


Social Impact work in the community with often hard-to-reach, disadvantaged people and groups

From work with offenders in Winchester Prison, to partnership work with CAMHS (Child and Adolescent Mental Health Service) and the NHS as well as projects working with older people suffering with dementia we have won wide acclaim for cutting edge projects that help people lead more productive healthier lives through interaction with arts and culture.



Now 49% self-funded through combination of fundraised and commercial income



5 year funding agreement with founding local authorities (HCC & WCC)

Other District and Boroughs have also reduced revenue funding

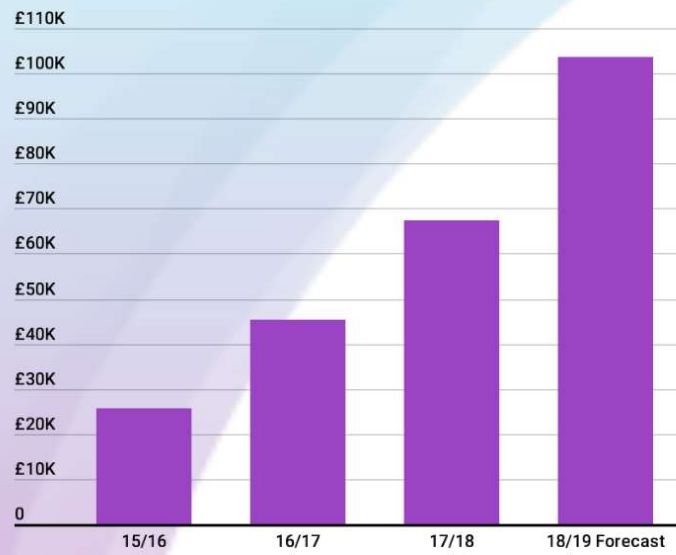
## Earned income

### Year on Year comparison

	15-16	17-18	+/-
Visitors	466,134	467,182	0%
Admissions	£638,950	£732,605	+ 15 %
Retail income	£213,110	£270,308	+ 27 %
Food & beverage	£332,657	£429,260	+ 29 %
Box office	£241,197	£333,736	+ 38 %
Workshops & schools	£253,720	£309,368	+ 22%
Gift aid	£25,590	£67,397	+ 163%
Venue donations	£25,663	£109,178	+ 325%
Total spend	£1,730,887	£2,251,852	+ 30%
Per head	£3.71	£4.82	+ £1.11

Comparison of first full year trading and latest year of audited accounts

## Gift aid





- **£1m reserves in line with Charity Commission best practice**
- **Provides funds for investment in growth opportunities**



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

OPENING DOORS  
TO CULTURE



HAMPSHIRE  
CULTURAL  
TRUST

## Building our charitable identity

Registered charity no. 1158583



Charitable identity with social impact at the heart of our mission, essential for our continued success







## Highlights and performance

- **Re-accreditation – all our museum venues have been officially endorsed as meeting the national standard**
- **Delivered a variety of school programmes to over 16,200 school children (2018-19 YTD)**
- **361,000 visitors figures in managed venues YTD, 2.3% behind budget for 2018-19 following one of the hottest summers on record**
- **Financially on target to hit budget with a small surplus by year end 2018-19**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**Gerald Scarfe:  
Stage and  
Screen saw  
over 13,500  
visitors in  
Winchester**

**I Do! saw 16,000  
visitors in  
Basingstoke, Gosport  
and Winchester**



**May The Toys Be With  
You saw over 12,000  
visitors at the Willis  
Museum**

**More than 17,500 visitors to  
Mission Mega machine at  
Milestones**





**40 temporary exhibitions**



26 major campaigns

50 press releases

6000 social media posts

Venue identities created as part of HCT family



## Press coverage

- 2018 - more than 700 pieces of press and broadcast coverage with advertising value of nearly £1 million and reach of 51 million
- Appearances on BBC South, Sky News, The One Show and BBC Civilisations



# Our social impact

## Fundraised income

2017/18	£400,324
2018/19 (to Feb 19)	£435,000



## No of participants

2017/18	1300 in 12 months
2018/19	1300 in 6 months





# Our social impact


 NHS Hampshire Child and Adolescent Mental Health Service  

 ICE Project  

 artswork  

 Hampshire & Isle of Wight Community Rehabilitation Company  

 PROBATION  
 An Interserve-led company  

 Horizon 20:20  

 phf Paul Hamlyn Foundation  

 My Gosport  

 HERITAGE FUND  

 Wessex Dance Academy  

 RADIAN  
 where people flourish  

 Welcome to Whitehill and Bordon  

 HERITAGE FUND  

 100 Thank You  

 ARMED FORCES COVENANT  

 Summer Arts College  

 Brighter Futures  

 Hampshire Futures  

 Winchester Prison





**Vote for us!**  
Voting closes on  
2nd November 2018  
[awards.dayoutwiththekids.co.uk/vote](http://awards.dayoutwiththekids.co.uk/vote)



## Digital Transformation

- New websites (six) launched in June 2018
- New ticketing system for arts centres launched in June
- Google Ads grant \$10,000/month
- EPOS rolled out to museum venues
- Online sales increased from 2% to 40%





# ALLEN GALLERY

Open today: 10:30am - 4:30pm



Home | Visit | Allen Gallery

Share this page

OVERVIEW YOUR VISIT WHAT'S ON GALLERY TEAM



### WHAT'S ON



Ron Ewins Café Exhibition  
06 - 29 September 2018



Abi Wicking - One Hundred  
Years From Then And Now  
08 - 22 September 2018

[f](#) [t](#) [i](#) [v](#)

HAMPSHIRE CULTURAL TRUST

WHAT'S ON - VISIT - COLLECTIONS - SOCIAL IMPACT - SUPPORT US - DISCOVER

**CLASSES & WORKSHOPS FOR ADULTS**

[Home](#) / [What's on](#) / [Classes & workshops](#)

Explore a range of classes and workshops for adults across Hampshire

**CLASSES & WORKSHOPS FOR ADULTS**

**PHOTOGRAPHY**  
 All in depth photography with a focus on digital for the Hampshire Course Fee

**FOREST ARTS CENTRE**  
**Amy Mayes**  
 21 September 2018  
 Soulful jazz singer Amy Mayes has drawn inspiration from the voices of Bessie Smith, Aretha Franklin, Janis Joplin, Ella Fitzgerald, Sarah Vaughan, Martha Reeves and Gladys Knight. She honed her voice...

**WEST END CENTRE**  
**Big Boy Bloater**  
 21 September 2018  
 BIG BOY BLOATER & THE LIMITS bring their much-celebrated brand of R&B with a modern twist to The West End Centre to showcase songs from their brand-new album 'FILLS' plus a few much loved classics...

**WEST END CENTRE**  
**Crashlanding! presents: Soeur**  
 22 September 2018  
 Dual-fronted by Anya Pulver and Tina Maynard, and completed with James Collins on drums, Soeur are an unstoppable live force, with their incendiary live shows selling out in dive bars and clubs across...

**ADSCROFT ARTS CENTRE**  
**Daphne's Flight**  
 25 September 2018  
 Featuring Christine Collaker, Melaine Harold, Julie Matthews, Helen Weston and Chloë White, Daphne's Flight have been

**WEST END CENTRE**  
**Molotov Jukebox**  
 26 September 2018  
 The world-renowned party purveyors of contemporary world music Molotov Jukebox, are a London six piece like no other.

**WEST END CENTRE**  
**Sam Carter**  
 27 September 2018  
 Since being named Best Newcomer of the 2010 BBC Radio 2 Folk Awards Sam Carter has been stymie audiences from

## We are a charity



Donate today to open doors for everyone to be inspired by culture. Through our venues, we create opportunities for people to experience culture and achieve a positive change in their lives.

I'd like to contribute:

£2.00

£3.00

£5.00

£10.00

£25.00

£50.00

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. We will claim 25p on every £1 you donate.

Add to cart



Stay connected

Keep in touch to hear about our upcoming exhibitions, events and news



Your name

Last name

Your email address

SUBMIT



## Work stream focus and accountability



**Milestones & Basing House**



**Cathy Hakes**  
Museum Director,  
Milestones & Basing House



**Destination Winchester**



**Katerina Kremmida**  
Head of Destination  
Winchester



**Community**



**Deborah Neubauer**  
Head of Community



**Culture Hubs**



**Rebekah Waite**  
Head of Culture Hubs



**Programmes**

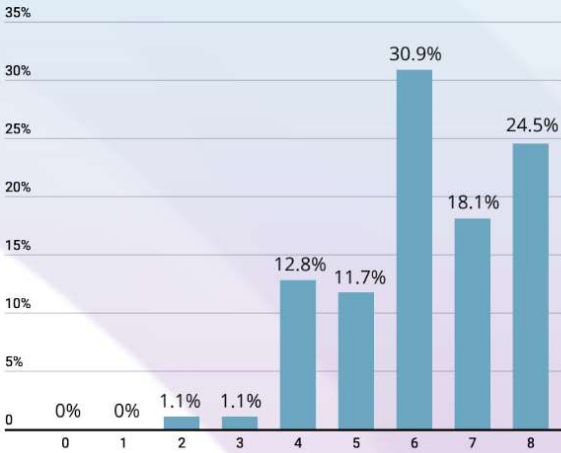


**Jaane Rowehl**  
Programme Project  
Manager

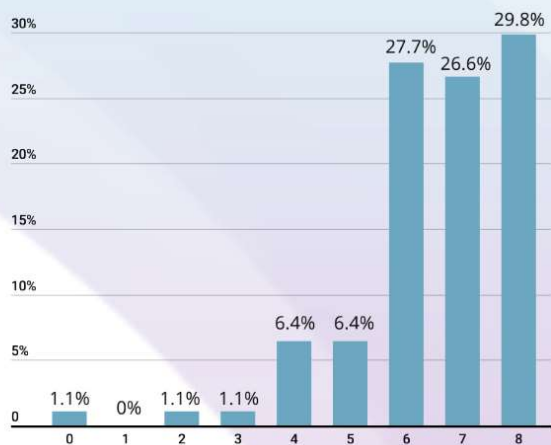
4 Work-streams and one central programmes team set up to reflect visitor profile and demand across HCT

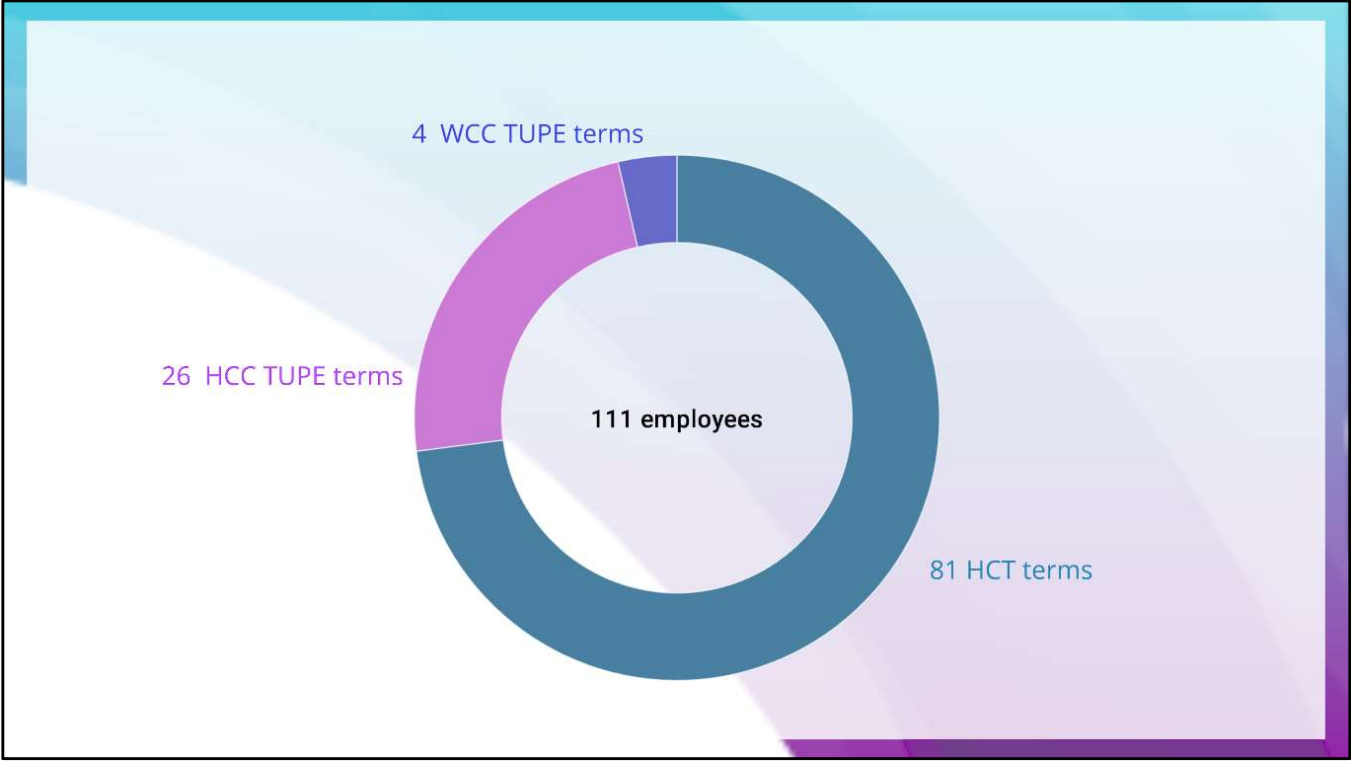


# Staff survey Confidence in HCT



## Staff survey Pride in working for HCT







**Coming up**



## Allen Gallery



Feasibility being undertaken in 2019 for investment in Allen Gallery, Alton to redevelop the interpretation of the important ceramics collection at the venue

