

NOTICE OF MEETING

Meeting	Executive Member for Policy and Resources Decision Day
Date and Time	Thursday, 20th June, 2019 at 3.30 pm
Place	Chute Room, Ell Court South, The Castle, Winchester
Enquiries to	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. GRANTS TO VOLUNTARY ORGANISATIONS AND OTHER BODIES
(Pages 5 - 10)

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.

2. APPOINTMENTS TO OUTSIDE BODIES (Pages 11 - 12)

To consider a report of the Director of Transformation and Governance – Corporate Services to consider making appointments to a number of outside bodies.

**3. STRATEGIC PROCUREMENT AND COUNTY SUPPLIES
CONTRACTING ACTIVITY AND APPROVALS FOR 2019-20** (Pages
13 - 18)

To consider a report of the Director of Transformation and Governance seeking procurement approval relating to the Membership booking and Electronic Point of Sale system.

4. 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.

5. STRATEGIC PROCUREMENT AND COUNTY SUPPLIES CONTRACTING ACTIVITY AND APPROVALS FOR 2019/20 - EXEMPT APPENDIX (Pages 19 - 20)

To consider the exempt appendix in relation to Item 3 on the agenda.

6. MANYDOWN UPDATE (Pages 21 - 30)

To consider an exempt report of the Director of Culture, Communities and Business Services giving an update on the Manydown project.

7. LEARNING DISABILITY HOUSING (Pages 31 - 46)

To consider an exempt report of the Director of Culture, Communities and Business Services and Director of Adult Health and Care provide an update on the Learning Disability Housing programme and to seek approval to amended funding and expenditure approvals.

8. SCHEDULE OF ROUTINE TRANSACTIONS (Pages 47 - 60)

To consider an exempt report of the Director of Culture, Communities and Business Services regarding a number of 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 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

Decision Report

Decision Maker:	Executive Member for Policy and Resources
Date:	20 June 2019
Title:	Grants to Voluntary Organisations and Other Bodies
Report From:	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 a grant request received from the New Forest Agricultural Show Society and to note an award recently made to the Friends of Hardway towards its D-Day event.

Recommendations

2. That a grant of £5,000 be awarded to the New Forest Agricultural Show Society towards the cost of the County Show being held during 30 July – 1 August 2019. This grant to offset the costs of the County Council stands and purchasing tickets.
3. That the sum of £2,986 awarded to the Friends of Hardway by the Director of Transformation and Governance on 13 May 2019 towards its D-Day 75th Commemoration Event being held on 6 June 2019 be noted.

Executive Summary

4. This report is to consider a request received from the New Forest Agricultural Show Society for financial assistance towards the New Forest and Hampshire County Show. Details of this request is outlined in Appendix 2 to this report.
5. In addition to this, following the last Decision Day in April, a request was received from the Friends of Hardway seeking a grant towards its D-Day 75th Commemoration event being held on 6 June 2019.

6. Unfortunately, the next scheduled Decision Day where this request could be considered did not take place until after this event. In view of the timings, on 13 May 2019 the Director of Transformation and Governance agreed to award a grant of £2,986 towards this D-Day event. This decision is included in this report for the Executive Member to note.
7. The grants budget available at the meeting on 20 June 2019 is £144,014. This takes into account the grant detailed in paragraph 6 above.

Grants Criteria

8. 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

9. 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

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

NEW FOREST AGRICULTURAL SHOW SOCIETY (CG00017288)

The New Forest Agricultural Show Society is seeking grant aid of £5,000 towards the cost of running “The Heart of the Forest” area at the New Forest and Hampshire County Show being held between 30 July and 1 August 2019.

“The Heart of the Forest” is a hive of industry where visitors can learn about the people who work behind the scenes to make the New Forest thrive. Various organisations such as the New Forest Agisters, the New Forest National Park Authority and many more will educate visitors on the vast history of the New Forest and the way it is today.

A brand new Activity Zone will also be providing a variety of workshops and activities for visitors to take part in and enjoy.

Total cost: £15,160 (cost of “Heart of the Forest” area only)

Income: £10,160 (own funds and trade fees)

Shortfall: £5,000

APPLICATION ADDRESSED TO:

Director of Transformation and Governance – Corporate Services

AMOUNT OF REQUEST

£5,000

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

This budget: The Society has received grants from the County Council towards this Show over a number of years.

COMMENTS OF LOCAL MEMBER

The coverage of this event will be countywide.

GENERAL COMMENTS

Director of Transformation and Governance: The County Council will have one corporate stand a further 2 covering Fostering and Adoption services.

It is recommended that a grant of £5,000 be awarded to offset the costs of the County Council stands and purchasing tickets.

RECOMMENDATION

£5,000 to offset the costs of the County Council stands and purchasing tickets

HAMPSHIRE COUNTY COUNCIL

Executive Decision Record

Decision Maker:	Executive Member for Policy and Resources
Date of Decision:	20 June 2019
Decision Title:	Appointments to Outside Bodies
Report From:	Director of Transformation and Governance - Corporate Services

Contact name: Louise Pickford

Tel: 01962 847355

Email: Louise.pickford@hants.gov.uk

1. The decision (PROPOSED):

That a nomination be sought for an appointment to be made to the following outside bodies listed in the table below, the term of office to expire in May 2021.

	<u>Name of Body</u>	<u>Current rep(s)</u>	<u>Appointment until May 2021</u>
1.	EM3 Local Enterprise Partnership (1)	Councillor Keith Mans	
2.	Solent Local Enterprise Partnership (1)	Councillor Keith Mans	

2. Reason for the decisions:

2.1. To maintain County Council representation on those other bodies listed in the table above.

3. Other options considered and rejected:

3.1. Not to make appointments, which would reduce the County Council's representation.

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: None.

