

Scrutiny Committee Agenda



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Date: 18 March 2015
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A meeting of the

Scrutiny Committee

will be held on Thursday, 26 March 2015

at 7.00 pm

Lockinge, The Beacon, Portway, Wantage, OX12 9BY

Members of the Committee:

Councillors

Jim Halliday (Chairman)
Charlotte Dickson (Vice-chairman)
Eric Batts
Tony de Vere
Jason Fiddaman
Debby Hallett

Mohinder Kainth
Sandy Lovatt
Julie Mayhew-Archer
Fiona Roper
Alison Thomson
Richard Webber

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A handwritten signature in black ink, appearing to read "M Reed". The signature is fluid and cursive, with the first letter 'M' being large and prominent.

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's Vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Notification of substitutes and apologies for absence

To record the attendance of substitute members, if any, who have been authorised to attend in accordance with the provisions of standing order 17(1), with notification having been given to the proper officer before the start of the meeting and to receive apologies for absence.

2. Minutes

(Pages 4 - 15)

To adopt and sign as correct records the minutes of the committee meetings held on 18 December 2014, 15 January and 11 February 2015 (previously published).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chairman.

5. Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Any statements and/or petitions from the public under standing order 32 will be made or presented at the meeting.

6. Action List

To review actions taken since previous meeting and any outstanding actions (circulated

separately/ tabled at meeting).

7. Council Tax Reduction Scheme 2014/15 - the effects to date
(Pages 16 - 21)

To receive the report of the head of finance.

8. Draft Homelessness Strategy 2015-2020
(Pages 22 - 34)

To receive the report of the head of development and housing.

9. Corporate Services Project - inter council agreement
(Pages 35 - 73)

To receive the report of the strategic director.

10. Indicative Scrutiny work programme
(Pages 74 - 78)

To review the attached scrutiny work programme. Please note, this is an indicative programme only, and all items are subject to being withdrawn or dates rearranged without further notice.

Exempt information under Section 100A(4) of the Local Government Act 1972

None

Minutes

of a meeting of the

Scrutiny Committee

held on Thursday, 18 December 2014 at 7.00 pm
at the Lockinge, The Beacon, Portway, Wantage, OX12 9BY



Open to the public, including the press

Present:

Members: Councillors Jim Halliday (Chairman), Charlotte Dickson (Vice-Chairman), Tony de Vere, Debby Hallett, Mohinder Kainth, Sandy Lovatt, Julie Mayhew-Archer, Fiona Roper, Alison Thomson, Richard Webber and St John Dickson (In place of Jason Fiddaman)

Officers: David Buckle, Steven Corrigan, Adrian Duffield, Liz Fay, Susan Harbour, Anna Robinson and Chris Webb

Also present: Councillor Roger Cox (Cabinet member for planning) and Councillor Elaine Ware (Cabinet member for Economy, Leisure and Property)

Number of members of the public: 0

Sc.181 Notification of substitutes and apologies for absence

Apologies were received from Councillors Jason Fiddaman and Eric Batts. Councillor StJohn Dickson substituted for Councillor Fiddaman.

Sc.182 Minutes

The minutes of the meetings held on 18 September, 25 September and 27 November 2014 were all accepted as an accurate record of those meetings and were signed by the chairman as such.

Sc.183 Declarations of interest

There were no declarations of interest.

Sc.184 Urgent business and chairman's announcements

There were no urgent items.

Sc.185 Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

None.

Vale of White Horse District Council – Scrutiny Committee minutes

Thursday, 18 December 2014

Sc.186 Action List

Noted.

Sc.187 Preparation for the 2015 district, parish and parliamentary elections and progress on the elections action plan

David Buckle, Chief Executive and also Returning Officer, and Steven Corrigan, Democratic Services Manager attended the committee to present this item for scrutiny and to answer questions.

The purpose of the report presented was to review elections since 2012 and to prepare for the 2015 elections. Key points raised by the presenting officers were:

- The outsourced printing had created difficulties at previous elections, and a new print company had now been contracted to undertake the work. The new contractor had significant experience in this area of work.
- A project manager, based in Corporate Strategy, had been brought in to assist with the management of the elections.
- An external adviser had been contracted.
- All counts, for both councils, parishes and national elections would take place at the White Horse Leisure and Tennis Centre in Abingdon.

In response to committee questions, officers made the following comments:

There were no systematic problems with postal votes but there had been some issues with the Royal Mail: processes were now in place to address these difficulties.

There were some glitches on the register which meant that a small number of electors had been allocated to incorrect wards: these were being updated.

The Committee:

- i. heard that the elections task group (consisting of Cllrs Halliday, Crawford, Tilley and Batts) which had been formed in Autumn 2012 had held meetings in 2012/early 2013 before reporting its conclusions to Leader and the leader of the opposition;
- ii. welcomed the actions taken to date by the elections team, and noted that these had addressed the issues highlighted by the task group;
- iii. noted that it was planned to check the new ward boundaries against the Geographic Information System (GIS) data and so ensure that individual houses were assigned to the correct ward;
- iv. noted that it was hoped to issue the new registers in February;
- v. noted that in future when letters were being prepared for mass circulation, the council's communications team would be asked to review the text to ensure that the meaning was clearly and simply explained;
- vi. noted that it was planned to use Capita to field election queries, and that Capita staff would pass the more complex inquiries to the elections team;
- vii. noted that "In Focus" would be used to keep councillors informed;
- viii. requested that a post-election report be brought to the September 2015 scrutiny meeting.

Sc.188 Abbey Meadows outdoor pool - review of 2014 season

Elaine Ware, Cabinet member for economy, leisure and property and Chris Webb, Facilities Development Officer (Leisure) attended the committee to present this item for scrutiny and to answer questions.

It was noted that this facility would form part of the contract with the new contractors: GLL Leisure. In future, the Abbey Meadows outdoor pool would be reviewed by the Scrutiny Committee as part of its review of the leisure contract.

The Committee was keen to identify issues which should be raised with the new leisure contractor before the start of the 2015 season. These included:

- i. the importance of the pre-season preparation phase;
- ii. the desirability of maintaining a stock of important consumables/parts;
- iii. the need for the contractor to monitor use of the water feature, to identify any instances of over-crowding, and to take appropriate action;
- iv. the need for the council to monitor advertising, cleanliness, monitoring arrangements, comments/complaints, user numbers, the availability of contact details - particularly during the 2015 season.

The Committee also asked the officers to facilitate meetings between the new operators and the Friends of the Outdoor Pool.

Sc.189 S106 Planning Obligations Monitoring Report 2014

Roger Cox, Cabinet member for planning development, Adrian Duffield, Head of Planning and Liz Fay, a planning policy officer, attended the committee to present this item for scrutiny and to answer questions.

The Committee welcomed the report and made the following points:

- i. there was a need to ensure that parish and town councils are clearly informed what unspent s106 funds were available for them to spend, and of any restrictions on particular s106 funds;
- ii. the term "secured" was not easy to understand, and urged the officers to find a more appropriate word - perhaps "identified";
- iii. it would be helpful to insert an additional column in the tables for Appendix 3 to identify the funds that were due to be received;
- iv. noted that section 106 and CIL will be included in the member training programme to be launched after the 2015 elections
- v. an updated monitoring report to be brought to a Scrutiny Committee meeting in autumn 2015.

Sc.190 Indicative Scrutiny work programme

Noted.

Sc.191 Dates of meetings

Noted.

The meeting closed at 9.30 pm

Minutes

of a meeting of the

Scrutiny Committee

held on Thursday, 15 January 2015 at 7.00 pm

at the Lockinge, The Beacon, Portway, Wantage, OX12 9BY



Open to the public, including the press

Present:

Members: Councillors Jim Halliday (Chairman), Charlotte Dickson (Vice-Chairman), Eric Batts, Tony de Vere, Debby Hallett, Mohinder Kainth, Sandy Lovatt, Julie Mayhew-Archer, Fiona Roper, Richard Webber and Bill Jones (In place of Jason Fiddaman)

Officers: Katharine Doherty, Steve Culliford, Trudy Godfrey, Liz Hayden, Anna Robinson, Sally Truman, Chris Tyson and Yvonne Cutler-Greaves

Also present: Councillor Elaine Ware (Cabinet member for Economy, Leisure and Property) and Councillor Reg Waite (Cabinet member for Commercial Services)

Number of members of the public:

Sc.192 Notification of substitutes and apologies for absence

Councillors Jason Fiddaman and Alison Thomson had sent their apologies for absence; the former being substituted by Councillor Bill Jones.

Sc.193 Declarations of interest

Councillor Charlotte Dickson declared an interest in the item on the Community Safety Partnership: review and future, as her father, Councillor Bill Jones, was the Cabinet adviser on the partnership and as such was under scrutiny.

Sc.194 Urgent business and chairman's announcements

The strategic director updated the committee on the fire incident at the council's shared offices at Crowmarsh Gifford. This had resulted in some disruption to services. The committee noted the details of an initial assessment of the damage and the plans to re-install council services.

The chairman announced that consideration of the community infrastructure levy had been postponed until the committee's February meeting due to recent changes in the rules proposed by government.

Sc.195 Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

None

Sc.196 Action List

Due to a fire at the council's offices in Crowmarsh Gifford in the morning, no action list was available for this meeting.

Sc.197 Community Safety Partnership: Review and Future

Councillor Charlotte Dickson declared an interest in this item and left the room during its consideration as her father, Councillor Bill Jones, was under scrutiny as holding the position of Cabinet adviser on community safety.

The committee considered the annual report on the South and Vale Community Safety Partnership. Attending the meeting were community safety officers and the Cabinet adviser, Councillor Bill Jones. Thames Valley Police inspector Andy Boyd had submitted his apologies.

The community safety partnership was a multi-agency partnership involving South Oxfordshire and Vale of White Horse District Councils, Oxfordshire County Council, Thames Valley Police, the Oxfordshire Probation Service, the Oxfordshire Fire and Rescue Service, Oxfordshire Public Health and NHS Oxfordshire, and local housing associations. Together they worked to reduce crime and the fear of crime, focusing on the benefits to residents, businesses, and partner agencies. The partnership's report looked back at performance over the past year and looked ahead to a plan for the forthcoming year. The report also assessed the financial support available.