## Winchester City Museum, first floor



Redevelopment of second floor of Winchester City Museum including modern digital interpretation

## Gosport Old Grammar School



Visitor figures up 6% on last year, YTD

HCT taking on full operation of building from HLS from Easter 2019

Investing in a Community Manager

HCT Board have committed to capital investment and fundraising activity to support transformation project

Looking to secure funding to redevelop and secure future of Old Grammar School in Gosport as a Museum, Gallery and Education Centre



## Exhibitions

35 exhibitions already in the programme this year, with more to come



80 year anniversary since start of WWII



Vatican endorsed interpretation of Sistine Chapel coming to Winchester this summer

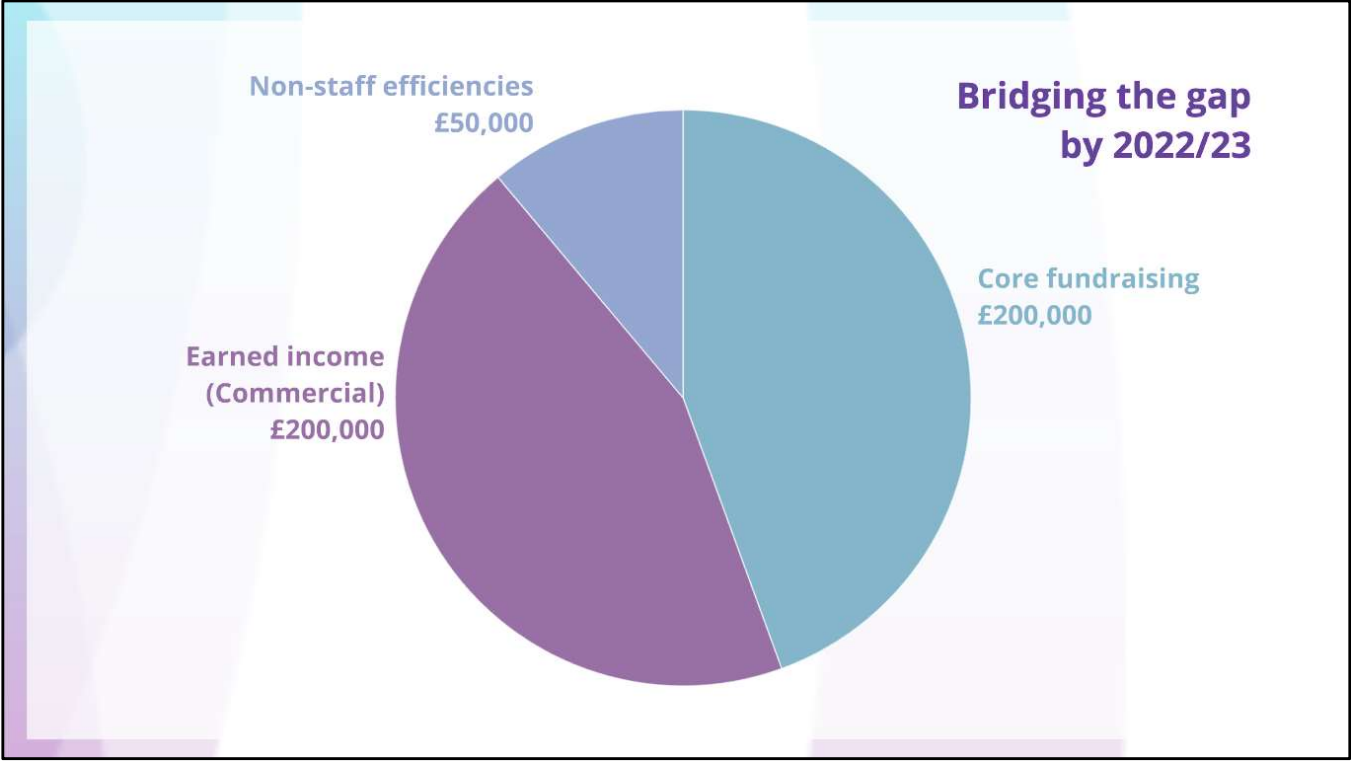
WW2 commemoration in summer blockbuster show at Milestones



### Looking ahead to 2022/23



Further reduction in funding agreed with founding local authorities



## **Core fundraising £200,000**

- **Fundraising for core activity**
  - Exhibitions
  - Programmes / Collections
  - People
- **Full cost recovery**
- **Build a culture of fundraising**

**Earned income  
(Commercial)  
£200,000**

- Admissions / exhibitions (increased gift aid)
- Increased spend per head retail and food & beverage
  - Increased venue donations
  - Events income

# Non-staff efficiencies

## £50,000

- Combined buying power
- Centralised pricing
- Targets on margin and stock control
- Purchasing visibility and policy

## **In summary**

- **Clear direction and charitable identity**
- **Strong financial reserves**
- **Strong trading figures**
- **Track record in fundraising**
- **Clear business plan with achievable growth**
- **Willingness to invest, to grow:**
  - **People**
  - **Business opportunities**
  - **Partnership working**



- **Vision**
- **Investment**
- **Advocacy**



**Hampshire**  
County Council

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Grants to Voluntary Organisations and Other Bodies
<b>Report From:</b>	Director of Transformation and Governance – Corporate Services

**Contact name:** Louise Pickford

**Tel:** 01962 847355

**Email:** Louise.pickford@hants.gov.uk

#### Purpose of this Report

1. The purpose of this report is to consider three grant requests received from the Policy and Resources grants budget.

#### Recommendations

2. That grants totalling £85,000 in 2019/20 financial year be awarded to those voluntary organisations and other bodies listed in the sums shown in attached Appendix 2. It is also recommended that a further sum of £20,000 be awarded to Trinity Winchester in both 2020/21 and 2021/22.

#### Executive Summary

3. This report is to consider requests received for financial assistance from the Policy and Resources grants budget. Details of individual requests are outlined in Appendix 2 to this report.
4. The Policy and Resources budget allocation for 2019/20 is £232,000. The grants budget available at the meeting on 25 April 2019 is £232,000.

#### Grants Criteria

5. A copy of the criteria used for considering grants from the Policy and Resources grants budget is attached as Appendix 1 to this report.

## **Legal Implications**

6. Subject to certain restrictions, the County Council has the power under Section 1 of the Localism Act 2011 to do anything that individuals generally may do including the power to give grants.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
Application forms and correspondence received from organisations	Director of Transformation and Governance

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

The application procedure includes equalities monitoring information as agreed as part of the corporate review of grants programmes and procedures. Further information can be found on individual requests.

## FUNDING CRITERIA FOR THE POLICY AND RESOURCES GRANTS

The following criteria should be taken into consideration when preparing a submission for funding. They are intended as guidelines and not prescriptive rules

1. Assistance will be considered only in response to direct applications from properly constituted organisations seeking assistance. You must show in your application that your organisation is properly and legally organised and has its own bank account.
2. Where appropriate, applications will be referred to the relevant service department (e.g. Adult Services, Culture, Communities and Business Services, Children's Services, etc.) for consideration.
3. Preference will be given to applications for specific projects or activities rather than general running costs of organisations. These grants are not intended to replace shortfalls in service delivery budgets or replace funding for other support you may be able to obtain, or that you have obtained from us in the past.
4. Grants will not usually be made in respect of applications from the following:-
  - District or Parish Councils
  - Government Institutions
  - Schools
  - Overseas and out of County organisations which have no direct Hampshire involvement
  - Branches or organisations assisted centrally with a sum from the County Council
  - Bodies requesting funds for onward distribution to other charities e.g. mayoral appeals, carnivals, fetes, or for their own fundraising events.
5. Applications will not be accepted from political parties or groups affiliated with a political party or from lobbying/campaigning organisations.
6. Applications will only be considered from faith groups who can demonstrate their facilities are open and used by the local community other than for church related activities and are for small one-off projects.
7. Requests may be considered from County wide groups (e.g. Guides, Scouts, Hampshire County Youth Orchestra) for specific trips, e.g. for an international jamboree or cultural tour. Individual requests will not usually be considered.
8. Where possible self-help within organisations should be encouraged and to this end, grants are normally a percentage of the sum required to complete the project.
9. As a general rule, grants in excess of £5,000 will not be awarded.
10. In general grants will only be awarded to projects which are taking place in the same year as application for funds.

**GOSPORT D-DAY COMMEMORATION EVENT**

2019 marks the 75th anniversary of the build-up and launch of the D-Day operation to liberate Europe from the Nazi occupation. The war involved thousands of men, women and children from Hampshire, and like other South coast ports, Gosport played a vital role in support of the troops during 1944. A special weekend is being held in early June to mark this important event which will include:

- Armed Forces displays
- Music and song, to include 1940s songs, entertainment and dancing
- Sunday Remembrance parade
- Original military equipment collection, including some firing artillery pieces, with 2 displays per day
- Flypast by the Battle of Britain Memorial Flight Lancaster, Spitfire and/or Hurricane.

**Total cost:** £90,700

**Income:** £50,000 (incl £40,000 from Gosport Borough Council)

**Shortfall:** £40,700

**APPLICATION ADDRESSED TO:**

Director of Transformation and Governance – Corporate Services

**AMOUNT OF REQUEST**

£40,000

**GRANTS PREVIOUSLY AWARDED BY OTHER EXECUTIVE MEMBERS AND CONSIDERATION GIVEN BY OTHER LOCAL MEMBERS**

**This budget:** None

**COMMENTS OF LOCAL MEMBER**

The coverage of this event will be countywide.

**GENERAL COMMENTS**

**Director of Culture, Communities and Business Services:** It is likely that this will be the last landmark anniversary year that will be attended by significant numbers of living veterans, a particularly important and poignant aspect of the planned commemorations on a national basis. The events proposed in Gosport seek to recognise this overall context in providing a respectful and engaging commemoration, once the constituent elements listed are secured. While this is an exceptional grant figure, it is deemed to be an appropriate response to the commemoration of a truly exceptional historic event for the United Kingdom, Hampshire, its residents, and the many people from around the world directly connected to it.

**RECOMMENDATION**

£40,000



**TRINITY, WINCHESTER**

Trinity Winchester operates direct access to Drop-in and Women's Services at Bradbury House in the city for people in Hampshire who are vulnerable to the consequences of homelessness, addiction, physical/mental ill-health, poverty, social isolation and domestic abuse.

It provides the basics including hot meals, clothing, washing facilities, a contact address, as well as opportunities to make positive long-term changes through counselling, healthcare and learning. Trinity supports people to take positive steps towards change as individuals and as part of their local Hampshire communities.

**Total Expenditure:** £475,000 (staffing, premises, office costs and fundraising & publicity)

**Total Income:** £395,000 (includes £80,000 - confirmed). This total will be raised through various trusts and foundations and hiring of room within facility.