7. Statement from the Decision Maker:

Approved by:	Date:
 -----	 20 June 2019
Councillor Keith Mans Executive Member for Policy and Resources	

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker	Executive Member for Policy and Resources
Date:	20-June-2019
Title:	Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019/20
Report From:	Director of Transformation and Governance – Corporate Services

Contact name: Belinda Stubbs

Tel: 01962 846235

Email: Belinda.stubbs@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to identify the use of a procurement procedure, identified within The Public Contracts Regulations 2015 for Hampshire County Council's Memberships, Bookings and Electronic Point of Sale system (EPOS). The procedure identified is regulation 32, the negotiated procedure without prior publication that requires Executive Member approval in line with Contract Standing Orders (CSO) where the procurement has a value over £1 Million.

2. Recommendation

2.1. That the Executive Member for Policy and Resource approve this report and confidential appendix, in the use of regulation 32, the negotiated procedure without prior publication for Memberships, Bookings and Electronic Point of Sale system (EPOS).

Executive Summary

3. This report presents the following procurement in accordance with the County Council's Contract Standing Orders and Constitution.

3.1. The 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.

- 3.2. Due to the value of the call off Contract identified in this report, Hampshire County Council's Contract Standing orders require an approval for the use of the regulation 32, procurement process, where the estimated value of the contract is £1 Million or greater then approval of the Executive Member shall be sought for the use of the negotiated procedure without prior publication.

Contextual information

4. Memberships, Bookings 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.

Approval to spend was given on the 25th April at the Executive Member Decision Day.

The project went out to open tender under the Public Contract Regulation 2015, but unfortunately failed to receive any suitable tenders as all of the bidders requested different small amendments to be made which were not allowable at that time. A decision was made to explore the use of Regulation 32 of the Public Contract Regulation (Negotiation without Prior Publication) in order to meet the requirements of the service and negotiate with the supply market in order to identify the most suitable supplier to meet the services requirements.

Background and further legal context has been provided for this procurement in the Confidential Appendix.

Consultation and Equalities

5. This report seeks approval for the use of a specific procurement procedure within The Public Contract Regulations 2015, regulation 32 and no negative equality impacts have been identified that would impact on individuals or groups of individuals that have protected characteristics within Section 149 of the Equality Act 2010, either in the procedure being pursued and the organisations that will be negotiated with.

Background and the Equality Impact Assessment report can be found in the attached EIA Appendix.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

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

Section 100 D - Local Government Act 1972 - background documents

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Document

Location

None

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

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- 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:

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

Insert in full your **Equality Statement** which will either state:

The Electronic Point of Sale system proposal will have a low or no impact on groups with protected characteristics and further background and the Equality Impact Assessment report can be found in the attached EIA Appendix.

Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019/20

Equality Impact Assessment Appendix – Memberships, Bookings and Electronic Point of Sale (EPOS)

Application of Regulation 32

This appendix supports the use of a specific procurement procedure within The Public Contract Regulations 2015, regulation 32. Positive and Neutral Equality impacts have been identified within this appendix which impacts on individuals or groups of individuals that have protected characteristics within Section 149 of the Equality Act 2010.

EIA reference number is EIA120646411.

Name of project or proposal : Memberships, Booking and EPOS (Electronic Point Of Sales) system.

Is this project a Transformation project : T19

Name of accountable officer : John Tickle

Email : katerina.anastasi@hants.gov.uk

Department : Culture, Communities and Business Services

Date of assessment : 24/05/2019

Is this a detailed or overview EIA : Overview

Describe the current service or policy.

Memberships/Loyalty/Booking & Tills (or Electronic Point of Sale devices) is delivered in varying ways across Outdoor Centres, Country Parks and Sir Harold Hillier Gardens and the catering outlets at these sites. There is a combination of electronic and manual booking, loyalty and membership processes at each site. The till functionality is also a mixture of manual (cash box) and basic electronic tills which do not communicate with the loyalty, membership and bookings systems. There are The Sir Harold Hillier Gardens, 3 outdoor centres, 8 Countryside sites and catering outlets at 7 sites which are in-scope of this project, with a view to expand to other Hampshire County Council services.

Geographical impact : All Hampshire

Describe the proposed change. Implement electronic systems to allow the online purchase of memberships, events, other bookings and products and enable the use of electronic vouchers and loyalty schemes at the proposed sites which will integrate with each other and the till systems.

Who does this impact assessment cover : Service users

Has engagement or consultation been carried out : No

Describe the consultation or engagement you have performed or are intending to perform :

Engagement in the form of data collection and workshops with in-scope Hampshire County Council services (front line staff and management) and the market sector for membership and bookings and Tills (or Electronic Point of Sale devices) to find a suitable

Strategic Procurement and County Supplies Contracting Activity and Approvals for 2019/20

system to continue delivery of existing services has taken place.

By following a local government procurement process to select a supplier, negotiation with one supplier are now coming to an end.

Age : Positive

Impact : Customers of all age groups who are IT literate will have greater access to plan and book services online. For those who are not IT literate there is still the option to purchase goods in the same way as before (in person/on phone).

Disability : Positive

Impact : Customers who less able to communicate on the phone or in person but are IT literate will have greater access to plan and book services online. For those who are not IT literate there is still the option to purchase goods in the same way as before (in person/on phone).

Sexual orientation : Neutral

Race : Positive

Impact : The proposed software includes the ability to provide translations online. All previous translation material will still be available.

Religion or belief : Neutral

Gender reassignment : Neutral

Gender : Neutral

Marriage or civil partnership : Neutral

Pregnancy and maternity : Neutral

Poverty : Neutral

Rurality : Neutral

Please confirm that the accountable officer has agreed the contents of this form : Yes

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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