The committee questioned the officers on the report and noted:

- the funding situation had required the team to re-think its approach and become more intelligence-led
- the plan for the forthcoming year was to shift focus more towards support for vulnerable people--the committee supported this
- the team was constantly reviewing how best to communicate with the public and advertise the help that it could offer
- the reasons behind the 21 per cent increase in anti-social behaviour statistics would be sought from Thames Valley Police and communicated to the committee
- the council's partners remained serious about the work of the partnership despite continuing pressures on their funds
- improvements would be made to the presentation of the statistics in future reports
- there was a useful service called Thames Valley Alert that notified subscribers to crimes and cases that had been solved

RESOLVED: to

- (a) note the progress that the South and Vale Community Partnership has made so far in 2014/15 in delivering its priorities and statutory functions;
- (b) thank staff for their report and congratulate them on their performance over the past year, particularly in relation to tackling domestic violence;

- (c) suggest that staff concentrate on the work carried out by the council and communicate the partnership's existence and the services it provides;
- (d) ask officers to explore with Sovereign Housing Association to participate in the Smartwater project;
- (e) ask officers to explore whether the Needle Exchange scheme can be extended to pharmacies in Wantage and other areas where there is less involvement currently, or explore publicising the schemes currently available;
- (f) request that the partnership concentrates on reporting actual crime;
- (g) encourage the community safety team and other partners to pursue and take up any grants available, including grants available from the Vale, and town and parish councils;
- (h) support the direction of travel towards helping vulnerable people; and
- (l) express support for the growth bid to allow the community safety team to continue its good work.

Sc.198 Abbey Meadow and Gardens

The committee considered the report from the head of economy, leisure and property on a project to improve the Abbey Meadows in Abingdon. Attending the meeting to answer questions were the corporate strategy officers and the Cabinet member for leisure.

The committee noted that Cabinet had asked officers to consult on proposals to improve the area. The feedback from workshops with key community groups, young people, and the Abingdon Area Committee had led to the officers proposing three scenarios, each having a theme, a main focus item, and a choice of other improvements within a budget. These scenarios were:

1. develop the site as a sporting/leisure destination, with improvements to the swimming pool being the main focus
2. a tourism/recreational destination with a café at the swimming pool site
3. a green open space with emphasis on low-key natural, including an amphitheatre

The three scenarios would be subject to a public consultation in February and March, if the £500,000 growth bid for the first phase of this project was approved by Council in February.

The committee made some suggestions on how the consultation was conducted. Some councillors believed that offering three scenarios was not the best form of consultation on this project. Instead they suggested a matrix-style consultation where consultees could choose options from a list up to a budget, with each option having a monetary or points value. The committee urged officers to advertise the consultation well, and use the Town Council's magazine, the Town Cryer, as well as local newspapers and a Facebook page.

The committee thanked the officers for the progress made with the project.

RESOLVED: to suggest that prior to the consultation on the scenarios to improve the Abbey Meadows in Abingdon, the Cabinet member for leisure gives consideration to:

1. undertaking a pilot consultation to identify whether the consultation scenarios offered form an acceptable consultation method
2. using clear wording to describe the consultation options
3. asking the Scrutiny Committee members to comment on the draft consultation wording
4. advertising the consultation locally
5. offering consultees a range of schemes in a matrix system using points or costs for each item
6. asking Abingdon Town Council to include an article on the project consultation in its next edition of the Town Cryer
7. using councillors to assist with the public consultation at the community shop
8. setting up a Facebook page as part of the consultation
9. consulting the Police, in particular the Police Community Support Officers who patrol the Abbey Meadows

Sc.199 Councillor Development Programme

The committee considered the head of corporate strategy's report that outlined the pilot councillor development programme content, methodology and timetable. An officer and councillor task group had worked on a programme to help councillors develop into their roles after the May 2015 elections. Implementation of the programme was dependent on the budget growth bid being accepted by Council at its meeting in February.

The committee considered that a councillor development programme was necessary but that the pilot programme should be condensed. Councillors suggested that some training sessions did not need a whole evening and could be combined with other sessions. While some training was essential (e.g. the statutory duties of the planning and licensing committees), other training should be optional. The programme should make this distinction and the sessions clearly advertised as such. The committee also considered that the welcome session and the welcome guide were important, and councillors should be advised who they should contact about frequently asked questions from the public. Councillors need to know what they must *not* do. Finally, the committee suggested that newly elected councillors should be offered a mentor to help them in the first few months as a councillor. This could be an experienced councillor and/or an officer.

RESOLVED: to request officers to revise the councillor development programme and send a revised draft to councillors for further comment.

Sc.200 Indicative Scrutiny work programme

The committee reviewed its work programme and agreed to add an item to review the council's business continuity plan in the light of its experience following the fire at the Crowmarsh Gifford offices. The committee agreed that a reasonable period should be allowed before this review to assess the effectiveness of the continuity arrangements. The committee scheduled this matter for June or later.

The meeting closed at 9.25 pm

Minutes

of a meeting of the

Scrutiny Committee

held on Wednesday 11 February 2015 at 7.00 pm
at The Beacon, Portway, Wantage, OX12 9BY



Open to the public, including the press

Present:

Members: Councillors Jim Halliday (Chairman), Charlotte Dickson (Vice-Chairman), Eric Batts, Tony de Vere, Debby Hallett, Sandy Lovatt, Julie Mayhew-Archer, Fiona Roper, Alison Thomson, Richard Webber and Robert Sharp (in place of Mohinder Kainth)

Officers: William Jacobs, Steve Bishop, Steve Culliford, Adrian Duffield, Liz Fay, Simon Hewings and Carolyn Organ

Also present: Councillor Mike Murray

Number of members of the public: Nil

Sc.201 Notification of substitutes and apologies for absence

Councillors Jason Fiddaman and Mohinder Kainth gave their apologies for absence. Councillor Robert Sharp attended as Councillor Mohinder Kainth's substitute.

Sc.202 Declarations of interest

Councillor Jim Halliday declared a personal interest in the Science Vale Area Action Plan as he was an employee of STFC within the Science Vale area.

Sc.203 Urgent business and chairman's announcements

The chairman announced that there would be a briefing on the Science Vale strategy on 23 February at 7.30pm in Didcot Civic Hall.

Sc.204 Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Julie Mabberley made a statement on behalf of the Wantage and Grove Campaign Group about the Science Vale Area Action Plan. She queried why the Wantage and Grove area was due to receive a smaller percentage of Oxfordshire's infrastructure funding compared to the county's percentage of development planned for the Wantage and Grove area. How would this make the development in Wantage and Grove sustainable? When would the

investment come to retain Wantage as a quality market town? She asked the committee to support the case for Wantage and Grove.

Sc.205 Action List

The chairman asked for the action list to come to the next meeting.

Sc.206 Review of the Final Draft Budget

The committee considered the head of finance's report which set out Cabinet's draft budget proposals for 2015/16. The budget included the revenue budget for 2015/16, the capital programme for 2015/16 to 2019/20, the prudential indicators (tabled at the meeting), and the medium term financial plan 2015/16 to 2019/20.

The committee asked questions on the detail contained within the budget and noted that:

- the accounting rules dictated the way items were presented in the budget and it was accepted this could give rise to some confusion, one example being the need to reverse out the planning income budget
- officers would provide detail after the meeting on the reasons behind the proposed net reduction in the waste budget
- the capital expenditure allocated to the leisure facilities resulted from contractual commitments
- the income from planning applications was a cautious estimate
- this year's budget had removed any uncertain expenditure from individual budgets and included additional provision in the contingency budget instead
- an allowance had been made this coming year to part fund grass cutting on highway verges as the county council had cut its budget on this
- there was provision for an additional tree officer post; officers would confirm outside of the meeting whether this post would provide advice on diseased Ash trees
- new posts to assist with accelerated housing growth in the Science Vale area were being funded by government grant, and therefore were not shown as growth bids in this budget; officers agreed to include a separate note on this to the Council meeting in February
- unspent capital expenditure in 2014/15 had been carried forward to 2015/16
- officers would provide detail of the expenditure on improving public conveniences in 2014/15 and that planned for 2015/16

The committee thanked the officers for their work in preparing the draft budget. The committee also thanked officers for holding an all-councillor budget briefing last week, which allowed the committee to conduct better scrutiny of the budget proposals.

RESOLVED: to ask officers to provide further detail on the questions raised above where detailed answers could not be provided at the meeting.

Sc.207 Science Vale Area Action Plan

The committee considered the head of planning's report on the Science Vale area action plan. The report set out a draft issues and scope document that the Cabinet member for planning was due to approve for public consultation. Prior to his decision, the Cabinet member sought the committee's views on the document. He attended the meeting for this purpose.

The Science Vale area action plan would support the local plan, to meet housing need and support the local economy in the part of the district where most development was concentrated. The area action plan would have considerable weight when the council assessed planning applications in the Science Vale area. It would allow the council to properly plan infrastructure for new developments. The Cabinet member asked the committee, or individuals through the consultation process, to comment on whether the boundary of the Science Vale area was correct, and whether policy issues had been omitted.

The committee noted that:

- there would be an all-councillor briefing on this matter, a public exhibition, a community briefing, a stakeholder briefing, and leaflets to publicise the consultation and explain the issues and scope document
- the Science Vale area action plan must interact with the local plan and neighbourhood plans
- the area action plan would allow the council to lead and influence the design of large developments, not react to them

The committee welcomed the concept of the area action plan and made suggestions to the Cabinet member on the issues and scope document.

RESOLVED: to urge the Cabinet member for planning to introduce the Science Vale area action plan speedily and ask that the issues and scope document:

- be proofread for typographical, grammatical and punctuation errors before publication to make it easy to read and comprehend
- summarises questions 1 to 5 at the end of the document, and includes them in a clear online consultation form
- refers to health services to support development
- explains the boundary of the Science Vale area

Sc.208 Community Infrastructure Levy: Charging Schedule

The committee considered the head of planning's report on the community infrastructure levy. Following consultation on the preliminary draft charging schedule and government changes to the rules around charging a levy for affordable housing, Cabinet had reviewed the schedule and recommended a draft schedule for recommendation to Council and further public consultation.

The government had announced that there must be no requirement for affordable housing or for the council to charge tariff-style contributions on developments of ten homes or fewer. However, affordable housing could be provided through rural exception sites.