**Shortfall:** £80,000

**APPLICATION ADDRESSED TO:**

Director of Transformation and Governance – Corporate Services

**AMOUNT OF REQUEST**

£20,000 p.a for a period of 3 years

**GRANTS PREVIOUSLY AWARDED BY OTHER EXECUTIVE MEMBERS AND CONSIDERATION GIVEN BY OTHER LOCAL MEMBERS**

**This budget:** Funding has been provided to Trinity from this budget over a number of years.

**COMMENTS OF LOCAL MEMBER**

Comments have been sought from the local member, Councillor Hiscock.

**GENERAL COMMENTS**

**Director of Adults, Health and Social Care:** Trinity Winchester provides a range of support in respect of adult social care or Public Health and have received relatively small awards from this budget and Member grants. Hampshire County Council's Public Health service are currently supporting Trinity Winchester in a funding bid through the national Alcohol Capital Fund to create bed-based capacity through the conversion of their existing building space. The County Council regard Trinity Hampshire as a fit and proper organisation.

**RECOMMENDATION**

£20,000p.a. for 3 years.

**HAMPSHIRE AND THE ISLANDS HISTORIC CHURCHES TRUST (HIHCT)**

A sum of £25,000 is being sought by the Hampshire and the Islands Historic Churches Trust to enable it to award smaller grants to churches within Hampshire to help with their one-off projects.

The Trust considers applications for grants and loans from churches of all denominations which are members of 'Churches Together', for work to preserve, maintain or repair the fabric of the church, including modifications for disabled access or for health and safety reasons.

**Total expenditure:** £117,000

**Total projected income:** £67,000 (including fundraising and subscriptions)

**Shortfall:** £50,000 (over 2 years)

**APPLICATION ADDRESSED TO:**

Director of Transformation and Governance – Corporate Services

**AMOUNT OF REQUEST**

£25,000

**GRANTS PREVIOUSLY AWARDED BY OTHER EXECUTIVE MEMBERS AND CONSIDERATION GIVEN BY OTHER LOCAL MEMBERS**

This budget: Grants of £25,000 have been awarded from this budget over a number of years.

**COMMENTS OF LOCAL MEMBER**

This is a countywide organisation.

**GENERAL COMMENTS**

**Director of Transformation and Governance – Corporate Services:** Nine churches in Hampshire received funding from the County Council sum awarded for 2018/19.

A grant for this year would support the County Council's strategic objective of enabling people in Hampshire to enjoy a rich and diverse environment by enhancing and protecting Hampshire's heritage and culture and maintaining the unique character of the County.

**RECOMMENDATION:**

£25,000 this financial year only

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	25 April 2019
<b>Title:</b>	Enterprise M3 LEP Incorporation, Governance Arrangements and Appointments
<b>Report From:</b>	Director of Economy, Transport and Environment

**Contact name:** David Fletcher

**Tel:** 01962 846861

**Email:** David.fletcher@hants.gov.uk

### Purpose of this Report

1. The purpose of this report is to provide an update on the outcomes of a national review of Local Enterprise Partnerships (LEPs) and the consequent changes that will be made to the governance arrangements in respect of the Enterprise M3 LEP (EM3 LEP), including its incorporation as a company limited by guarantee. The contents of this report do not apply to the Solent LEP. Solent LEP is already incorporated and in any event Portsmouth City Council is the Accountable Body for Solent LEP, rather than Hampshire County Council.

### Recommendation(s)

2. That the incorporation of the EM3 LEP is noted.
3. That noting Councillor Mans' previous appointment to the EM3 LEP Board (until his term expires in July 2019) his consequential appointment as a member and director of the newly incorporated EM3 LEP Ltd is endorsed.
4. That the Executive Member for Policy and Resources notes the updated EM3 Assurance Framework attached at Appendix 1 and continues to delegate authority to the Head of Legal Services to finalise and agree (on behalf of Hampshire County Council as the Accountable Body) any further changes to both the Enterprise M3 Assurance Framework and the Memorandum of Agreement.

5. That the Executive Member for Policy and Resources continues to delegate authority to the Head of Legal Services to give approval to spend and commence the procurement process and to complete the appropriate contractual documentation on behalf of the Enterprise M3 LEP Ltd, where the LEP Board has authorised the County Council in its role as Accountable Body to approve such spend and procurement processes. This would be subject to adequate funding provision being made by the Enterprise M3 LEP Ltd Board and compliance with the Enterprise M3 Assurance Framework.
6. That, in relation to any funding administered by Enterprise M3 LEP Ltd, and subject to the LEP providing instructions on the terms and conditions of the legal contracts, the Executive Member for Policy and Resources continues to delegate authority to the Director of Economy, Transport and Environment to finalise and agree the details of the legal contracts with the individual funding recipients.
7. That the Executive Member for Policy and Resources continues to delegate authority to the Director of Economy, Transport and Environment to authorise payments to funding recipients in relation to any funding administered by the Enterprise M3 LEP Ltd, subject to satisfactory monitoring compliance undertaken by Enterprise M3 LEP Ltd.
8. That the Executive Member for Policy and Resources notes that under the revised arrangements, the County Council will continue to provide various support services to the LEP, including legal, finance and procurement, subject to revised Service Level Agreements.

## **Executive Summary**

9. This report seeks to:
  - Provide an update on the outcomes of a national review of LEPs and the consequential changes that will be made to the governance arrangements in respect of the Enterprise M3 LEP (EM3 LEP), including its incorporation as a company limited by guarantee.
  - Noting the previous appointment of Councillor Mans as the County Council's representative on the EM3 LEP Board (until July 2019) to secure endorsement of his consequent appointment as a member and director of the incorporated EM3 LEP.

- secure approval for continued appropriate governance arrangements, including delegations to officers in relation to Hampshire County Council's role as Accountable Body to the newly incorporated EM3 LEP, and which are compliant with recently issued national guidelines from Central Government.

## **Contextual information**

10. In July 2018 MHCLG published a paper called "Strengthened Local Enterprise Partnerships", following a national review of LEPs.
11. The outcome of the review includes some changes to LEP boundaries and to LEP governance arrangements, which local LEPs now need to implement.
12. The changes include a new requirement for LEPs to have legal personality. Unincorporated LEPs must become incorporated by April 2019.
13. The Enterprise M3 LEP has, to date, been un-incorporated. Work has been undertaken over the last 9 months to incorporate it as a company limited by guarantee. (The limit of the guarantee of each company member is £1).

## **Governance Arrangements**

14. The incorporated model adopted by the EM3 LEP is known as a "members as directors" model, where the members of the company are also its directors. The existing EM3 LEP governance arrangements will largely remain the same post incorporation, with Hampshire County Council continuing to act as the Accountable Body and continuing to provide a range of support pursuant to a Memorandum of Agreement, which is currently being reviewed as part of the incorporation project. Currently, the County Council employs a number of staff who support the Enterprise M3 LEP's work and implement the decisions of the Board. Under the new arrangements, this will continue, as it is only really the LEP Board (and its decision making functions) that is being incorporated.
15. An updated version of the EM3 Assurance Framework, which contains the revised governance arrangements following incorporation is attached at Appendix 1.

16. The governance arrangements post incorporation will continue to operate in a similar way to the previous governance arrangements. Hampshire County Council will continue to be the Accountable Body and will continue to receive and administer funding secured by the LEP in accordance with the LEP Board's or LEP Programme Management Group's decisions. In light of this, the governance arrangements and delegations previously agreed by the Executive Member for Policy and Resources in March 2015 (in respect of governance, procurement and contract matters), will need to continue, but under the revised Assurance Framework. The report to Executive Member Policy and Resources from March 2015 setting out the previous governance arrangements and delegations is attached at Appendix 2.
17. The governance arrangements in respect of the incorporated EM3 LEP will continue to include the Joint Leaders Board, to which the Leaders (or agreed deputies) of the 13 local authorities within the EM3 LEP Area are appointed. The Joint Leaders' Board will continue to nominate 4 District Council members for appointment to the incorporated LEP Board. In addition to the 4 District Council Members, both of the County Councils (Hampshire County Council and Surrey County Council) will continue to nominate a member each to the Board, who will in turn become members and directors of EM3 LEP Ltd.

## **Appointments**

18. Councillor Mans is currently appointed as Hampshire County Council's member of the EM3 LEP Board. As a result of this appointment, Councillor Mans will be automatically appointed as both a member and director of EM3 LEP Ltd, following its incorporation. As Councillor Mans' appointment arises from his role as a County Councillor, he will be indemnified pursuant to the County Council's officer and member indemnity policy and associated insurance arrangements. Members of the EM3 LEP Board can serve for a maximum term of 6 years. Councillor Mans' six-year term will end in July 2019. At this point, the County Council will need to nominate a different member for appointment to the Board.
19. Councillor Mans is also currently appointed to the Solent LEP as Hampshire County Council's member. The Solent LEP is already incorporated and there is no change to Councillor Mans' appointment to the Solent LEP as a result of the LEP review.

## **Finance**

20. The proposals for financial administration for the newly incorporated LEP will continue to operate on the same basis as they currently do in that all

funding will be held and accounted for by the Accountable Body who will oversee the administration and distribution of it once all of the necessary approvals of appropriate business cases has been undertaken by the Board or LEP Programme Management Group in accordance with the governance framework.

21. The changes to assurance frameworks, the role of the Section 151 Officer in respect of LEP governance and the latest changes in respect of incorporation have prompted a review of the existing services provided by Hampshire County Council to the LEP which are currently the subject of discussion with EM3 LEP Officers. The level and type of resources provided to the LEP in the future may therefore be subject to change and the LEP has already budgeted for a potential increase in costs arising from the greater resource requirements that the new governance arrangements have necessitated.

### **Consultation and Equalities**

22. Public consultation has not been undertaken in respect of the matters raised in this report, as the changes relate only to governance arrangements rather than changes to service delivery.
23. No adverse equality impacts have been identified in respect of the matters raised in this report.

### **Conclusions**

24. Consideration of this report and the associated decisions are required in order to maintain County Council representation on the incorporated LEP Board and enable the County Council to continue to perform the role of Accountable Body to EM3 LEP Ltd.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	No
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	No

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
Enterprise M3 Local Enterprise Partnership Governance Agreement (Procurement)	March 2015
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	



## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Equality objectives are not considered to be adversely affected by the proposals in this report as the proposals do not affect staff or services. The proposals relate to changes to governance arrangements only, not changes to service delivery.

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**ENTERPRISE M3 LOCAL GROWTH ASSURANCE FRAMEWORK**

<b>VERSION EM3-7</b>	<b>28 March 2019</b>
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<b>Version Control</b>	<b>Date issued</b>	<b>Description</b>
Version 1.0	March 2015	Final
Version 1.1	June 2015	Updated Appendix C
Version 1.2	December 2015	Updated Appendix D
Version 2.0	June 2016	In response to Audit requirements
Version 2.1	February 2017	In line with National Assurance Framework October 2016
Version 3.0	March 2018	In line with Mary Ney guidance
Version 3.1	December 2018	In line with draft V2 National Guidance
Version 4.0	February 2019	In line with V3 January 2019 National Guidance
Version 5.0 - 07	March 2019	Revised to reflect Enterprise M3 Board and staff comments
Final	March 2019	Signed off by Board 28 March 2019

## CONTENTS PAGE

Subject	Section	Page
Introduction		3
<b>PART 1 – Enterprise M3 Structure, Governance and Operating Principles</b>		
Overview	1	4
Name of Local Enterprise Partnership	2	4
Geography of Local Enterprise Partnership	3	4
Corporate Structure	4	5
Enterprise M3 Board	4.1	6
Appointment of Board Members	4.2	6
Appointment Process for appointing Board Members and Chairs	4.3	7
Diversity Statement	4.4	8
Board Remuneration	4.5	9
Induction & Training	4.6	9
Complete Governance Structure	4.7	9
Independent Secretariat	4.8	15
Publication of meeting & agenda items	4.9	15
Handling confidential and exempt items	4.10	15
Publication of Accounts & Financial Information, transparent use of public funds	4.11	16
Management of contracts	4.12	17
Government Branding	4.13	17
Scrutiny & Audit arrangements	4.14	17
Website	4.15	18
Data Protections & Freedom of Information	4.16	18
Accountable Body and Section 151 Officer	4.17	19
Conflict of Interest	4.18	20
Risk Register	4.19	20
Register of Interests	4.20	20
Enquiries and Complaints	4.21	20
Liability & Indemnity Insurance	4.22	21
Local Engagement	4.23	21
Cross Boundary Cooperation	4.24	21
Social Value	4.25	21
Value for Money	4.26	22
Value for money for Transport Projects	4.27	23
<b>Table</b>	<b>Heading</b>	<b>Page</b>
<b>Part 2 – Enterprise M3 Commitments</b>		
Table 1	Commitments	24
Table 2	Signatures	24
<b>Policy</b>	<b>Section</b>	<b>Page</b>
<b>Part 3 – Enterprise Policies</b>		
Diversity and Equality Statement	4.4	8
Induction of Staff and Board	4.6	9
Confidential Items	4.10	15
Expenses	4.11	16
Conflict of Interest	4.18	20
Register of Interest	4.20	20
Whistleblowing	4.21	21
Enquiries and Complaints	4.21	21
Evaluation and Monitoring	4.26	22
<b>Appendix</b>	<b>Title</b>	
Annex A	Enterprise M3 Governance Structure	
Annex B	Roles and Responsibilities	
Annex C	Prioritisation, Appraisal, Value for Money	

## **ENTERPRISE M3 LOCAL GROWTH ASSURANCE FRAMEWORK**

### **INTRODUCTION**

The purpose of this framework is to ensure that Enterprise M3 Local Enterprise Partnership (LEP) has in place excellent systems and processes to manage capital and revenue funding from central Government budgets effectively and fully in line with government's expectations as outlined in the National Assurance Framework December 2019. It has been updated to reflect the Government recommendations on good practice including the Mary Ney Report; "Review of Local Enterprise Partnership Governance and Transparency" (September 17); the HMG 'Local Enterprise Partnership Governance and Transparency – Best Practice guidance' January 2018 and the National Local Growth Assurance Framework Guidance, Version 3 December 2018. This version also reflects the changes being implemented as a result of the LEP Review 'Strengthening Local Enterprise Partnerships' July 2018.

This document establishes a Local Assurance Framework 2019 that the Enterprise M3 LEP executive team and non-executive board will follow in relation to decision making within its Growth Programme (including but not limited to the Local Growth Fund Programme, Growing Enterprise Fund and European Structural Investment Fund), and in the way that it operates its business in a transparent and accountable way. Enterprise M3 LEP aims to adhere to the highest standards of probity and governance in the way that it makes decisions on how the funding devolved to it by Government, is allocated. For the avoidance of any doubt, this Local Assurance Framework applies to all funding streams held by Hampshire County Council, in its role as the Accountable Body to the Enterprise M3 Local Enterprise Partnership. This document is shared with our Accountable Body giving reassurance that the governance arrangements of the organization are transparent and accountable.

This Local Assurance Framework is in three parts. Part One sets out the structure, governance and operating principles of the LEP; Part Two sets out the way in which Enterprise M3 achieves value for money; Part Three sets out the commitments and policies to be followed to achieve transparent and accountable governance.

This Local Assurance Framework is a 'living document'. It shall be reviewed as a minimum, on an annual basis, signed off by the Enterprise M3 Board and published on the Enterprise M3 website. One of the conditions of the Growth Deal grant letter is that the LEP must submit a letter from the Section 151 Officer to the relevant Government department by 28th February each year certifying that this Local Assurance Framework has been agreed, is being implemented and meets the standards set out in the National Framework.

This document will remain in force until end of 2020-21 when the capital funding allocation ends. Enterprise M3 commits to updating this document in line with changed requirements notified by Government and other changes in circumstance that might need to be reflected in this document. Enterprise M3 commits to proactively raise instances of non-compliance with Government and to raise instances necessitating amending this document.

## Enterprise M3 Assurance Framework

### **PART 1 – ENTERPRISE M3 STRUCTURE, GOVERNANCE AND OPERATING PRINCIPLES**

#### **1. Overview**

#### **2. Name of the LEP**

As at January 2019 Enterprise M3 are in the process of establishing the organisation as a Company Limited by Guarantee and will thereafter adopt the name:

Enterprise M3 Local Enterprise Partnership Limited (“Enterprise M3”)

#### **3. Geography of the LEP**

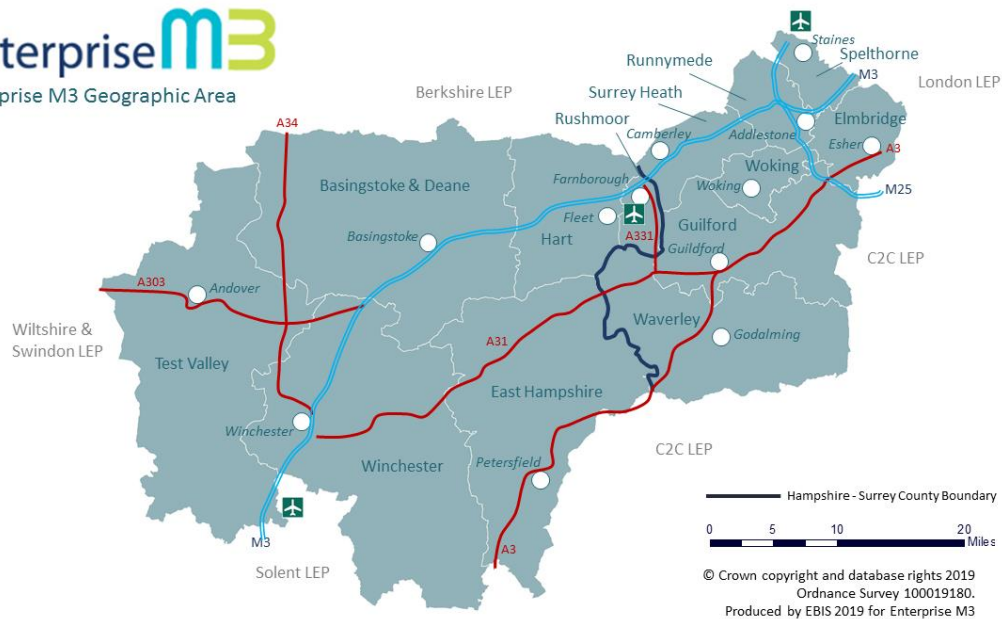
Enterprise M3 is a partnership between the public and private sectors and is one of the leading LEPs in the country as assessed in the Annual Performance Review 2018. Enterprise M3’s geographical area covers parts of both Surrey and Hampshire and includes 13 local authorities. It brings together localities within the following local authority district areas in Hampshire and Surrey: -

- Basingstoke and Deane Borough Council;
- East Hampshire District Council;
- Elmbridge Borough Council;
- Guildford Borough Council;
- Hart District Council;
- Runnymede Borough Council;
- Rushmoor Borough Council;
- Spelthorne Borough Council;
- Surrey Heath Borough Council;
- Test Valley Borough Council
- Waverley Borough Council;
- Winchester City Council
- Woking Borough Council

Enterprise M3 geographical boundaries changed when EM3 incorporated as a legal entity in March 2019. The changes result from the LEP responding to a request by government to remove split districts as part of the LEP Review. New Forest District Council will be part of Solent LEP and East Hants, Test Valley and Winchester District councils will be part of EM3. These boundary changes have been agreed with the councils involved, Solent LEP and have been endorsed by government. Enterprise M3 and Solent LEP are working together to ensure that projects continue to be delivered in these areas. This will mean that New Forest DC may continue to receive some funds from EM3 and the remaining three districts may continue to receive funding for projects from Solent LEP.

For further information on the geography of the Enterprise M3 reference [www.enterprisem3.org.uk/map/](http://www.enterprisem3.org.uk/map/)

Map of area as at December 2018



Enterprise M3 recognises that business and economic growth is not confined by geographical boundaries and we will work with neighbouring LEPs where joint activities will benefit our industrial base.

#### 4. Corporate Structure

Enterprise M3 Board Members have agreed the high-level governance structure for Enterprise M3 which includes the following sub-groups:

- Enterprise M3 Board
- Enterprise M3 Programme Management Group
- Enterprise M3 Joint Leaders Board
- Enterprise M3 Nominations and Remuneration Committee
- Enterprise M3 Resources, Finance and Audit Committee
- Enterprise Zone Programme Steering Group
- Enterprise M3 European Management Group
- Enterprise M3 sub Groups as determined by EM3 Board

A short description of the Board and each sub-group is set out below, with specific focus on the roles of the Board and sub-groups in terms of the governance of the Enterprise M3's funding streams.

## 4.1 The Enterprise M3 Board

The Enterprise M3 Board (“the Board”) is a decision-making body. It is responsible for the overall strategic direction of Enterprise M3 as set out in the Enterprise M3 Strategic Economic Plan 2018 (“the Strategic Economic Plan”) and the emerging Local Industrial Strategy, establishing targets and priorities. It will do this with full regard to the resources available. In carrying out the duties of a decision-making body the Board will seek the views of the Joint Leaders Board, along with the Enterprise M3 Programme Management Group, the Nominations and Remuneration Committee, the Enterprise M3 Resources, Finance and Audit Committee, the Enterprise M3 European Management Group, the Enterprise Zone Programme Steering Group, the Enterprise M3 Action Groups and the wider business community and stakeholders.

## 4.2 Appointment of Board Members

The representatives on the Board provide an appropriate geographical and sectoral balance across the Enterprise M3 area. The LEP appoints a chair and deputy chair drawn from the private sector.

Enterprise M3 Board is made up of 20 Board Members and the Chief Executive who is an executive director. Board Members act as advocates for the LEP and the LEP area, working collectively and in wider partnerships to steer the work of the LEP to achieve economic growth. The Board has committed to act in line with the Nolan Principles, reinforced through training for new Directors post incorporation. The Enterprise M3 Board may co-opt up to five additional members for up to one year to join the main Board, for a period of up to one year, for example to support the development of the Local Industrial Strategy. Co-optees will not have voting rights as Directors.

Details of the individuals currently serving as members of the Board can be found on the Enterprise M3 website at: [www.enterprisem3.org.uk/board-members/](http://www.enterprisem3.org.uk/board-members/).

Table 1: The Enterprise M3 Board

Board Representation	Geographical Coverage
<b>Private Sector representation</b> With at least one private sector board member from an SME drawn from one of the two groups below	
<b>Business x 8 *</b>	<b>Drawn from across Enterprise M3 area. Representatives should work for a company based within the Enterprise M3 area or where the company carry out substantial work across Enterprise M3</b>
<b>Business Support Organisation x 2*</b>	<b>Drawn from across Enterprise M3 Area</b>
<b>Not for Profit Sector x1</b>	<b>Enterprise M3 Area</b>
<b>Higher Education x 1</b>	<b>Enterprise M3 Area</b>
<b>Further Education x 1</b>	<b>Enterprise M3 Area</b>
<b>Public Sector representation</b>	
<b>Local Authority Members x 6</b> Normally Leader or deputy leader	<b>2 x Hampshire Districts/Boroughs</b>
	<b>2 x Surrey Districts/ Boroughs</b>
	<b>2 x County Councils – Hampshire and Surrey</b>
<b>Ministry for Defence until Sept 2020</b>	<b>Drawn from Enterprise M3.</b>



<b>Chief Executive</b>	<b>Added on incorporation March 2019</b>
<b>Accountable Body Section 151 Officer</b>	<b>As observer</b>
<b>Appropriate Government representative by invitation</b>	<b>As observer</b>

The above breakdown of the board will be compliant with the requirements of the LEP review to have one third public sector representation, two thirds private sector with MHCLG exemption for inclusion as a private sector member. All private sector members fit the definition of private sector as defined by the National Accounts Sector. Classification <sup>1</sup>

District council member representatives are nominated by the Enterprise M3 Joint Leaders Board and appointed by Enterprise M3 Board.

County Councils nominate a member as a county representative

Business Board member vacancies are advertised widely using such measures as the Enterprise M3 website and recruitment agencies. Business Board members are selected following applications and interview by the Chair and at least one other Board Member. The Enterprise M3 Board appoint business board representatives to be members of the board.

The Not for Profit sector nominate an individual from the NfP sector to be a member of the Enterprise M3 Board. Nominees will be interviewed by at least one board member and the Chief Executive with the Enterprise M3 Board appointing someone to the Board.

The Further Education/Skills sector nominate an individual from the FE/Skills sector to be a member of the Enterprise M3 Board. Nominees will be interviewed by at least one board member and the Chief Executive with the Enterprise M3 Board appointing someone to the Board.