The committee noted the rates proposed by neighbouring councils and noted that the council had to set its rates at a level that could be supported by viability testing. The council was also in competition with other districts to attract science-based industries so could not set its rates too high.

The council was expected to keep a 'live' plan in place, meaning that it should be subject to review. The committee suggested that a review of the community infrastructure levy charging schedule should be carried out after two years' operation. The officers agreed, believing that this review should be carried out after publication of the annual housing statement, to assess whether the rates were correct.

RESOLVED: to recommend Council on 18 February 2015 that it should review the Community Infrastructure Levy Charging Schedule two years after its adoption. The Council should receive a report recommending whether the charging schedule should be amended or not.

Sc.209 Indicative Scrutiny work programme

The committee reviewed its work programme, noting that a review of the effectiveness of the business continuity plan would be included on the work programme for consideration in June.

Sc.210 Dates of meetings

The committee noted that its last meeting before the elections would be held on Thursday 26 March 2015.

The meeting closed at 9.30 pm

Scrutiny Committee Report



Report of Head of Finance

REPORT NO

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Wards affected: All

Cabinet member responsible: Matthew Barber

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To: Scrutiny Committee

DATE: 26 March 2015

Council tax reduction scheme 2014/15 – the effects to date

Recommendation

That Scrutiny Committee considers the report and reports any observations to the Cabinet member for Finance

Purpose of Report

1. The purpose of this report is to update members on the effect the 2014/15 council tax reduction scheme (CTRS) has had on its council taxpayers.

Strategic Objectives

2. The council is required by statute to adopt a reduction scheme to help those on low incomes to meet their council tax liability. In accordance with the strategic objective “excellent delivery of key services”, by having a scheme, we should achieve the corporate priority of delivering a high quality value for money service.

Background

3. Prior to April 2013 there was a national scheme of financial assistance called “council tax benefit” which was available to taxpayers on low incomes to help

them meet their council tax liability. This scheme had been in operation since 1993.

4. Following changes introduced by the Local Government Finance Act 2012, this council adopted its own local "council tax reduction scheme" to take effect from 1 April 2013. This was against a backdrop of reduced Government funding of approximately ten per cent compared to the funding given for the previous council tax benefit scheme.
5. In common with the other district councils in Oxfordshire, the local scheme more or less mirrored the previous council tax benefit scheme which meant that no residents saw a reduction in their entitlement.
6. The ten per cent reduction in Government funding was counteracted by the council's implementation of technical reforms to the council tax system whereby more council tax was charged on empty properties and second homes.
7. The final scheme that was adopted was for one year only and the council was therefore required to formally adopt a scheme for 2014/15.

The 2014/15 scheme

8. It was proposed that the scheme adopted for 2014/15 should require everyone (excluding those of Pension Age and certain protected groups - people with disabilities, war widows and war disabled pension recipients) to pay **at least 8.5 per cent** of their council tax (around £129.00 per year, based on a Band D property). This would mean that the maximum reduction that anyone could receive would be **91.5 per cent** of their council tax liability.
9. Cabinet believed that the reduction in Government funding mentioned in paragraph 6 above should be spread fairly across all council tax payers (apart from the protected groups mentioned above), not just those who were not claiming a reduction. Cabinet's rationale being that the proposed reduction scheme should encourage unemployed people to seek work - which was a stated Government policy intention for localising council tax support in the first place
10. It should be noted that for 2013/14 schemes the Government offered additional "transitional funding" to councils who did not reduce council tax reduction entitlement by more than 8.5 per cent. This council was one of 20 per cent of authorities who made no changes to their scheme in 2013/14. Although the grant was not made available in 2014/15, Cabinet believed that a scheme proposing an 8.5 per cent reduction was in the spirit of what the Government wanted to achieve.
11. In addition to a flat 8.5 per cent reduction across the board, Cabinet also proposed that some further modifications should be made to entitlement in respect of specific categories of claimant. This had the effect of further reducing entitlement for some claimants. However, the 2014/15 scheme would also increase entitlement for those who find work e.g. in the 2013/14 scheme, when an unemployed claimant took up a new job, we continued to give a reduction for four weeks after the new job began, at the same rate they were on before starting

work. This was so they were not faced with having to pay an increased council tax bill immediately. Under the 2014/15 scheme it was proposed to continue giving the same level of reduction for **thirteen weeks** - to help people even more with the transition into work.

12. Following the comments received from an eight week public consultation and feedback from Scrutiny committee, Cabinet decided **not to proceed** with modifications in respect of **reducing the capital limit** and **treating child maintenance as income** and adopted the following scheme:

- entitlement for working age claimants would be capped at **91.5** per cent of their council tax liability, except for these protected groups - people with disabilities, war widows and war disabled pension recipients
- removal of the second adult rebate scheme
- entitlement for properties in bands F, G and H would be capped to band E council tax levels
- the four week “run on” entitlement would be extended for thirteen weeks when a claimant moves into work
- personal allowances and non-dependent deductions for working age claimants would be uprated by one per cent each financial year commencing 1 April 2014

13. In addition, Cabinet decided to introduce a discretionary fund (DHF) to help those claimants experiencing financial hardship. The amount of the fund would be set at **10 per cent** of the total estimated expenditure reduction achieved (£22,000) and the costs of the fund would be shared by the Vale and the major precepting authorities i.e. County Council and the Police and Crime Commissioner (Thames Valley).

Financial Implications

14. By reducing claimants’ entitlement it has obviously reduced the scheme costs. To date the current predicted savings are:

Table 1

Group	Numbers affected	(Saving)/Cost
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	1,749	(£169,523)
People who receive a reduction because they live with another adult who is on a low income	15	(£3,697)

People who will have their entitlement capped to a band E rate	26	(£10,626)
People who move into work and continue to receive the same level of reduction	167	£28,841
NET SAVING		(£155,005)

15. These savings will be apportioned between the Vale, Oxfordshire County Council and the Police and Crime Commissioner (Thames Valley). It was originally estimated that the savings to be gleaned from the modifications would be **£220,000**. However, the **CTRS caseload has reduced significantly** over the last year which is good news as this means the overall **CTRS bill has** reduced and more residents are paying council tax. This has contributed to an estimated surplus in the council tax collection fund to the tune of **£140,000** (which will be apportioned between the Vale, County and Police).

16. The modifications to the CTRS has had the following direct financial impact on individual claimants as follows:

Table 2

Group	Average annual (reduction)/increased award	Highest annual (reduction)/increased award
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	(£97)	(£166)
People who receive a reduction because they live with another adult who is on a low income	(£246)	(£537)
People who will have their entitlement capped to a band E rate	(£409)	(£707)
People who move into work and continue to receive the same level of reduction	£173	£231

Collection rates and debt recovery implications

17. The impact on the council tax collection rate (as at 31 January 2015) is as follows:

	Net debit	Payments received	Percentage collected
Accounts without CTRS	£73,089,966	£70,669,039	96.69%
Accounts with CTRS	£1,731,422	1,322,066	76.36%

18. It can be seen from the table that the collection rate from CTRS taxpayers (**76.36 per cent**) is significantly lower than non CTRS cases. However, this is not much different to South Oxfordshire District Council (**76.78 per cent**) which did **not** modify its scheme for 2014/15. Historically, the collection rate comparisons between CTRS/old council tax benefit cases and non CTRS cases have always shown this trend.

19. As at March 2015 there are **5,424** live CTRS claimants whilst **1,604** are working age claimants who are liable to pay **8.5 per cent** of their council tax (the remainder being pensioners and other protected groups such as disabled claimants).

20. There has been post reminder council tax recovery action (**i.e. Magistrates court action**) against **187** of the taxpayers who were previously in receipt of 100 per cent council tax help and are now liable to pay **8.5 per cent** of their council tax. These taxpayers have been subjected to summons costs of £65 (as a minimum) and further costs of £45 where Magistrates have issued liability orders in the council's favour. **72** council taxpayers paid in full after court action whilst **115** still have a balance outstanding. It should be noted that these are all working age council taxpayers who received prior notice of the council's revised CTRS scheme and have been sent bills and notices (which also prompts them to contact the council) prior to court action.

21. There are a further 150 cases which have not been subjected to post reminder recovery action as of yet, but still have outstanding balances. These will in the main, be taxpayers who have contacted the council and agreed payment plans to clear their liabilities.

22. The additional administration surrounding the management of CTRS taxpayer accounts was highlighted during the design of the scheme and, the council's contractor, Capita, has been paid £43,600 for this, which effectively covers work such as additional postage and printing; additional contact centre costs; and, general council tax work. This has been funded by the County Council (£9,000); the Police (Thames Valley) (£1,200), with the Vale funding the remainder (£33,400) from the £68,392 2014/15 CTRS "new burdens" grant it received.

Discretionary Hardship Fund (DHF)

23. As mentioned above, a discretionary hardship fund of **10 per cent** of the anticipated overall savings was agreed. This equated to **£22k** and was funded by the County Council (**£18k**); the Police (**£2,400**) with Vale (**£1,600**).

24. To date (end of February 2015) we have received **20** applications for DHF and awarded help in **13** cases, totalling **£882.12**.

Legal Implications

25. There are no legal implications arising from this report.

Risks

26. There are no legal implications arising from this report.

Equality implications

27. There are no legal implications arising from this report. However, there was an equalities impact assessment (EIA) done by the council as part of the scheme implementation in accordance with its statutory obligations.

Conclusion

28. In accordance with the Local Government Finance Act 2012, the council adopted a council tax reduction scheme for 2014/15. The rationale of the scheme was to introduce a scheme that is fair on all residents; protects the vulnerable; and, encourages residents back to work by the inclusion of work incentives. The same scheme will apply in financial year 2015/16.

Scrutiny Committee Report



Report of Head of Development and Housing

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To: Scrutiny Committee

DATE: 26 March 2015

Draft Homelessness Strategy 2015-2020

Recommendation

Scrutiny Committee is asked to consider and comment on the objectives and key actions of the homelessness strategy prior to going out for consultation in May.

Purpose of Report

1. To inform scrutiny of the content of the new Joint Homelessness Strategy for 2015-2020 and to seek the views of Scrutiny committee, in particular on the proposals to tackle homelessness in Vale of White Horse district.

Background

2. The Council has a statutory duty under the Homelessness Act 2002 to publish a Homelessness Strategy every five years. The Council's previous Homelessness Strategy expired in 2013.
3. It is a corporate objective of the council to meet housing need. This strategy aims to address housing need by successfully tackling homelessness over the next five years.