The Higher Education sector nominate an individual from the HE sector to be a member of the Enterprise M3 Board. Nominees will be interviewed by at least one board member and the Chief Executive with the Enterprise M3 Board appointing someone to the Board.

The Accountable Body Section 151 officer has a standing invitation to attend and speak at board meetings and receives Board papers in advance of meetings.

#### **4.3 Appointment process for appointing Board Members and Chairs - Period of Appointment**

The Chair of the Board is drawn from business membership and may hold the appointment for up to three years; this can then be renewed for one further term of up to three years but to a maximum of six years only. The Board will agree the renewal of the appointment of the Chair. Board Members are appointed initially for up to three years, after this time the appointment is reviewed and may be extended for one further term only with agreement with the Board. Board members may only serve a maximum of six years. The restriction on time limits will not apply to the Enterprise M3 Chief Executive whose term will end when he/she leaves or the post or the post is made redundant for whatever reason.

In January 2018, the Enterprise M3 Board agreed to remunerate the Chair of Enterprise M3 to reflect the strengthened role, the considerable time commitment and the ambassador role requiring attendance at a range of senior meetings.

Remuneration is at a level of £20,000 per annum, effective from May 2018 for two and half years. The expectations of the role are set out in a letter from the Chair of the Nominations and Remuneration Committee. The Chair provides a paper for every board meeting setting out activities carried out in support of EM3. The Chair provides a verbal update at the Board.

<sup>1</sup> source ONS.gov.uk

All Board Members must sign a Code of Conduct and complete a Declaration of Interest form, for themselves, their spouses/partners as defined by the Localism Act, when they join the Enterprise M3 Board, reviewed formally in April every year. A copy of the Code of Conduct and a register of all Board Member interests is available to view on the Enterprise M3 website at: <https://www.enterprisem3.org.uk/document/register-interest-forms/> Members of the Board are requested to declare any conflicts of interest at the beginning of each Board meeting which relate to the items due to be discussed, (including any interest held by a member of their household) these declarations are recorded in the minutes and the register of interests will be updated to reflect any new conflicts. Board Members who have declared an interest which relates to the items due to be discussed at a meeting must withdraw from the meeting when a decision is taken.

All Enterprise M3 staff members must sign a Code of Conduct and Declaration of Interest Forms. The Declaration of Interest forms for senior staff are published on the Enterprise M3 website. Both will be reviewed in April each year. (Senior defined as Chief Executive Officer, Assistant Directors and Business Delivery Theme leads).

#### **4.4 Diversity Statement**

Enterprise M3 has due regard to the requirements for gender and diversity equality. The Enterprise M3 endorsed the appointment of a Diversity Champion, named Tim Jackson, Principle of Sparsholt College, on both the Nominations and Remuneration Committee and the main Board. Our Champion is working with the Board and the executive to achieve 33% female representation on the Board by 2020 and we are on target to achieve this figure.

Enterprise M3 and Hampshire County Council, in undertaking its role as the Accountable Body to Enterprise M3, shall comply with their responsibilities under the Public Sector Equality Duty as set out in section 149 of the Equality Act 2010 and they should have regard to these requirements when apportioning funding. An Equalities and Diversities statement is published on the Enterprise M3 website <https://www.enterprisem3.org.uk/document/enterprise-m3-equality-and-diversity-statement>

The Board is committed to ensuring equality of opportunity in the delivery and accessibility of its services. Enterprise M3 will look to ensure diverse representation at Board, as determined by the Local Enterprise Partnership Review 2018, and sub-group level which is reflective of the local business community (including geographies, gender and protected characteristics). A progress report will be brought to the Board each year stating the measures taken to encourage diversity and how we have overcome challenges, if any in meeting the targets. Enterprise M3 is committed to providing a safe environment free from unlawful discrimination and harassment both in employment and service delivery. Enterprise M3 and the County Council shall have due regard in the exercise of their roles and responsibilities to the need to:

- eliminate discrimination, harassment and victimization and any other conduct prohibited under legislation;
- advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Enterprise M3 Diversity Policy is available at <https://www.enterprisem3.org.uk/document/enterprise-m3-equality-and-diversity-statement> The statement specifies the positive measures that will be taken to ensure that Enterprise M3 meet the 50% gender balance by 2023.

Enterprise M3 await the Government guidance on protected characteristics which it will present to the Board in due course with proposals to implement the government recommendations.

#### 4.5 Board Remuneration and LEP Officer salaries

The Chair reports to every Board his activities and commitments that he has undertaken during the previous period

Hampshire County Council, in its role as the Enterprise M3 Accountable Body, complies with the government's transparency agenda and the Localism Act, to publish information on staff remuneration, job descriptions, roles and associated budgets. The following are available on the Hampshire and EM3 websites:

<https://www.hants.gov.uk/>

<https://www.enterprisem3.org.uk/document/expenses-policy-0>

<https://www.enterprisem3.org.uk/how-we-operate>

#### 4.6 Induction and Training

From April 2019 Enterprise M3 will be a company limited by guarantee and current Board members will become Directors of the company at that time budget has been set aside for induction and training of the new board.

Currently new Board members receive an induction to the roles and responsibilities of being members by the CEO. Detailed in the Induction Policy on <https://www.enterprisem3.org.uk/how-we-operate>

Enterprise M3 have a commitment to ongoing board development and hold workshops and events to ensure that all members are informed of developments in order that they can make informed decisions in their roles as board members.

#### 4.7 The Complete Governance Structure

Enterprise M3 has depth and breadth to its Governance structure and has the following sub-groups, illustrated at Appendix 1:

- The Programme Management Group
- Joint Leaders Board
- Nominations and Remuneration Committee
- Resources, Finance and Audit Committee
- European Management Group
- Enterprise Zone Programme Steering Group
- Action Groups

In detail as follows

##### ➤ **Enterprise M3 Programme Management Group (PMG)**

The Enterprise M3 Programme Management Group ("the PMG") plays a key role in the ongoing management of Enterprise M3's funding programmes. The group is able to approve Local Growth Fund/Growing Enterprise Fund projects with a contribution from Enterprise M3 of less than £3m and acts as an advisory group to the Board on larger projects.

The PMG comprises the following representatives:

- 3 x Private Sector Enterprise M3 Board member (1 to chair)
- 2 x Local Authority Members
- 2 x Local Authority Senior Officers
- 1 x Homes England representative
- 1 x Accountable body representative
- 1 x LEP Chief Executive

Additional members for transport-related items only:

- 2 x Local Authority Transport Lead Members
- 1 x Private Sector Chair of Enterprise M3 Transport Action Group

The main focus of the PMG is the management of the Local Growth Fund and the Growing Enterprise Fund, although it will have oversight of all funding programmes held and influenced by Enterprise M3. Responsibilities of the PMG include:

- Approval of Local Growth Fund/Growing Enterprise Fund projects with a value of less than £3m.
- Reviewing and making recommendations to the Board on projects with a value greater than £3m.

Further detailed information about the role of the PMG, including its terms of reference can be found on the Enterprise M3 website at:

[www.enterprisem3.org.uk/pmg/](http://www.enterprisem3.org.uk/pmg/)

### ➤ **Joint Leaders Board**

The Joint Leaders Board (“the Joint Leaders Board”) brings together the Leaders of all 15 Local Authorities in the Enterprise M3 area with the purpose of strengthening the local authority governance arrangements in support of Enterprise M3; to provide a scrutiny and critical friend role; to assist in the development and implementation of actions that will deliver the Strategic Economic Plan; and to collaborate on economic development issues affecting the wider area.

The Joint Leaders Board strengthens local authority collaboration in support of Enterprise M3 and provides democratic accountability for the Enterprise M3 growth agenda. The Joint Leaders Board also:

- Have a major scrutiny role to hold Enterprise M3 accountable for its investment decisions and the operations of the organization, making recommendations to the Enterprise M3 Board for consideration.
- Advises Enterprise M3 on the collective view of councils around strategic priorities and the Strategic Economic Plan and Local Industrial Strategy
- Co-ordinates the contribution of councils on actions and activities to deliver the Strategic Economic Plan – making best use of, and potentially aligning, economic development resources and activities;
- Acts as a forum for collaboration and discussion between the Enterprise M3 LEP councils on issues affecting economic development and regeneration across the area – particularly spatial planning (including the ‘duty to co-operate’), housing and transport;
- Appoints the district level local authority members to the Enterprise M3 Board and to the Programme Management Group.

The chairing and administration of the Joint Leaders Board is managed by local authorities and is open to the public. The Chair of the Joint Leaders Board is appointed on an annual basis from amongst the membership of the Joint Leaders Board. These roles are appointed at the first meeting of the municipal year and are eligible for re-appointment. In the absence of the Chair, the Joint Leaders Board shall appoint a Chair for the meeting.

Agenda available on [www.enterprisem3.or.uk](http://www.enterprisem3.or.uk), papers and minutes are available on request:

Further detailed information, the Terms of Reference of the Joint Leaders are available on:

<https://www.enterprisem3.org.uk/joint-leaders-board>

Membership of the Joint Leaders Board includes all 15 Leaders or their Deputies. Each Leader to be accompanied by a senior officer preferably the Chief Executive.

➤ **Enterprise M3 Nominations and Remuneration Committee**

The Enterprise M3 Nominations and Remuneration Committee sets the policy for the Enterprise M3 Board on issues in relation to the membership of the Board, diversity and its associated governance structures This includes the following:

- Setting the policy for board appointments and specifying descriptions of the role and capabilities required for board appointments in light of existing skills and experience of current board members
- Planning for the future, including succession planning, to ensure that that the Board Membership reflects and can deliver the priorities of Enterprise M3's Strategic Economic Plan
- Maintaining a balance within the Enterprise M3 Board and associated governance structures, including age, gender, ethnicity, public and private sector, sectors, geography and skills
- Supporting the Enterprise M3 Board and Director by assuring succession planning with an ongoing pool of Board or Action Group candidates, which offer continuity, diversity and a skill set that supports the Enterprise M3 objectives
- Assisting the preparedness of candidates with appropriate induction requirements, including background objectives, reports, meeting frequency and guidelines to help avoid conflicts of interest
- Ensuring that Enterprise M3 through the membership of its structures, remains relevant to its stakeholders
- Developing new talent within the governance structures
- Identify opportunities to develop the capacity and competencies of board members and members of other groups such as media and public speaking training
- Building a reputation for progress and transparency

The Nominations and Remuneration Committee will provide a quarterly report to the Enterprise M3 Board.

The Nominations and Remuneration Committee comprises of the following members:

- 4 x non-public sector Enterprise M3 Board Member (1 to chair)
- 1 x Local Authority Member
- 1 x Chief Executive of Enterprise M3 LEP

Further detailed information about the role of the Nominations and Remuneration Committee, including its terms of reference can be found on the Enterprise M3 website at:

<https://www.enterprisem3.org.uk/nominations-committee>

### ➤ **Enterprise M3 Resources, Finance and Audit Committee**

The Resources, Finance and Audit Committee will act as an Enterprise M3 LEP Board sub- group, with decision making powers. It will provide a decision-making role on a range of operational issues, including resources, finance and audit. It will:

- Propose the budget for all revenue funding to the any Enterprise M3 Board for approval
- Review financial performance reports, scrutinising the overall financial position
- Review internal financial controls and risk management systems – including regular review of audit reports detailing risks and mitigation in place.
- Internal review of compliance with the LEP Assurance framework
- Oversee staffing issues, including recruitment and contract extensions, and performance issues with financial implications.
- Future Sustainability: Maintain oversight of the financial requirements and procedures relating to all funding awarded.
- Acting as a sounding board offering internal scrutiny, problem solving and supportive advice, including on the following matters:
- Funding sources and programmes - exploring options for accessing additional funding through grants and other programmes
- Procedures and operating policies including governance reviews, procurement, health and safety, risk
- Recommending to the Board the Memorandum of Understanding and Service Level Agreements with our Accountable Body
- Consideration of any organisational review of Enterprise M3 team.
- Review or make decisions on any other matters referred to the Committee by the Board.
- Report to the Board on the proceedings of the Committee after each meeting and make available to Board members, the minutes of Committee meetings.
- Liaise with the Accountable Body's Audit Committee, representing Enterprise M3's interests where necessary.