4. The previous Vale of White Horse Homelessness Strategy was published in 2008. It identified six priorities for tackling homelessness and produced a 25-point action plan focussed upon homelessness prevention.
5. The key measures of success for the strategy were an increase in homelessness prevention and a reduction in the use of temporary accommodation.

Percentage of homelessness prevention cases

Year	% homelessness prevented
2008/09	77%
2009/10	86%
2010/11	87%
2011/12	89%
2012/13	87%
2013/14	80%*

The percentage of successful prevention fell during 2013/14 during a period of chronic staff shortages, however the figure recovered to 89% by quarter 1, 2014/15.

Number of households in temporary accommodation at the end of the financial year:

Year	Number of households in temporary accommodation
2008/09	58
2009/10	31
2010/11	21
2011/12	24
2012/13	22
2013/14	23

6. These figures demonstrate that the council has overall maintained high levels of homelessness prevention and significantly reduced the number of households in temporary accommodation. The number of households in temporary accommodation as of February 2015 is only 15.
7. It has however become increasingly difficult to prevent homelessness during the last five years. This is as a result of wider changes that have affected the availability of affordable housing in Vale of White Horse.

Housing benefit reform

8. From January 2012 the maximum Local Housing Allowance (housing benefit) rate was reduced from 50% to 30% of the average market rent. The age a claimant could claim for a self-contained property, rather than a room, was also raised from 25 to 35 years old. The impact of these reforms was that the number of rented properties affordable to housing benefit claimants was significantly reduced.

Localism Act

9. In April 2012 registered providers were granted the power to issue fixed-term tenancies rather than assured (lifetime) tenancies. Local authorities were granted the power to discharge their homelessness duty into the private rented sector. The impact of these reforms was that some registered providers now issue fixed term tenancies. The housing needs team has also adopted the power to discharge the homelessness duty into the private rented sector.

Welfare Reform

10. The spare room subsidy was introduced in April 2013. Social housing tenants of working age receive a deduction to their housing benefit if they are assessed as having a spare bedroom. The initial impact of the reform was that 616 households in Vale of White Horse had a deduction from their housing benefit.
11. The benefit cap was introduced in July 2013. Working age families who are not in employment have their total benefits capped at £500.00 per week. The initial impact of the reform was that 25 households in Vale of White Horse had their housing benefit capped.
12. The welfare reform changes have led to increasing debt and rent arrears amongst low income households. However, due to the successful homelessness prevention approach adopted by the housing needs team, this has not been reflected by an increase in homelessness. The number of new statutory homeless households has been reduced from 63 in 2013/14 to 38 at the end of March 2015.

Supply of affordable housing

13. The number of affordable lettings each year contributes to meeting the demand for affordable homes. However over the last two years the number of applicants on the housing register has increased.

End of financial Year	Number of affordable housing lettings	Number of households on the housing register	Number on the housing register by priority band
2009/10	431	3518	Not available
2010/11	289	2730	Not available
2011/12	364	2949	Not available
2012/13	469	3065	Not available
2013/14	366	2868*	Band 1 - 41 Band 2 - 217 Band 3 - 779 Band 4 - 1831
February 2015	394	3322	Band 1 - 51 Band 2 - 230 Band 3 - 915 Band 4 - 2126

*The number of households on the register was reduced by 743 in December 2013 following the introduction of the new allocations policy which excluded homeowners and applicants with no local connection. The policy also introduced new priority bands from 1 to 4. Records of the number of applicants in each band started from April 2013.

Band 1: Exceptional reasons for housing

This band includes applicants where there is an imminent risk to the health and safety of the applicant; where there is statutory overcrowding, or where a demolition notice has been served.

Band 2: Urgent need for housing

This band includes applicants with urgent health or disability needs; who are overcrowded by two or more bedrooms; the statutory homeless and where there are serious environmental hazards at the property.

Band 3: Significant need for housing

This band includes households overcrowded by one bedroom; applicants under notice to vacate and applicants with significant health or welfare needs.

Band 4: Adequately housed

The applicant is considered to be reasonably housed.

14. The most common reason for homelessness in 2013/14 was the loss of a private tenancy. This reflects a national trend of landlords withdrawing from the affordable (housing benefit level) private rented market. There was also an increase in army discharges resulting from a programme of redundancies.

	2010/11	2011/12	2012/13	2013/14
Parents or friends can no longer accommodate	9	13	13	10
Loss of private rented or tied accommodation	7	12	23	21
Discharged from Armed Forces	2	5	10	14

15. During the last two years the average rent increase for a 2-bedroom property across South Oxfordshire and the Vale of White Horse was 5.5%. Over the same period the Local Housing Allowance only increased by 2%.
16. This has two negative impacts for the prevention of homelessness. Firstly it is more difficult for low-income households to secure properties within the Local Housing Allowance rate. Secondly it is increasing difficult to persuade private landlords to rent their properties at Local Housing Allowance levels.
17. The increasing numbers on the housing register is an indicator of the sustained demand for affordable housing. The option of affordable housing is becoming the only viable housing option for low income households who are becoming increasingly excluded from the private rented sector.
18. Vale of White Horse District Council therefore faces an increasingly difficult task to tackle homelessness. In 2013/14 the housing needs team prevented 245 households from becoming homeless. By 13 March 2015 they have already prevented potential homelessness for 305 households.
19. The general demand for affordable housing in Vale of White Horse has therefore not resulted in higher levels of statutory homelessness. The team's success in tackling the acute demand for housing has meant the number of homeless households in the Vale continues to fall. This is not the case nationally, where the number of homeless households increased by 6% between September 2013 and September 2014.
20. The purpose of the new strategy is to build upon the success of the previous strategy and to meet the new demands presented by an increasingly challenging affordable housing environment.
21. The 2015-2020 Homelessness Strategy is the first joint strategy for South Oxfordshire and Vale of White Horse district councils. It is both the most comprehensive and the most detailed strategy ever produced by Vale of White Horse District Council.

22. The process began by undertaking a strategic review of the council's housing advice and homelessness services.

The strategic review

23. The review considered six areas of the current and future service provision:

- Our achievements during the lifetime of the previous strategy
- Actions remaining outstanding from the previous strategy
- Our current provision
- The demand for our services
- The unmet demand for our services
- Future challenges facing our service

24. The main achievements identified during the lifetime of the previous strategy was the establishment of the shared housing needs team across both councils; the maintenance of a high success rate in the prevention of homelessness; a significant fall in the number of households in temporary accommodation and the introduction of a new joint Allocations Policy.

25. The key strengths of the team were comprehensive and case-worked housing advice to residents; the experience and knowledge of Housing Officers; strong working relationships with stakeholder agencies and a clear focus upon the prevention of homelessness.

26. The analysis of current service provision and demand helped identify areas for development. The main areas identified were better consultation with service users; maximising the use of supported accommodation; improving the provision of temporary accommodation; increased focus upon the most vulnerable households; better accessibility to tailored advice and information; raising awareness of our services and engagement with the local community to prevent homelessness.

27. The future challenges facing the housing needs team reflect both the wider economic environment and the forthcoming changes to welfare provision. There is an increasing demand for affordable housing and housing costs are rising for both rental and home purchase.

28. There are further reductions planned in welfare spending that will have an impact upon housing. The introduction of Universal Credit, with rent being paid direct to the tenant, will be a challenge to homelessness prevention. It will also become increasingly important to build strong working relationships with private landlords to help secure and maintain tenancies.

The Strategy

29. The homelessness strategy has two overarching strategic aims:
- To maximise the prevention of homelessness and to minimise the use of temporary accommodation.
 - To tackle the causes of homelessness in the community.
30. In order to achieve these strategic aims an action plan has been developed with five objectives:
- Improved partnership working to prevent homelessness;
 - minimising the use of temporary accommodation;
 - further developing our homelessness prevention service;
 - improving access to private rented accommodation; and,
 - to provide community outreach to address homelessness.
31. The action plan contains **60** actions for completion over the next five years to achieve the five objectives. The strategy will be reviewed on an annual basis to both ensure that it remains an active document and that the objectives are achieved. The success of the strategy will be measured against key performance indicators. These indicators include the percentage of successful prevention cases; the number of households in temporary accommodation and the length of stay in nightly charged (B&B) accommodation.
32. The following tables in Appendix 1 summarise the objectives and key actions that will be taken to achieve the key objectives of the Homelessness Strategy 2015-2020.

Next steps

33. A four week consultation period in May will provide an opportunity for all interested parties, including service users, stakeholders, staff and councillors to comment upon the draft strategy.
34. A written response to any comments will be produced before a final version of the strategy is forwarded for cabinet approval. The strategy will then be published on the council's website.

Conclusion

35. The Homelessness Strategy 2015-2020 provides a comprehensive framework to successfully tackle homelessness in Vale of White Horse over the next five years.
36. This paper is to inform scrutiny committee of the objectives and key actions of the draft homelessness strategy and to invite any comments with particular regard to Vale of White Horse.

Appendix 1 Objectives and Key Actions

Objective one: Improved partnership working to prevent homelessness

Objective	Key Actions
<ul style="list-style-type: none"> Strengthen partnership working with stakeholder agencies 	<ul style="list-style-type: none"> Work closely with supported accommodation providers to promote rapid progression for clients into independent living. Actively focus upon homelessness prevention at multi-agency meetings. e.g. public protection meetings and Social Services case conferences. Maintain regular meetings with key registered providers with a renewed emphasis on tackling potential homelessness. Assist supported housing providers to increase their move-on options for their clients. Work with other Local Authorities to secure additional funding for the prevention of homelessness. Develop closer links with armed forces leavers and their representative agencies.
<ul style="list-style-type: none"> Increase the available tools to promote financial inclusion 	<ul style="list-style-type: none"> Establish referral protocols and procedures with key agencies providing financial support to households. Investigate the benefits of working more closely with Credit Unions. Link homeless households into opportunities for education, training and employment.
<ul style="list-style-type: none"> Improve the services available for young persons at risk of homelessness. 	<ul style="list-style-type: none"> Assess the value of introducing external mediation services to prevent family relationship breakdowns. Expand the services available to young people through the re-commissioning of the Young Persons Pathway.

	<ul style="list-style-type: none"> Investigate expanding the assistance offered to under 35's to access private rented accommodation.
<ul style="list-style-type: none"> Improve the services available for adults at risk of homelessness, including rough sleepers 	<ul style="list-style-type: none"> Re-commission the Adult Homeless Pathway to provide the most effective services for reducing single homelessness. Ensure effective working with partner agencies to provide Severe Weather Emergency Provision.
<ul style="list-style-type: none"> Review existing procedures and protocols to concentrate upon tackling homelessness. 	<ul style="list-style-type: none"> Refocus service providers on either the prevention of homelessness (floating support) or quick, successful re-housing outcomes (accommodation based support).

Objective two: Minimise the use of temporary accommodation

Objective	Key Actions
<ul style="list-style-type: none"> Minimise the number of households placed in temporary accommodation 	<ul style="list-style-type: none"> Focus upon early intervention to prevent homelessness in the first instance. Maximise the opportunities for households at risk of homelessness to secure alternative accommodation. Early identification of at risk households with specific housing requirements. eg disabled household members or large families.
<ul style="list-style-type: none"> Ensure households move quickly through temporary accommodation into settled housing. 	<ul style="list-style-type: none"> Proactively work with households in temporary accommodation to pursue their options for moving into settled accommodation. Liaise with accommodation providers to ensure households do not remain longer than necessary in their temporary accommodation. Implement our private sector discharge policy where appropriate to end our homelessness duty.

<ul style="list-style-type: none"> • Improve the provision of temporary accommodation 	<ul style="list-style-type: none"> • Complete an assessment of the future provision of temporary accommodation. • Reconfigure the provision of temporary accommodation in line with agreed recommendations.
<ul style="list-style-type: none"> • Develop the management of own-stock temporary accommodation 	<ul style="list-style-type: none"> • Review and update all policies and procedures. • Review and update maintenance schedules.

Objective three: Further development of our homelessness prevention service

Objective	Key Actions
<ul style="list-style-type: none"> • Improve the housing options offered to customers through the provision of enhanced housing advice. <p><i>Developing High Performing Teams through continuous improvement</i></p>	<ul style="list-style-type: none"> • Introduce a Housing Needs staff development programme. This would be tailored to the individual needs of the team member but with a wider benefit to the whole team. • Encourage an environment for knowledge-sharing both within the Housing Needs team and with partner agencies.
<ul style="list-style-type: none"> • Improve our service to customers by communicating with them using the most effective method. 	<ul style="list-style-type: none"> • Commence implementation of the “Channel Shift” strategy to introduce more efficient communication to resolve customer’s housing need. eg. improved housing advice on council websites. • Work with the Housing Needs Manager to prepare for the Enhanced Housing Options module on Abritas. • Focus upon vulnerable and complex households able to engage with self service options.

<ul style="list-style-type: none"> Continue preparations for Welfare Reform and the introduction of Universal Credit 	<ul style="list-style-type: none"> Provide training for the Housing Needs Team in preparation for the introduction of Universal Credit. Liaise with stakeholders to ensure they are prepared for the impact of Universal Credit. Ensure regulate updates are received from housing benefit concerning changes to Universal Credit and its progress towards implementation. Establish links with the DWP as a liaison for the implementation of Universal Credit
<ul style="list-style-type: none"> Achieve the bronze level award for the Government's Gold Standard challenge for Housing Services. 	<ul style="list-style-type: none"> Work with our partner councils to complete the assessment process and initially achieve the bronze level Gold Standard. Use the National Practitioner Support Services self-diagnostic toolkit to assess our services and their value for money.
<ul style="list-style-type: none"> Improve the evidence base and recording of homelessness within the districts. 	<ul style="list-style-type: none"> Identify the range and detail of data collection required for preventing homelessness within the Housing Needs team. Create framework to ensure cases of partnership working to prevent homelessness prevention are recorded. Introduce a monitoring procedure for repeat homelessness.
<ul style="list-style-type: none"> Maintain a customer feedback framework that supports continuous improvement. <p><i>Achieving Customer Service Excellence through listening and learning from customers</i></p>	<ul style="list-style-type: none"> Maintain ongoing procedures for collecting and monitoring customer feedback. Ensure actions are taken and monitored as a result of the customer feedback.

<ul style="list-style-type: none"> Establish a benchmarking group to promote best practice and value for money 	<ul style="list-style-type: none"> Investigate comparable local authority housing services to form a benchmarking group. Reach agreement on the comparative data to be collected and a process for collating, monitoring and analysing the information.
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Objective four: Improve access to suitable private rented accommodation

Objective	Key Actions
<ul style="list-style-type: none"> Improved customer assistance to access the private rented sector 	<ul style="list-style-type: none"> Review the range and level of services offered by the private lettings team. Implement the agreed recommendations following the options appraisal. Approach landlords of Houses in Multiple-Occupation to assess whether they would be able to provide shared rooms for under 35 year olds.
<ul style="list-style-type: none"> Improved support to private landlords 	<ul style="list-style-type: none"> Develop a marketing strategy with the communications team to publicise our services. Review the level and type of incentives offered to private landlords. Implement the agreed recommendations following the options appraisal. Establish an annual Housing Needs landlord's forum.
<ul style="list-style-type: none"> Develop internal private lettings procedures 	<ul style="list-style-type: none"> Further develop our internal referral processes to ensure properties are quickly matched to the most appropriate customer. Investigate recycling rent-advance loan repayments back into the homelessness prevention fund.

Objective five: Provide community outreach to address homelessness

Objective	Key Actions
<ul style="list-style-type: none"> • Increase engagement with the community to identify and help vulnerable people 	<ul style="list-style-type: none"> • Organise talks with GP's and health workers to help identify persons in urgent housing need. • Improve liaison with internal and external partner agencies to identify and address hidden homelessness in the community. • Establish links with local societies and religious groups to identify and tackle hidden homelessness.
<ul style="list-style-type: none"> • Raise the profile of homelessness issues within the community 	<ul style="list-style-type: none"> • Work with the communications team to raise awareness of the Housing Advice service in the community. This will include establishing a baseline survey for measuring public awareness of our homelessness service. • Attend council meetings to provide briefings and updates on tackling homelessness. • Attend stakeholder meetings to provide information on homelessness issues.
<ul style="list-style-type: none"> • Enhanced liaison with Registered Providers to prevent homelessness 	<ul style="list-style-type: none"> • Ensure early identification of households at risk of homelessness. • Support Registered Providers to sustain tenancies for vulnerable households at risk of homelessness.

Scrutiny Committee



Report of the Strategic Director

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To: Scrutiny Committee

DATE: 26 March 2015

Corporate Services Project – inter council agreement

Recommendation

The Committee is asked to consider the draft inter-council agreement and give any comments to the Strategic Director.

Purpose of Report

1. The Scrutiny Committee is invited to consider the draft inter-council agreement appended to this report, to seek clarification of any aspects and offer comments to the director before the agreement is signed.

Strategic Objectives

2. The main purpose of the project is to assess and deliver alternative service delivery options which potentially offer better value for money. The project will therefore contribute to the following council strategic objectives:
 - Excellent delivery of key services
 - Effective management of resources

Background

3. The corporate services project is a major market-testing and potential outsourcing exercise for South and Vale councils and three other district councils. The Scrutiny Committee considered project progress at its December 2014 meeting and asked for further involvement at key milestones.
4. The partnership and governance arrangements between the five participating district councils in the lead-up to contract award decisions in March 2016 will be set out in an inter-authority agreement.
5. During March 2015 the strategic director is due to use his delegated authority in consultation with council leaders to approve the inter-council agreement on behalf of South and Vale with other participating councils. The Scrutiny Committee is invited to consider the draft agreement, seek clarification of any aspects and offer comments to the director before the agreement is signed.
6. The draft agreement (version 5) is appended to this report.

Financial Implications

7. The project involves the joint re-tendering of already outsourced services (such as council tax collection), plus the market-testing of additional inhouse services (such as IT, HR and accountancy).
8. The primary reason for exposing more services to competitive tender is to consider whether alternative service delivery options offer better value for money than the current inhouse operations. Value for money is a balance between cost and quality. The financial implications of any competitive proposals will be identified and rigorously assessed, alongside quality considerations, during the procurement exercise.
9. At this point in time, prior to the procurement exercise commencing, the five councils are expecting a minimum saving of at least 10% of gross service expenditure costs (section 13.3 of the draft agreement).

Legal Implications

10. External lawyers, Sharpe Pritchard, have been appointed to advise the councils. A South and Vale lawyer is also leading the group of inhouse lawyers who are involved in supporting the project. A number of legal implications, not least the requirements of the newly revised EU procurement directives, have already been addressed. The substantial legal resource underlines the multitude and complexity of legal implications expected throughout this project.

Risks

11. Large complex procurements and inter-council working bring numerous risks which are categorised below. The project steering group own the project risk register and actively mitigate these risks. South and Vale carry relatively more risk as we are the lead authorities and our existing contracts expire a year before the other three councils. The Strategic Director is responsible for managing South's and Vale's risks, as he has done so successfully on other major joint procurements.

Political/reputational – that the project attracts negative publicity (mitigate by regular updates to politicians via the strategic management board and project board)

Professional – that by outsourcing certain professional skills, the partners lose that expertise in-house (mitigate by each partner carefully assessing the outsourcing of each service and ensuring contractual provision of such services)

Value – that the tenders are higher cost, the project savings targets and/or specified service standards are not achieved (mitigate by carefully drafting the specification and draft contract, choice of procurement route to provide flexibility, establishing accurate cost base on which to benchmark tender costs, identifying volumes, thorough consideration of risk allocation - ultimately the councils can choose not to accept any tender that does not offer better value for money)

Legal – challenge possibly due to breach of procurement regulations (mitigate by inclusion of procurement and external legal expertise on project team to ensure compliance)

Partnership – that the partnership breaks down and we fail to agree single specifications (mitigate by upfront acknowledgement of equal partner status and collective acceptance of compromise, chief executives and leaders on the project board to escalate and resolve disagreements, partnership spirit embraced by all, clear inter-council agreement)

Staffing – the uncertainties around job security and long term prospects may cause some staff to look elsewhere and resign rather than be TUPE-transferred to an outsourcing company. This could disrupt service delivery causing extra management pressures, for example reduced responsiveness (mitigate by staff representation on the project team, frequent communication, staff involvement at three influential stages and the parallel delivery of a separate change support programme to support teams and individuals)

Conclusion

12. The Corporate Services Project is a major opportunity to work with three other district councils to improve the value for money in delivering council services. There are risks associated with the project which are partially addressed in the attached draft inter-authority agreement. The Scrutiny Committee is invited to consider the draft agreement and provide any comments to the Strategic Director.