The Chair and members of the Committee shall be appointed by the Board. The following membership, drawn from the Enterprise M3 Board, is:

- 2 x Non-Public Sector Enterprise M3 Board Directors
- 1 x Local Authority Enterprise M3 Board Member
- 1 x Chief Executive of Enterprise M3 LEP
- Accountable Body Section 151 Officer or representative

An Accountable Body representative has a standing invitation to all meetings.

Further detailed information about the role of the Resource, Finance and Audit committee, including its terms of reference, can be found on the Enterprise M3 website at <https://www.enterprisem3.org.uk/how-we-operate>

### ➤ **Enterprise M3 European Management Group (EMG)**

The Enterprise M3 European Management Group (“the EMG”) will supervise the development and administration of the LEP’s European Structural and Investment Funding Programme (“the ESIF”). The EMG is a local sub-committee of the National Growth Programme Board for ESIF.

The EMG is not a sub-group of the LEP Board; however, its geographical coverage is contiguous with that of Enterprise M3.

The EMG will undertake a range of functions around the ESIF programme. The EMG is not a decision-making body, rather it will provide recommendations and guidance on strategic fit and value for money to the Managing Authorities for ESIF. The LEP has responsibility for recruitment to the EMG.

The membership of the EMG is subject to EU regulations and includes a wide range of representation from across the public, private and not-for-profit sectors. The Chair, a member of the LEP Board was elected by the group. Other members have been appointed through nomination by their sector.

The LEP has appointed a Chair for the EMG from amongst its Board. Other members will be appointed through nomination by their sector.

The membership of the EMG comprises representatives from the following sectors:

- Enterprise M3 (chair);
- Local authorities;
- Private sector;
- Not-for-profit sector;
- Environmental;
- Trade unions;
- Higher education;
- Further education;
- Wider education and skills sectors;
- Rural;
- Equality and diversity; and
- ESIF Managing Authorities.

Further detailed information about the role of the EMG, including its terms of reference can be found on the Enterprise M3 website:

[www.enterprisem3.org.uk/emg/](http://www.enterprisem3.org.uk/emg/)

#### ➤ **Enterprise Zone (EZ) Programme Steering Group**

The Programme Steering Group (PSG) advises on the strategic direction and implementation of the programme and facilitates collaboration between the major stakeholders in the Enterprise Zone. PSG does not have decision-making powers, rather it is an advisory group to both the Programme Management Group (PMG) and the Enterprise M3 Board, specifically on matters relating to the strategic direction, funding priorities for projects and resources pertaining to the Enterprise Zone team.

Responsibilities of the PSG include:

- Reviewing and making recommendations to PMG and the Enterprise M3 Board on the relative priority of proposals for funding;
- Consideration of due diligence on proposals and recommending to PMG or the Enterprise M3 Board whether proposals should proceed to contracting;

- Overseeing the development of an appropriate pipeline of proposals to be potentially funded in future and making associated recommendations;
- Monitor progress of projects relating to the Enterprise Zone, including making any recommendations to PMG and/or Enterprise M3 Board as appropriate.

The PSG comprises the following representatives:

- 1 x Private Sector Enterprise M3 Board member (to chair)
- 3 x District/Borough Council representatives (1 for each Enterprise Zone site)
- 2 x Landowner representatives (as 1 Enterprise Zone site is local authority-owned)
- 2 x County Council representatives
- 1 x Cities and Local Growth Team
- 1 x Accountable Body (Hampshire County Council) representative
- 1 x Enterprise Zone Programme Director
- 1 x LEP Chief Executive

Further detailed information about the role of the PSG, including its terms of reference can be found on the Enterprise M3 website at <https://www.enterprisem3.org.uk/enterprise-zone-programme-steering-group>

#### ➤ **Enterprise M3 Action Groups**

Enterprise M3 Action Groups (“Action Groups”) will play a key role in providing specialist advice and recommendations to the Board around particular projects. Enterprise M3 has the following Action Groups:

- Innovation & Enterprise Action Group
- Transport Action Group
- Skills and Talent Action Group

In line with our Strategic Action Plan and emerging Local Industrial Strategy, additional groups may be formed to meet future requirements.

The Action Groups will reflect the key issues and priorities in each sector. The Action Groups do not have financial decision-making responsibility.

Each Action Group will contain at least one Enterprise M3 Board member and will be chaired by a member of the private sector, selected by the group. Chairs will be selected by each Action Group and agreed by the Board. The Chairs of the Action Groups are appointed for terms of up to two years.

The Action Groups provide the interface between the individual businesses, local authorities and other public sector agencies throughout the Enterprise M3 geographic area.

Each Action Group will have its own Terms of Reference linked to the overarching generic roles applicable to all action groups. These terms of reference can be found on the Enterprise M3 website at:

[www.enterprisem3.org.uk/action-groups/](http://www.enterprisem3.org.uk/action-groups/).

As Enterprise M3 complete the Local Industrial Strategy we will fully understand the need for new or revised Action Groups/Forums for example our Rural and Land & Property Groups.



## 4.8 Independent Secretariat

Enterprise M3 have a system that allows for board members to have a route to obtain independent advice for clarification or verification. The first point of contact for the board member is to the Chief Executive and/or specialist members of staff. If the Board member does not receive the independent information, he/she is seeking they have recourse to the Accountable Body.

Staff of Enterprise M3 whilst employed by Hampshire County Council, operate under a Memorandum of Understanding backed up by Service Level Agreements for legal, procurement, Human Resources and Finance. The Chief Executive of Enterprise M3 has responsibility for ensuring that information is independent and correct at that time and for ensuring that the Board is aware of this independent process available to them.

This independent function seeks to give confidence to the public, to government, to stakeholders and partners that a rigorous approach to governance and recording of meetings is conducted in an open and transparent manner. Internal scrutiny operates through regular senior management teams, team meetings and special internal teams that are formed to address opportunities and developments.

## 4.9 Publication of meeting and agenda items

On the principle of openness and transparency all Board and PMG agenda are available on:

<https://www.enterprisem3.org.uk/the-board>

<https://www.enterprisem3.org.uk/pmg>

Enterprise M3 are committed to publishing on its website a public notice of Programme Management Group and Board meetings and any sub-committee which involves decisions about public money, at least five clear working days before any meeting. Copies of the Agenda and any papers (save for confidential and exempt items) to be considered at a meeting of the Programme Management Group or Board will be open for inspection by the public at least five clear working days before any meeting, unless a matter is to be considered as a matter of urgency, in which case the item will be available for inspection as soon as it is added to the Agenda for the meeting. The same procedure applies if a meeting is held by teleconference between meetings to take urgent business.

In compliance with the government guidance all new business cases relating to transport projects will be published on the Enterprise M3 website from April 2019 for inspection as recommended in the guidance. In addition, the business cases for all other projects will be available on the website in good time before approval through Programme Management Group.

The Board shall hold an Annual Meeting which will be open to the public and all Members and can take the form of a conference. The Board shall hold ordinary meetings on such day and at such time and place as they may determine between each Annual Meeting. Enterprise M3 will publish an Annual Report detailing the years achievements, the governance and the finances.

No business shall be transacted at any meeting of the Board unless a quorum of at least six Board members are present.

<https://www.enterprisem3.org.uk/how-we-operate/memandarts/>

## 4.10 Handling confidential and exempt information

Enterprise M3 will seek to place as much information as possible in the public domain, however due to the nature of our work there may be some papers which are not suitable for publication. We will use the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and Schedule 12A of the Local Government Act 1972 as amended to determine whether documents should be exempt or classified

Our Confidential Items Policy published on the Enterprise M3 website gives further details of this process. The public may make written representations to the Programme Management Group or Board, and the process for doing is set out on the website of Enterprise M3. The Enterprise M3 Programme Management Group and Board will be made aware of any written representations received at the meeting. The draft minutes from meetings will be published within ten working days of the meeting having taken place.

Board members may make decisions out of session via written communication (hardcopy or electronic). Unless unavoidable, a minimum of two weeks should be allowed for decision making out of session.

#### **4.11 Publication of accounts, financial information, and transparent use of public funding**

The Enterprise M3 end of year accounts are identified in the Accountable Body's annual financial statements, an extract of which is included in the Annual Report and is available for inspection on the website.

The Enterprise M3 Annual Delivery Plan will be available for inspection on:

<https://enterprisem3.org.uk/delivery>

The Enterprise M3 Board and Programme Management Group have responsibility for all financial decisions about projects including the Growth Hub.

The Enterprise M3 Programme Management Group may approve Local Growth Fund/Growing Enterprise Fund projects with a value of less than £3m. Projects with a value greater than £3m must be considered by the Programme Management Group before being submitted to the Enterprise M3 Board for approval.

Cost increases to projects previously approved by the Board or Programme Management Group may be agreed outside of meetings in order to prevent unnecessary delays in delivery. Cost increases of less than 10% may be approved by the LEP Director and cost increases below 20% can be approved by the Programme Management Group. The Enterprise M3 Board will approve any cost increases that exceeds £3 million. Financial Investment decisions and values are available both in the published PMG and Board papers and as information contained in the description of live and completed projects on:

<https://www.enterprisem3.org.uk/projectdelivery>

The Board will approve an annual and outline three year budget and once approved the Chief Executive can approve requests for funding, as detailed within that plan. The Enterprise M3 Chief Executive may approve any variances of less than 10% from the headline income/expenditure budget. The Resources, Finance and Audit Committee may approve any variances between 10% and 30% and any variances in excess of 30% must be approved by the Enterprise M3 Board.

The Director cannot approve their own expenses but can approve expenses of others. The Chair or other Board Members can approve the Chief Executive expenses. An expenses policy for Enterprise M3 Board Members can be viewed at:

<https://www.enterprisem3.org.uk/how-we-operate>.

A copy of the Enterprise M3 Delegated Authority Policy is available on request.

Enterprise M3 will publish on its website the LEP Board papers, agendas and minutes to comply with local government legislation, unless the Board paper is of a confidential nature or an exempt paper falling under Schedule 12A Local Government Act 1972, as amended. Papers with the status of confidential will have that status reviewed and published is

circumstances allow. The papers presented to the Board will broadly cover decisions made to provide funding to particular projects, programme updates, the rationale behind funding decisions, and details of successful projects.

#### **4.12 Management of contracts**

The structure of Enterprise M3, delivers a process for the management of contracts that is accountable. It operates as follows:

- Responsibility for the management of contracts that have been awarded Local Growth Funds/Growing Enterprise Fund is the Assistant Director of Operations, with the support of the Enterprise M3 Finance Manager and reporting to the Chief Executive of Enterprise M3
- Contract award, contract tracking and monitoring of performance are reported bi-monthly by the Assistant Director-Operations to PMG/ Board as appropriate
- A senior project officer within the Operations Team is responsible for procurement and on-going contract tracking
- The Delegated Authority policy determines who can sign off what value of contract
- An internal Programme Management Office team which combines business delivery staff and operations staff meet bi-monthly to discuss progress of contracts and to suggest remedial action if required.
- A draft copy of our standard contractual documentation is available on request. Annex B illustrates the roles and responsibilities of Enterprise M3 in delivering the capital programme

#### **4.13 Government Branding**

All recipients and all staff are made aware of the Enterprise M3 published branding guidelines which clearly determines the use of Government and European branding on documentation, websites, press releases etc. Monitoring compliance with the branding guidelines is the responsibility of the Assistant Director – Operations.

#### **4.14 Scrutiny and Audit Arrangements**

Enterprise M3 has established a best practice model for the independent scrutiny of our governance arrangements, including:

- The governance structure, at section 4 records the Programme Management Group and Board responsibility to monitor processes and the progress of the Capital Programme
- The establishment of a specific Joint Leaders Board Scrutiny role and expert oversight. Joint Leaders Board will dedicate a minimum of one meeting per annum to scrutinize selected areas of Enterprise M3 and will report to the Enterprise M3 Board on their findings. They reserve the right to undertake addition scrutiny if they consider it necessary. In addition, each local authority has the right to call in the Enterprise M3 Executive to be examined on a specific issue. Joint Leader Board papers and minutes are available on the Enterprise M3 website
- Compliance with requests from individual Local Authorities to appear before their scrutiny panels which are publicly reported by Hampshire County Council
- Compliance with the annual Hampshire County Council Audit Plan in relation to distribution of funding and compliance with the Enterprise M3 Assurance Framework and Memorandum and Articles of Association. This scrutiny arrangement permits the

Accountable Body to have the confidence to return the Assurance Statement each year to government.