DATED

2015

SOUTH OXFORDSHIRE DISTRICT COUNCIL;

VALE OF WHITE HORSE DISTRICT COUNCIL;

HART DISTRICT COUNCIL;

HAVANT BOROUGH COUNCIL;

and

MENDIP DISTRICT COUNCIL

INTER AUTHORITY AGREEMENT (version 5)

**relating to the joint corporate services procurement
to be undertaken by the Councils**

**SHARPE PRITCHARD
ELIZABETH HOUSE
FULWOOD PLACE
LONDON
WC1V 6HG**

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INTER AUTHORITY AGREEMENT

A DEED DATED

2015

PARTIES

- (1) **SOUTH OXFORDSHIRE DISTRICT COUNCIL** of Benson Lane, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8ED (subsequently referred to as "South Oxfordshire");
 - (2) **VALE OF WHITE HORSE COUNCIL** of Abbey House, Abbey Close, Abingdon, Oxfordshire OX14 3JE (subsequently referred to as "Vale");
 - (3) **HART DISTRICT COUNCIL** of Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE (subsequently referred to as "Hart");
 - (4) **HAVANT BOROUGH COUNCIL** of Public Services Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX (subsequently referred to as "Havant");
 - (5) **MENDIP DISTRICT COUNCIL** of Council Offices, Cannards Grove Road, Shepton Mallet, Somerset BA4 5BT (subsequently referred to as "Mendip")
- (together the "Parties").

RECITALS

- (A) The Parties have agreed to undertake a joint procurement for the provision of all or some of the services listed at Schedule 1 to this agreement ("the Corporate Services")
- (B) To achieve their desired result the Parties wish to enter into this agreement in order to define the government of their relationship and in order to set out the joint approach they will take in relation to the proposed procurement.

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions

In this IAA, unless the context otherwise requires the following terms shall have the meanings given to them below:

Confidential Information	all information relating to the Corporate Services Procurement which would be regarded as confidential by a reasonable business person
Corporate Services	means the services listed in Schedule 1
Corporate Services Contract	means the contract to be entered into by the Parties with the bidder which is evaluated as having been

successful in the Corporate Services Procurement

Corporate Procurement	Services	means the procurement exercise which is being undertaken by the parties to appoint a contractor to undertake the Corporate Services on behalf of the Parties
IAA		means this inter authority agreement (including its schedules);
Mutual Aims		means the shared objectives of the Parties as set out in Schedule 2 of this IAA;
Project Board		means the body of that name established under clause 5;
Project Steering Group		means the body of that name established under clause 5;
Representative		means a person (or their nominated deputy) appointed by each party to represent them at meetings of the Project Steering Group

1.2. Interpretation

In this IAA, except where the context otherwise requires:

- 1.2.1. the masculine includes the feminine and vice-versa;
- 1.2.2. the singular includes the plural and vice-versa;
- 1.2.3. a reference in this IAA to any clause, sub-clause, part, paragraph, schedule, appendix or annex is, except where it is expressly stated to the contrary, a reference to such clause, sub-clause, paragraph, schedule, appendix or annex of this IAA;
- 1.2.4. save where stated to the contrary, any reference to this IAA or to any other document shall include any permitted variation, amendment, or supplement to such document;
- 1.2.5. any reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to the enactment, order, regulation or instrument (including any EU instrument) as amended, replaced, consolidated or re-enacted;
- 1.2.6. headings are for convenience of reference only;

- 1.2.7. words preceding "include", "includes", "including" and "included" shall be construed without limitation by the words which follow those words;
- 1.2.8. any obligation on a Party to do any act matter or thing includes, unless expressly stated otherwise, an obligation to procure that it is done; and
- 1.2.9. subject to any express provisions to the contrary, the obligations of either Party are to be performed at that Party's own cost and expense.

2. COMMENCEMENT AND DURATION

- 2.1. This IAA will commence on the date on which it is entered into and continue in full force and effect until the date on which the Corporate Services Contract is entered into; or, in the event that the Corporate Services Contract has not been entered into by 1st May 2016] the date on which the Parties agree that the IAA may be terminated.
- 2.2. The Parties may agree to extend the term of this IAA for such further period or periods as they may at their discretion agree.

3. ACTING IN GOOD FAITH AND REASONABLY

- 3.1. All the Parties agree to act in good faith and reasonably to:
 - 3.1.1. resolve any difficulties openly, quickly and honestly, before any such issues have a negative impact on the operation of this IAA or the Corporate Services Procurement;
 - 3.1.2. provide information to each other that will (or could) impact upon the obligations, rights and liabilities of any other Party to this IAA; and
 - 3.1.3. mitigate any losses, costs or expenses incurred as a result of the application or breach of this IAA.
- 3.2. The Parties shall act at all times in a way that promotes effective partnership working. In particular, each Party will:
 - 3.2.1. work in good faith with the other Parties towards the mutual advantage of the Parties;
 - 3.2.2. provide such reasonable information to each of the other Parties in a form that is readily usable and in a full and timely manner. Relevant information shall include, without restriction or limitation:
 - 3.2.2.1. details (including cost and employee information) of the services currently undertaken by any of the Parties which fall within or could have a potential impact on the Corporate Services Procurement;

- 3.2.2.2. early warning of any potential event which may have an impact on the ability or willingness of a Party to participate in the Corporate Services Procurement;
- 3.2.2.3. any other information that could reasonably be expected to impact upon this IAA, the Parties to this IAA, or the delivery of the Services which are to be included in the Corporate Services Procurement.
- 3.2.3. co-operate in identifying, as early as reasonably possible, any issues or problems which will or may tend to prevent the achievement of the Mutual Aims and to reach and implement solutions to overcome such issues or problems.

4. SENIOR RESPONSIBLE OFFICER

- 4.1. The Parties agree that Steve Bishop the Strategic Director for South Oxfordshire and Vale shall act as the Senior Responsible Officer in respect of the Corporate Services Procurement on behalf of all the Councils. If Steve Bishop is at any point during the period of the procurement no longer able to undertake this role, the Parties shall appoint another senior officer employed by one of the Parties to be the Senior Responsible Officer.
- 4.2. The role of the Senior Responsible Officer is to co-ordinate the Corporate Services Procurement on behalf of the Parties, to carry out any responsibilities entrusted to him under this agreement or otherwise and ensure that any issues which require resolution are escalated to the Project Steering Group and if necessary the Project Board.

5. PROJECT BOARD AND PROJECT STEERING GROUP

- 5.1. Each Party agrees to participate in the Project Board and the Project Steering Group as set out in Schedules 3 and 4 to this IAA.
- 5.2. Meetings of the Project Board shall be held at least quarterly unless otherwise agreed by the Parties. The Parties shall ensure that a Representative attends each meeting of the Project Board.
- 5.3. Meetings of the Project Steering Group shall be held at least monthly unless otherwise agreed by the Parties. The Parties shall ensure that a Representative attends each meeting of the Project Steering Group.
- 5.4. The terms of reference of the Project Board are set out at Schedule 3 and the terms of reference of the Project Steering Group are set out at Schedule 4.

6. DECISION MAKING

The Representatives attending the Project Board shall be the Cabinet Lead and Director of Havant Borough Council and the Leaders and Chief Executives of the other Parties. The Project Steering Group shall consist of the following officers of the Parties:

- (i) Steve Bishop, Strategic Director, South Oxfordshire and Vale of White Horse District Councils
- (ii) Jane Eaton, Executive Head: Governance and Logistics, Havant Borough Council
- (iii) Patricia Hughes, Joint Chief Executive, Hart District Council
- (iv) Chris Atkinson, Corporate Manager, Access to Services, Mendip District Council

The Project Steering Group shall have responsibility for decisions relating to the conduct of the Corporate Services Procurement and shall report on its activities to the Project Board. For the avoidance of doubt, Representatives attending the Project Steering Group shall have a suitable level of authority to make strategic decisions (including day to day management and operational decisions where appropriate) and to authorise the giving of instructions to the Senior Responsible Officer. Actions and recommendations of the Project Steering Group shall be reached by consensus and (other than by way of guidance to assist in forming a further discussion) there shall be no voting. If the Project Steering Group is unable to reach a decision on a matter, that matter shall be referred to the Project Board.

7. PAYMENT OF PROCUREMENT COSTS

- 7.1. The Parties shall contribute equally to the costs of undertaking the Corporate Services Procurement. Such costs shall include the costs of external legal advisers, project and management consultancy advice and such other costs as may be agreed by the Project Steering Group.
- 7.2. Such costs shall be payable at the commencement of each Financial Year and the Senior Responsible Officer shall provide any invoices and supporting documents which may reasonably be required by any of the Parties. At the end of each Financial Year an adjustment shall take place and if the costs incurred is greater or less than the amounts paid by the Parties, the Parties shall be repaid any shortfall and shall be invoiced for the amounts by which the costs incurred exceed the amounts paid. The Parties shall pay such invoice within 30 days provided that none of the Parties shall be obliged to pay more than the sum of £25,000 in any one Financial Year unless agreed otherwise.

8. PARTICIPATION IN CORPORATE SERVICES PROCUREMENT

- 8.1. The Parties shall be represented by the Senior Responsible Officer at any meetings with bidders which take place as part of the Corporate Services Procurement.
- 8.2. The Parties shall assist the Senior Responsible Officer in undertaking this role by:
 - 8.2.1. Providing information in accordance with clause 3.2.2 above as soon as practicable
 - 8.2.2. Ensuring that when decisions are required which relate to that Party, such decisions are made and communicated as soon as practicable
 - 8.2.3. Making available officers to advise and/or attend meetings as necessary where the knowledge and/or expertise of such officers is required in order to contribute to the effectiveness of the Corporate Services Procurement.

9. COMMITMENT TO THE PROCUREMENT

- 9.1. The Parties are committed to the Corporate Services Procurement and shall not withdraw from or cease their involvement in the procurement.

Provided that the outcome of the evaluation of the Corporate Services Procurement is a recommendation that one of the bidders should be appointed as preferred bidder, each Party shall ensure that a report is submitted to that Party's Cabinet (or any body which may replace the Cabinet in exercising the executive functions on behalf of that Party) setting out that recommendation and the reasons for it.

10. OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

- 10.1. The intellectual property rights in any documents prepared by any of the Parties as part of the Corporate Services Procurement shall be owned jointly by all the Parties.

11. SERVICES CONTRACT IAA

- 11.1. The Parties acknowledge that they will need to continue to work together co-operatively and in good faith following the conclusion of the Corporate Services Procurement and the Parties entering into the Corporate Services Contract.
- 11.2. Provided that the Parties enter into the Corporate Services Contract they, or such of them as become parties to the Services Contract, agree to enter into a further inter-authority agreement to govern the relationship between the Parties in relation to the Corporate Services Contract. A preliminary draft of this agreement is set out at Schedule 5. The Parties shall work together throughout the period of the Corporate

Services Procurement to develop this agreement to meet their requirements under and ensure the efficient working of the Corporate Services Contract.

12. CONFIDENTIAL INFORMATION

- 12.1. Each Party shall keep the Confidential Information of the other Parties confidential and shall not disclose such information without the consent of the Party which provided it.
- 12.2. The Parties shall apply the same degree of security and care in relation to the Confidential Information provided by other Parties as they do to their own Confidential Information.
- 12.3. The Parties may disclose Confidential Information:
 - 12.3.1. To their employees and professional advisers for purposes in connection with the Corporate Services Procurement
 - 12.3.2. To the extent required by law including pursuant to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004
 - 12.3.3. To their elected members for purposes in connection with the Corporate Services Procurement

13. REVIEW

- 13.1. The Parties shall meet as and when they consider it necessary to review the benefits of the Corporate Services Procurement. Any Party may propose mechanisms to ensure that such benefits can be shared in a manner that is equitable and proportionate. Such mechanisms must have due regard to:
 - 13.1.1. The business case targets achieved by the Corporate Services Procurement
 - 13.1.2. The opportunities to reprioritise, promote or otherwise schedule business change activity undertaken by the Parties as part of the Corporate Services Procurement
- 13.2. Such mechanisms shall be considered initially by the Project Steering Group, which shall make recommendations to the Project Board, and may be referred to Dispute Resolution in accordance with clause 14 below.
- 13.3. It is intended that each Party shall as a result of entering into the Corporate Services Contract make annual savings of not less than 10% of the amount spent by that Party on the Corporate Services which it is procuring under the Corporate Services Contract for the financial year which runs from 1st April 2015 to 31st March 2016. If it appears that one or more Parties will not achieve this level of savings, the Parties will put in

place a mechanism to ensure that the benefits of the Corporate Services Contract are shared proportionately so that the Party or Parties whose savings would otherwise be less than 10% are 10%. If the level of savings achieved by the Parties as a result of entering into the Corporate Services Contract is such that it is not possible to ensure that all Parties achieve savings of 10% then the Parties shall put in place a mechanism to ensure that each of the Parties achieves this level of savings as far as practicable.

14. DISPUTE RESOLUTION

- 14.1. If there are any disputes or differences between the Parties or any of them in relation to the Corporate Services Procurement, they shall use their best endeavours to resolve such disputes amicable between themselves.
- 14.2. Any dispute between the Parties which has not been resolved without formal consideration shall be referred to the Project Steering Group
- 14.3. If the dispute is not resolved by the Project Steering Group it shall be referred to a meeting between the Chief Executives of the Parties to the dispute who shall use their best endeavours to ensure that the dispute is resolved.
- 14.4. If the meeting referred to in clause 14.3 above does not result in a resolution of the dispute, it shall be referred to a meeting between the leaders of the Parties to the dispute, who shall use their best endeavours to ensure the dispute is resolved.

15. PUBLIC RELATIONS AND PUBLICITY

The Parties shall not by themselves, their employees, or their agents, and shall procure that its sub-contractors shall not, communicate with representatives of the press, television, radio or other communications media on any matter concerning the contents of this IAA without first consulting the Project Steering Group.

16. NOTICES

- 16.1. No notice required to be served upon any of the Parties under this IAA shall be valid or effective unless it is in writing and served:
 - 16.1.1. by delivering the notice by hand to that Party at the relevant address set out in Schedule 6 (Delivery Addresses for Notices) or to such other address as that Party may notify the other Party in writing, and the notice shall be deemed to have been duly served at the time it is so delivered provided a receipt is obtained;
 - 16.1.2. only where the terms of this IAA expressly permit it, emailed to the email addresses set out in Schedule 6 (Delivery Addresses for Notices); or

- 16.1.3. by posting the notice in a pre-paid envelope sent by recorded delivery and addressed to that Party at the relevant address set out in Schedule 6 (Delivery Addresses for Notices) or such other address as that Party may notify the other Party in writing and the notice shall be deemed to have been duly served two days after the date of posting.
- 16.2. Where any notice is deemed served pursuant to clause 16.1.1 after 4 p.m. on any day, the notice shall be deemed to have been served on the next working day.

17. ENTIRE AGREEMENT

- 17.1. Except where expressly provided in this IAA, this IAA constitutes the entire agreement between the Parties in connection with its subject matter and, in the absence of fraud, supersedes all prior representations, communications, negotiations and understandings concerning the subject matter of this IAA.
- 17.2. The Parties acknowledge that they have not entered into this IAA on the basis of any representation that is not expressly incorporated into this IAA.
- 17.3. Without limiting the generality of the foregoing, no Party shall have any remedy in respect of any untrue statement made to him upon which he may have relied in entering into this IAA, and a Party's only remedy is for breach of contract. Nothing in this IAA purports to exclude liability for any fraudulent statement or act.

18. AGENCY

Nothing in this IAA shall constitute a legal partnership or agency between the Parties.

19. ASSIGNMENT

This IAA is personal to the Parties and the rights and/or obligations under this IAA shall not be assigned, novated or otherwise transferred to any person other than to a successor body following a reorganisation within government or to a body which substantially performs any of the functions that previously had been performed by the affected Party. The Parties shall enter into such agreement and/or deed as may reasonably be required to give effect to such assignment, novation or transfer.

20. WAIVER

Failure by one Party to enforce the provisions of this IAA or to require performance by the other Party of any of the provisions contained in this IAA shall not constitute or be construed as a waiver of or as creating an estoppel in connection with any such provision and shall not affect the validity of this IAA or any part thereof or the right of the former Party to enforce any provision in accordance with its terms.

21. SEVERABILITY

If any term, condition or provision of this IAA shall be held to be invalid, unlawful or unenforceable to any extent by a Court of competent jurisdiction, such term, condition or provision shall be severed and shall not affect the validity, legality and enforceability of the other provisions of or any other documents referred to in this IAA.

22. RIGHTS OF THIRD PARTIES

The Parties agree that this IAA shall not be enforceable by any third party pursuant to the Contracts (Rights of Third Parties) Act 1999 and any rights contained therein are excluded.

23. LAW AND JURISDICTION

This IAA shall be governed by and construed in all respects in accordance with the laws of England.

EXECUTED AS A DEED for and on behalf of South Oxfordshire District Council

The Common Seal of **SOUTH OXFORDSHIRE DISTRICT COUNCIL**
Was hereunto affixed under the authentication of:

The officer appointed for this purpose

EXECUTED AS A DEED by and on behalf of the Vale of White Horse District Council

The Common Seal of **VALE OF WHITE HORSE DISTRICT COUNCIL**
Was hereunto affixed in the presence of:

Designated Officer

EXECUTED AS A DEED by:

The common seal of **HART DISTRICT COUNCIL**
in the presence of:

Authorised Signatory

EXECUTED AS A DEED by:

The common seal of **HAVANT BOROUGH COUNCIL**
in the presence of:

Authorised Signatory

EXECUTED AS A DEED by:

The common seal of **MENDIP DISTRICT COUNCIL**
in the presence of:

Authorised Signatory

SCHEDULE 1
Corporate Services

Service functions in scope		South & Vale	Hart	Mendip	Havant
Revenues and Benefits					
Council tax		Yes	Yes	Yes	Yes
Business rates		Yes	Yes	Yes	Yes
CTRS		Yes	Yes	Yes	Yes
Housing benefits		Yes	Yes	Yes	Yes
Counter fraud		No	No	No	No
Benefit checks		No	No	No	No
Exchequer					
Accounts payable (creditors)		Yes	Yes	Yes	No
Accounts receivable (debtors)		Yes	Yes	Yes	No
Payroll					
Data input		Yes	Yes	Yes	No
Running the payroll (payments)		Yes	Yes	Yes	No
Accountancy					
s.151 duties		No	No	No	No
Management accounting (regular budget monitoring and routine budget/ledger advice)		Yes	Yes	Yes	No
Financial accounting (closedown & producing annual accounts)		Yes	Yes	Yes	No
Provision of the financial management system (general ledger, accounts payable, accounts receivable, budgeting)		Yes	Yes	Yes	No
Treasury management (investing and borrowing)		No	Yes	Yes	No
Internal Audit					

System audits (regular checks of internal controls)		No	No	No	No
Counter fraud work (regular checks of high fraud risk areas)		No	No	No	No
Investigation of suspected fraud and irregularity (reactive)		No	No	No	No
IT					
IT strategy		No	No	No	No
IT infrastructure support (maintain desktop PCs, network & other hardware)		Yes	Yes	Yes	No
Applications support (maintain purchased applications and software)		Yes	Yes	Yes	No
IT Service Desk		Yes	Yes	Yes	No
IT security		Yes	Yes	Yes	No
Applications design (develop and maintain inhouse bespoke applications)		No	No	No	No
Data capture and GIS		No	No	No	No
Street Naming and Numbering		No	No	No	No
HR					
Strategic HR (workforce planning)		No	No	No	No
Employee relations (collective bargaining, reacting to performance issues, investigations, terminations)		Yes	Yes	Yes	Yes
Policies		Yes	Yes	Yes	Yes
General advice on recruitment, training, restructuring, policies (to managers and staff)		Yes	Yes	Yes	Yes
Legal and democratic services					