- Each project seeking funding undergoes a rigorous scrutiny process that includes independent initial grading of the Expression of Interest; Independent Due Diligence is purchased per project; projects are reported to the Programme Management Group for discussion leading to approval or referral; reported to Board.

Enterprise M3 recognises the importance of having clear arrangements in place which enable effective and meaningful engagement of local partners and the public. Enterprise M3 also acknowledges the importance of operating transparently giving the public and stakeholders confidence that decisions made are proper, based on evidence, and capable of being independently scrutinized.

The Enterprise M3 Section 151 Officer Assurance Report and the Assurance Statement from the Chair and Chief Executive are on:

[www.enterprisem3.org.uk](http://www.enterprisem3.org.uk)

Enterprise M3 have agreed operating practices contained in the Memorandum of Understanding supported by Service Level Agreements which are reviewed as part of the Audit processes on an annual basis and available on request. The LEP and the Accountable Body agree to work to the Hampshire Audit Plan and have a risk register agreed at the Resources, Finance and Audit Committee.

#### **4.15 Website**

Enterprise M3 maintains a dedicated website through which local partners and the public can keep in touch with progress on implementing the Growth Deal and can access **key** documents:

[www.enterprisem3.org.uk](http://www.enterprisem3.org.uk)

The website is hosted by an independent organization with whom we have a maintenance and updating contract, thus ensuring our website is maintained and updated regularly.

#### **4.16 Data Protection and Freedom of Information**

Enterprise M3 is a company limited by guarantee with no delivery function and cannot act as data controller of personal data. Enterprise M3 will adhere to the processes established by Hampshire County Council in relation to its obligations under the Data Protection Act 1998, General Data Protection Regulations 2018 and the Freedom of Information Act 2000, as set out at clause 9 of the MOA.

Members of the Board are fully committed to ensuring that they share information in accordance with their statutory duties/relevant legislation. Partners recognise that any data or records supplied to public bodies are potentially subject to the provisions of the Data Protection Act 1998, General Data Protection Regulations 2018 and the Freedom of Information Act 2000.

Enterprise M3 will also adhere to the Local Government Transparency Code and, through the County Council as the Enterprise M3 LEP's Accountable body, will ensure that all Freedom of Information and Environmental Information Regulation requests are dealt with in line with the relevant legislation.

#### 4.17 Accountable Body and Section 151 Officer

Enterprise M3 is a constituted body for which the County Council acts as the lead Accountable body for all funding streams under the control of the Enterprise M3 LEP.

The respective roles and responsibilities of Enterprise M3 and the County Council, in undertaking its role as the Accountable Body to the Enterprise M3 LEP, are set out below.

- The nature and scope of the relationship between the County Council and the Enterprise M3 is set out in the Memorandum of Understanding which together with the accompanying Service Level Agreements, set out the support arrangements that the County Council, in its role as Accountable body, currently provides to Enterprise M3.
- The County Council is accountable for ensuring that all grant income received, payments out and any applicable repayments for all funding streams under the control of Enterprise M3 LEP are accounted for and administered correctly (which are subject to the County Council's normal internal and external audit controls)
- The County Council in undertaking its role as Accountable body to Enterprise M3 shall ensure that expenditure is spent in accordance with all applicable legal requirements and also in accordance with the County Council's rules and procedures as set out in its Constitution and Financial Procedures. In particular, the County Council shall comply with its financial duties and rules which require it to act prudently in spending, which are overseen and checked by its Chief Finance Officer, the Section 151 or the nominated Hampshire Finance officer.
- The County Council would not comply with a decision of the Board if it considers:
  - the decision did not comply with the County Council's rules and procedures as set out in its Constitution and Financial Procedures;
  - the decision would lead to the available budget being exceeded;
  - the decision was unlawful;
  - the decision did not comply with the requirements of this Assurance Framework;
  - the decision committed funds to a project that was reliant upon unproven future funding (without a full risk assessment – which includes the views of the potential source of funding).
- In such circumstances, the County Council and Enterprise M3 shall seek to resolve the matter by a process of consultation. If the matter cannot be resolved within a reasonable period of time, then the matter shall be escalated to the Executive Director of Enterprise M3 and the County Council's Director of Economy, Transport and Environment who shall decide on the appropriate course of action to take. If the matter still cannot be resolved, then the matter will be referred to an independent arbitrator to reach an agreement. The costs of an independent arbitrator shall be borne by the County Council and Enterprise M3 respectively.
- In terms of scrutiny arrangements, Enterprise M3 has a Joint Leaders Board to ensure involvement of all of the local authority leaders. In order to help ensure appropriate decisions are made around the use of all funding streams secured by Enterprise M3, the PMG oversees the funding programme. The County Council, as the Accountable body, is represented at a senior officer level on PMG and has a standing invitation to all Board Meetings. This is in addition to the County Council's Deputy Leader having a seat on the Board. Enterprise M3 also report regularly to Government on progress and take part in formal annual review meetings, which act as a gateway for accessing future funding.
- On an annual basis or as required the Joint Leaders Board assembles solely for the purposes to scrutinize in depth selected operations of the LEP. Its recommendations

are to be reported to the Enterprise M3 Board for consideration and acted on in accordance with the Board decision/s.

- The role of the Accountable Body, Hampshire County Council is contained in the Memorandum and Articles of Association. The principles, roles and responsibilities are in accordance with the guidance contained in the CIPFA Guidance published in August 2018, illustrated at Annex B.
- The role of our Section 151 officer is considered critical to ensure compliance with our Governance arrangements for finance, administration and audit function. His/her role meets the standards and is in accordance with the CIFTA Guidance 2018. In order for the section 151 to exercise his/her responsibilities all documentation is made available and the officer is invited to attend and to speak at our Board. He/she is also a member of our Programme Management Group

#### **4.18 Conflicts of Interest Policy**

Enterprise M3 publishes on its website a Conflicts of Interest Policy which covers commercial, actual and potential conflicts of interest. All those involved in the work of the LEP have completed an Annex G within 28 days of taking up an appointment to a Board or Committee. Copies of Annex G are available on the enterpriseM3 website (redacted signatures) with acknowledgement by the Chief Executive confirming receipt.

<https://www.enterprisem3.org.uk/document/enterprise-m3-conflict-interest-policy>

#### **4.19 Risk Register**

Enterprise M3 retain a Risk Register, which will be reviewed on a regular basis. Member organisations will review the risk of their own involvement with the Enterprise M3 in accordance with their own procedures. The Risk Register will be published on its website:

[www.enterprisem3.org.uk/how-we-operate/](http://www.enterprisem3.org.uk/how-we-operate/)

Enterprise M3's Chief Executive has overall responsibility for the identification and management of risk within Enterprise M3.

#### **4.20 Register of Interests**

Enterprise M3 will maintain a Register of Interests of its members in accordance with its Register of Interest Policy published on its website:

[www.enterprisem3.org.uk/document/register-interest-forms](http://www.enterprisem3.org.uk/document/register-interest-forms)

Members are committed to informing Enterprise M3 of any relevant changes to his/her interests within 28 days. In addition, Declarations of interest declared at the Board or Programme Management Board are noted and checked against the individual register.

Enterprise M3 will also maintain a Conflict of Interest register for its staff members and this can be found at:

<https://www.enterprisem3.org.uk/how-we-operate>

#### **4.21 Enquiries and Complaints Policy**

Enterprise M3 will publish on its website an Enquiries and Complaints Policy as well as details around how members of the public and other stakeholders can contact Enterprise M3 (including how to contact us on a confidential basis, giving the option of two named officers to contact) and provide input to the decision- making process.

[www.enterprisem3.org.uk/how-we-operate/](http://www.enterprisem3.org.uk/how-we-operate/).

A Whistleblowing Policy is also published on the Enterprise M3 website which provides a confidential means for disclosures to contact the LEP. Our policy adheres to the protections outlined in the Public Interest Disclosure Act 1998. The named Responsible officer is the Assistant Director – Operations.

#### **4.22 Liability and Indemnity Insurance**

Enterprise M3 will provide Trustee and Trust Fund Liability insurance. Public liability and trustee indemnity insurance will be provided to a limit of £1m which will cover damages and claimant costs and defence costs. The policy covers both the organisation and the personal liability of trustees (directors or committee members), in relation to running the organisation. This is referred to in the policy as maladministration. A full copy of the insurance policy is available on request.

#### **4.23 Local Engagement**

Partnership engagement is recognised as a key strength of Enterprise M3 with partners regularly commenting on the high levels of engagement. Enterprise M3's approach is to use early and ongoing engagement with a wide range of partners, driven by the Board. Enterprise M3 holds regular consultative meetings and communication.

Enterprise M3 publish a monthly newsletter which contains items of interest to our partners. They are available on:

<https://www.enterprisem3.org.uk/news>

Enterprise M3 consults with business forums, and the not for profit sector, and organises annual conferences, relevant events on an ad-hoc basis. Enterprise M3 also engages with the public and stakeholders via its Action Groups.

To ensure the partners and stakeholders are kept up to date with the overall funding programme, Enterprise M3 will continue to use its established communications channels and tools, such as stakeholder newsletters, social media communications and regular partner meetings and will build on these where necessary.

#### **4.24 Cross Border Cooperation**

Enterprise M3 demonstrate best practice in their approach to working across geographical boundaries, working closely with neighbouring LEPs both strategically and operationally. The LEP Review and acceptance of our LEP Implementation Plan, provided the opportunity to further examine how these relationships, where there are shared economic priorities, can be strengthened to include greater strategic collaboration leading to effective and efficient delivery of key projects. Agreement to the new boundaries and the removal of split districts have provided areas of transition in New Forest, East Hants, Test Valley and Winchester.

Enterprise M3 is committed to supporting the LEP Network by sharing best practice. peer review and to working collaboratively on matters relevant to us.

#### **4.25 Social Value for Investment**

Enterprise M3 shall consider how additional social value and clean growth could be obtained through its procurement activities, which will primarily focus on how its economic objectives can be achieved through each project.

## 4.26 Value for money

### ➤ Overall Management

Enterprise M3 has robust arrangements in place to ensure value for money and effective delivery, through strong project development, project and options appraisal, prioritisation and business case development.

### ➤ Funding – Allocations and Agreements

Funding will be provided for individual and indivisible schemes or for coherent packages of closely-related schemes. Funding will not be provided for unspecified or loosely-defined uses.

Funding will only be used for schemes and/or purposes specified in the bid and associated approval decision, unless expressly approved by the Board.

The County Council, as the Accountable Body of all funding streams under the control of Enterprise M3, is responsible for compliance with the funding terms and conditions laid down by MHCLG, BEIS, the DfT and/or any other relevant government funding agencies, which includes the obligation to repay, in whole or in part in the event of non-compliance with those terms and conditions.

The funding of cost increases will be considered on a case by case basis. As a general rule, Enterprise M3 will expect promoters to bear cost increases that could reasonably be considered to be within their control. Enterprise M3 may fund cost increases, for example where the reason for the cost increase could not reasonably have been expected, such as a change in legislation or scope of the project.

Prior to disbursement of funding to a project, a legal funding agreement must be in place with the delivery organisation. The legal funding agreement will be in substantially the same form as the template legal funding agreement available on request. In the case of the County Council being the delivery organisation, the County Council will confirm compliance with the terms of the legal funding agreement in the form of a letter as the County Council is unable to enter into a legal funding agreement with itself. In the event that there is an irreconcilable difference/disagreement with the terms of the legal funding agreement arising between the County Council being the delivery organisation and Enterprise M3, then the matter shall be escalated to the County Council's Director of Economy, Transport and Environment, the County Council's Chief Financial Officer and the Executive Director of Enterprise M3. If the matter can still not be resolved, the matter will be referred to an independent arbitrator. The costs of which shall be borne by the County Council being the delivery organisation and Enterprise M3.

The legal funding agreement will:-

- set out delivery milestones for the project, a projected payment schedule (where applicable) and will include arrangements for reporting monitoring information back to Enterprise M3;
- provide assurance that any local contributions specified within the business case will be provided and accept liability for all cost increases; and
- confirm that the awarded funding will only be used for the project for which it was awarded and that all reasonable efforts to control costs will be made.

Scheme promoters will be expected to bear scheme development costs for the first part of the application process. The preparation of detailed business cases is to be funded by scheme promoters. However, Enterprise M3 may agree to fund reasonable costs which comply with the funding terms and conditions.



## ➤ Evaluation and Monitoring

The template for submitting full business case application requires promoters to clearly specify the Evaluation and Monitoring strategy. This forms an integral part of an application. As part of their evaluation of a proposal, Enterprise M3 will assess the adequacy of a promoter's Evaluation and Monitoring strategy, giving consideration to evaluations that are proportionate to the value and scale of each scheme, whilst being affordable and representing value for money. The Monitoring & Evaluation Policy is published on:

<https://www.enterprisem3.org.uk/document/monitoring-evaluation-policy-2018>

Enterprise M3 will specify the monitoring metrics projects are expected to report on and the frequency on which these reports are required.

Evaluation methodologies and requirements will also be agreed with scheme promoters and will be in accordance with government guidance for reporting and monitoring. Generally, the expectation will be that the scheme promoter funds evaluation activity from the project budget. Report(s) are to be produced and published on the Enterprise M3's website after suitable intervals/ period, following completion of the schemes.

The Evaluation Report(s) would aim to demonstrate the extent to which the assumed/predicted impacts and benefits have been realised. They could cover the following measures, as appropriate for a scheme:

- Net additional jobs created in the Enterprise M3 area that can reasonably be linked to the intervention.
- Net additional housing or employment floor space created or enabled as a consequence of the intervention (either directly or as part of a wider package of enabling measures).
- Private sector investment leveraged as a result of the delivery of the intervention (either directly or as part of a wider package of enabling measures).
- Local Gross Value Added (GVA) created and/or safeguarded.
- Demonstrable contribution to retention of existing businesses in the Enterprise M3 area.
- Other measures as required by the funding body

If appropriate and feasible, Enterprise M3 may produce consolidated evaluation reports, covering several schemes that are related either by geography or by type of intervention or scale of funding or some other relevant criteria, with the aim of drawing out common findings and recommendations for future decision making.

### **4.27 Value for money for Transport Projects**

Enterprise M3 have committed a large percentage of its budget to transport and mobility projects and has robust and established processes in place to ensure that the modelling and appraisal processes are in line with National Assurance Guidance.

Proposals received, as specified in the Business Case and in the Enterprise M3 Monitoring and Evaluation Policy must comply with the guidance set out in WEBTAG.3. as appropriate. For schemes with a value of less than £5m Enterprise M3 will use its judgement and the advice of the provider of due diligence services to determine whether a full WEBTAG.3 appraisal is appropriate for the level of funding sought, the complexity of the proposed project and the weighting attached to this criterion.

On every project Enterprise M3 through its governance procedures ensure that the full range of material costs and benefits, the fit with criteria are made available to decision makers.

<https://www.gov.uk/government/publications/monitoring-and-evaluation-framework-for-local-authority-major-schemes>

## Part 2 - LEP Commitments

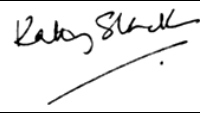


The National Framework Guidance seeks the following commitments. The signatory table 2 demonstrates the commitment of Enterprise M3. Hampshire County Council in the Accountable Body role

Table 1

Commitment by Enterprise M3 Executive and Non Executive Members	
1	Commit to keep records which demonstrate legal obligations and other compliance requirements
2	Commit to proactively raise instances of non-compliance with Government
3	Commit to actively cooperate with stakeholders and other regeneration organisations
4	Commit to ensure partnership working and engagement on projects
5	Commit to champion successes within their communities
6	Commit to Board member and LEP Officer induction and training
7	Commit to providing a safe environment free from unlawful discrimination and harassment both in employment and service delivery
8	Commit to working collaboratively with other LEPs

Signatories to this document affirm adherence to the commitments in table 2 that it is compliant with the National Assurance Framework Guidance January 2019

Table 2

Name	Organization	Role	Date	Signature
Kathy Slack	Enterprise M3	CEO	29/03/2019	
Dave Axam	Enterprise M3	Chair	29/03/2019	
Rob Carr	Hampshire County Council	Section 151	29/03/2019	

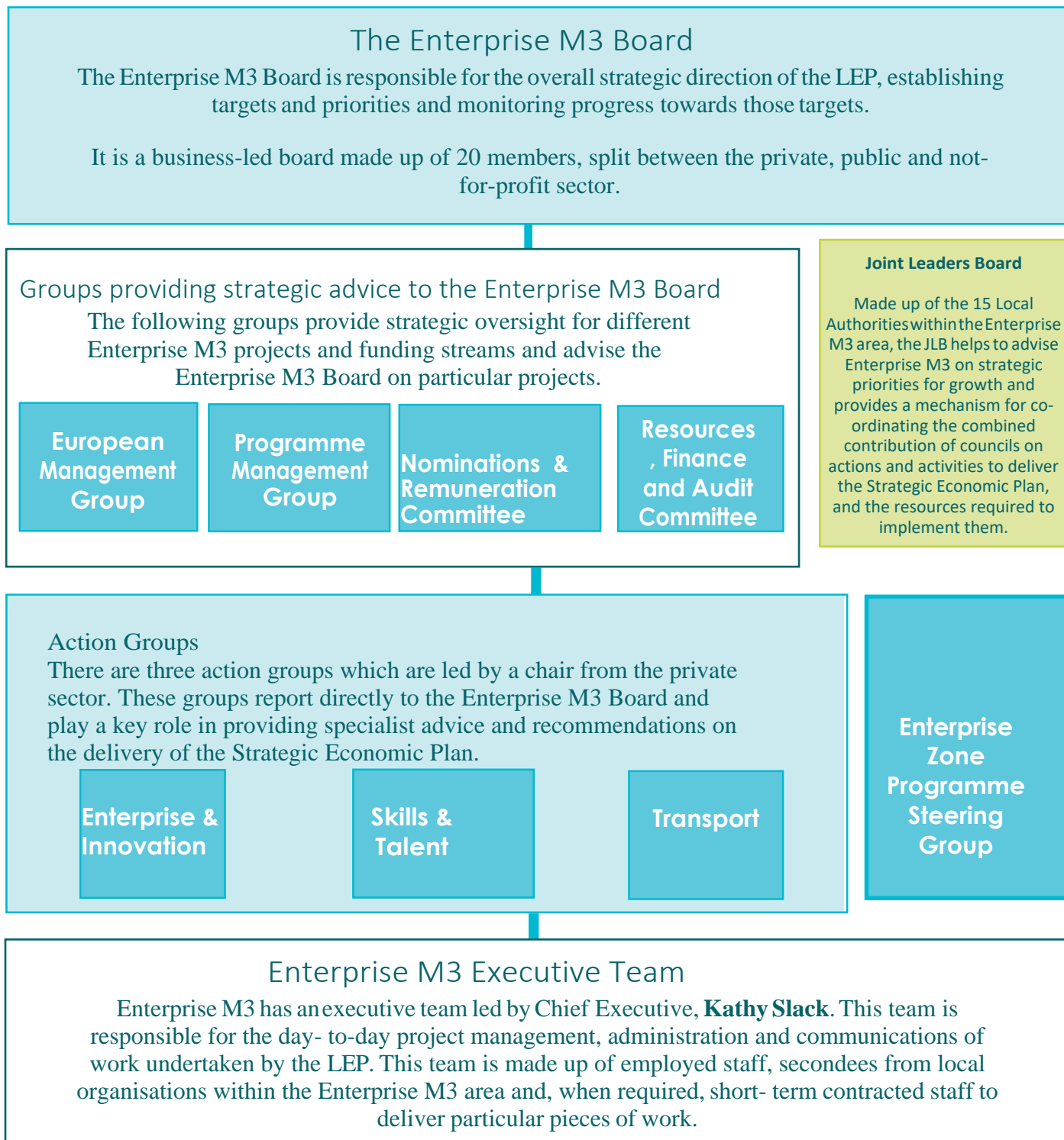
### **Part 3 Enterprise M3 Policies**

The following Policies are available on the Enterprise m3 website:

- Code of Conduct
- Conflict of interest
- Complaints for third parties and the public
- Whistleblowing Policy
- Data and data security
- Diversity and Equality Statement
- Expenses
- Evaluation and Monitoring

## Annex A – Enterprise M3 Governance Structure

### The Structure of Enterprise M3 2019



## Annex C

### Prioritisation, Appraisal, Value for Money and Business Case Development

- Enterprise M3 will periodically release a prospectus inviting bids for funding from the GEF and LGF funds
- Enterprise M3 will engage with a range of partners in order to reach a wide range of stakeholders and attract suitable project proposals for any funding that is likely to be available. Enterprise M3 will endeavour to actively engage partners through its action groups, theme leads and newsletters, and will also make information publicly available via its website. Enterprise M3 will aim to work with a sufficiently diverse set of partners to allow a wide range of project options likely to achieve the strategic objectives of the Enterprise M3 to come forward for consideration.
- Potential bidders will be provided within an Expression of Interest template document (a copy of which will also be made available on the Enterprise M3 website), which will capture outline business case information required to undertake an initial assessment around the merits of the proposed project.
- Following the submission of a completed Expression of Interest template, the Enterprise M3 will undertake an initial assessment of the proposal based on the following criteria:

#### **Fit with the five Strategic Economic Plan priorities for growth:**

- **High Value Sectors for a Globally Facing Economy**
- **Enterprise and Innovation for Scaling up High Productivity SME's**
- **Skills for a High Value, High Growth Economy**
- **Connectivity for a 21<sup>st</sup> Century Advanced Digital and Low Carbon Economy**
- **Dynamic Communities and Sustainable Growth Corridors**

#### **Delivery risk, including:**

- Level of conceptual development
- Delivery barriers identified and/or mitigated
- Identified delivery risks and mitigations
- Economic outcomes expected
- Funding required and match funding/leverage
- Potential for providing funding as a loan
- Value for money assessments undertaken

This initial assessment will determine whether the proposal is something Enterprise M3 would support, and the relative priority of the proposal. Project managers will provide feedback to bidders following this assessment.

- For those projects to be taken forward to Programme Management Group/Board, Enterprise M3 will request the submission of a detailed business case for due diligence, based on a template developed by Enterprise M3. The business case template will seek a proportionate level of information to address the five cases within the HM Treasury Green Book business case development methodology. The outline and full business cases are the evidential basis on which assessment of projects will take place, and by which the relative priority of projects will be determined.

- All projects will be assessed in line with the Monitoring and Evaluation Policy available at: <https://www.enterprisem3.org.uk/document/monitoring-evaluation-policy-2018>
- Independent scrutiny will then be undertaken around these business cases, verifying that the information provided is sound and can be used as evidence for decision-making around the priority and funding of the project. Rigour and data quality will be assessed, alongside the need and/or opportunity the project addresses. This process will also ensure established best practice is taken account of appropriately in proposals and that all projects are quality assured in an independent manner. This independent scrutiny will also test the extent to which clearly defined inputs, activities, outputs and economic outcomes, the additionality of these outputs, and factors such as deadweight and displacement have been taken into account.
- The Enterprise M3's PMG will then consider the outcome of this and form a view as to the relative priority of a project within the overall programme, and whether the project should proceed to contracting. The PMG has responsibility for comparing different types of projects across the programme. The PMG will approve any projects with a value of less than £3m or make a formal recommendation to the Board with projects with a value greater than £3m stating that the proposal should:
  - proceed to contracting;
  - proceed to contracting subject to certain conditions being met; or
  - not proceed to contracting at this point.
- Value for money across the programme will be assessed and reviewed on an ongoing basis.
- Enterprise M3 has allocated named individuals as having responsibility for overseeing the scrutiny of business cases, and for ensuring there is overall value for money within the Local Growth Fund and Growing Enterprise Fund programmes:

<b>Job Title</b>	<b>Responsible for</b>
Assistant Director – Operations	Ensuring overall value for money within the Local Growth Fund and Growing Enterprise Fund programmes.
Head of Skills	Overseeing scrutiny of skills business cases
Head of Enterprise & Innovation	Overseeing Scrutiny of Enterprise and Innovation business cases
Head of Transport	Overseeing scrutiny of Transport business cases

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of the Local Government Act 1972.

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