Elections & support to returning officer		No	No	No	No
Democratic services		No	No	No	No
General and taxi licensing		Yes	No	Yes	Yes
CCTV		No	No	No	No
Community Safety (excl cctv)		No	No	No	No
Strategic legal advice		No	No	No	No
Legal services (excluding strategic legal advice)		No	No	No	No
Debt recovery legal actions incl court work		Yes	Yes	Yes	No
Land charges		Yes	Yes	Yes	Yes
Procurement					
Procurement strategy		No	No	No	No
Advice and support		Yes	Yes	Yes	No
Facilities management					
Facilities Management inc tech support & post room		Yes	Yes	No	Yes
Office Cleaning		Yes	Yes	No	Yes
Facilities and Technical Support Inc Post Room		Yes	Yes	Yes	Yes
Design & Print (inc Stationery)		No	No	Yes	Yes
Mobile home parks management		No	No	No	No
Canteen		No	No	No	No
Property management					
Property advice		Yes	Yes	No	Yes
Emergency planning		No	No	No	No
Property health & safety inspections		Yes	Yes	Yes	Yes
Engineering					
Engineering incl flood alleviation and drainage		No	No	No	No
Cleaning Public Conveniences		No	No	No	No
Car parks					

Car park management (maintenance, income collection)		Yes	Yes	No	No
Car park operations (patrolling and excess charge notices)		Yes	Yes	No	No
Customer Services					
Customer services - reception/other remote council access points		Yes	Yes	Yes	Yes
Customer services - switchboard / contact centre		Yes	No	Yes*	Yes

SCHEDULE 2

Mutual Aims

1. Support the achievement of each Authority's corporate targets through:
 - Development of insight and evidence based decision making
 - Integration of strategic planning and financial management
 - Helping customers input into service planning and redesign and self-service
 - Supporting multi-agency, partnership and two-tier collaborative working
 - Supporting community-led initiatives
 - Supporting growth in the areas served by the Authorities
2. Improve the satisfaction of customers and service users through:
 - Ensuring the public sector only needs to be told once
 - Simplifying engagement around key life events
 - Enabling customers to engage with each Authority through the devices they want to use
 - Ensuring customers and users can access information that is relevant to them
 - Resolving customer and user issues quickly
 - face to face service provided in a secure, accessible and fit for purpose environment
 - maintaining and enhancing the public perception of the Authorities as effective providers of public services
3. Improving the productivity of the Authorities' staff through:
 - Helping them to attract the right people and onboard them quickly
 - Ensuring they are equipped with the right skills throughout their employment
 - enabling them to work flexibly
 - supporting effective performance management
 - providing them with access to the right applications and management information
 - minimising administration and paper within the Authorities whilst retaining compliance
 - supporting effective and efficient workflow processes
 - providing access to fit for purpose working and meeting facilities
4. Achieve high levels of resilience and compliance through:
 - minimising dependency on specific locations to deliver service
 - standardising processes and applications
 - achieving open data standards
 - protecting the Authorities, their customers and their staff from unauthorised activity
 - engaging effectively with external assurance
 - forecasting and planning for changes in levels of service demand
 - achieving a highly utilised but flexible civic estate demonstrating transparency to the public
5. Deliver improved value for money through:
 - Ensuring the Authorities achieve greater financial benefits through collaboration
 - Harmonising and improving service performance
 - Consistent and unit-based pricing of common elements of scope

Developing a flexible partnership model that increases flexibility and innovation in the delivery and provision of the services and allows the Authorities to transfer services within the scope of this procurement at a date of their choosing

Reducing the cost to the Authorities of providing the services including reducing the unit cost of transactions

Encouraging the use of and access to the services through more cost effective and efficient channels and assisting with demand management

Enabling the Authorities to achieve efficiencies in, and better outcomes from, their client and contract management function

Enabling capability to support future transformation

Utilising modern approaches to the provision of ICT infrastructure and new technology generally.

SCHEDULE 3

Project Board

- Define the procurement objectives
- Approve the progression through key stages of the project (e.g. advertise opportunity, prequalification/supplier downselection, final tender evaluation, business case, transition phase completion;
- Resolve conflicts (and highlight synergies) between the CSP project and other initiatives/projects involving the Councils individually or collectively (e.g. workforce development projects, Universal Credit etc.);
- Ultimate point of escalation for inter-Council project issues (e.g. consensus on requirements, standards etc.)
- Implement project assurance procedures as required;
- Take on Senior User/Senior Supplier roles as appropriate to ensure that the solution being procured and then implemented is fit for purpose
- Delegate appropriate authority to the Project Steering Group and Project Manager and retain the ability to replace/remove both

SCHEDULE 4

Project Steering Group

- Approve project resourcing arrangements;
- Approve project documentation (OJEU advert/pre-qualification and tendering materials)
- First point of escalation for any inter-Council project consensus issues
- Develop client side management structure and develop/recruit appropriate staff;
- Prepare individual business cases, Council reports and secure necessary approvals;
- Develop a joint communications strategy;
- Allocate responsibility for managing risks and issues

SCHEDULE 5
Preliminary Draft Inter Authority Agreement Corporate Services Contract

DATED

2015

SOUTH OXFORDSHIRE DISTRICT COUNCIL;

VALE OF WHITE HORSE DISTRICT COUNCIL;

HART DISTRICT COUNCIL;

HAVANT BOROUGH COUNCIL;

and

MENDIP DISTRICT COUNCIL

INTER AUTHORITY AGREEMENT

**relating to the corporate services contract(s)
procured following a joint procurement
undertaken by the Councils**

**SHARPE PRITCHARD
ELIZABETH HOUSE
FULWOOD PLACE
LONDON
WC1V 6HG**

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INTER AUTHORITY AGREEMENT

A DEED DATED

2015

PARTIES

- (1) **SOUTH OXFORDSHIRE DISTRICT COUNCIL** of [] (subsequently referred to as "[]");
- (2) **VALE OF WHITE HORSE COUNCIL** of [] (subsequently referred to as "[]");
- (3) **HART DISTRICT COUNCIL** of [] (subsequently referred to as "[]");
- (4) **HAVANT BOROUGH COUNCIL** of [] (subsequently referred to as "[]");
- (5) **MENDIP DISTRICT COUNCIL** of [] (subsequently referred to as "[]")

(together the "Parties").

RECITALS

- (A) On [] 2015, the Parties placed a joint contract notice in the Official Journal of the European Union, seeking expressions of interest from providers for corporate services to be provided to the Parties under a single contract/two separate contracts (the "Corporate Services").
- (B) Following the procurement exercise, the Parties decided to award the contract(s) to [] (Company Registration No. []) of [] (the "Contractor"). Those contracts/This contract were/was entered into on [].
- (C) The Parties wish to continue with the joint approach that they have taken with the procurement in order to ensure that the Corporate Service Contract has a single point of management and that the Parties' aims ("Mutual Aims") are achieved.
- (D) The aims of the Parties referred to in Recital (C) are as follows:
- (E) To achieve their desired result the Parties wish to enter into this agreement in order to define the government of their relationship and in order to set out the joint approach they will take in the management of the Corporate Services Contract(s).

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions

In this IAA, unless the context otherwise requires the following terms shall have the meanings given to them below:

Ad Hoc Reviews	means the reviews conducted in accordance with clause 9;
Contract Fee	means the amount payable to the Contractor under the Corporate Services Contract(s)
Contractor	means [insert name of successful bidder] (Company Registration No. [] of [];
Contract Fee	Means the amount payable by each Party towards the Contract Fee calculated as set out in Schedule 4
Corporate Services Contract(s)	means the contract(s) (together with their schedules) dated [] that the Parties have entered into with the Contractor for the provision of the Services
Dispute Resolution Procedure	means the procedure for the resolution of disputes set out at clause 13;
Effective Date	means the date of the Corporate Services Contract(s);
Expiry Date	means the date which is defined in the Corporate Services Contract(s) as being the end of the "Term";
IAA	means this inter authority agreement (including its schedules);
IAA Commencement Date	means the date of this IAA;
Mutual Aims	means the shared objectives of the Parties as set out in Recital (D) of this IAA;
Project Steering Group	means the body established under clause 6;
Representative	means a person (or their nominated deputy) appointed by each party to represent them at meetings of the Project Steering Group
Review	means the activity described in clauses 8 and 9;
Review Notice	means the notice as described in clause 9;
Review Procedure	means the procedure for review set out at clauses 8

and 9;

Service Levels	means those service levels identified and defined in the Corporate Services Contract(s)
Services	those services provided under the Corporate Services Contract(s) by the Contractor

1.2. Interpretation

In this IAA, except where the context otherwise requires:

- 1.2.1. the masculine includes the feminine and vice-versa;
- 1.2.2. the singular includes the plural and vice-versa;
- 1.2.3. a reference in this IAA to any clause, sub-clause, part, paragraph, schedule, appendix or annex is, except where it is expressly stated to the contrary, a reference to such clause, sub-clause, paragraph, schedule, appendix or annex of this IAA;
- 1.2.4. save where stated to the contrary, any reference to this IAA or to any other document shall include any permitted variation, amendment, or supplement to such document;
- 1.2.5. any reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to the enactment, order, regulation or instrument (including any EU instrument) as amended, replaced, consolidated or re-enacted;
- 1.2.6. headings are for convenience of reference only;
- 1.2.7. words preceding "include", "includes", "including" and "included" shall be construed without limitation by the words which follow those words;
- 1.2.8. any obligation on a Party to do any act matter or thing includes, unless expressly stated otherwise, an obligation to procure that it is done; and
- 1.2.9. subject to any express provisions to the contrary, the obligations of either Party are to be performed at that Party's own cost and expense
- 1.2.10. words and expressions beginning with capital letters which are not defined above have the meanings given to them in the Corporate Services contract(s)

2. COMMENCEMENT AND DURATION

2.1. This IAA will commence from the Effective Date of the Corporate Services Contract(s) and continue in full force and effect until:

2.1.1. the Expiry Date of the Corporate Services Contract(s); or

2.1.2. the early termination of the [second of the Corporate Services Contracts to be terminated] Corporate Services Contract(s) pursuant to the provisions for termination therein.

(whichever date is the earlier).

2.2. [The Parties may agree to extend the term of this IAA for such further period or periods as they may at their discretion agree.]

3. EFFECT OF THE IAA

Nothing in this IAA shall serve to obviate, reduce or otherwise affect the Corporate Services Contract(s) or the Parties' rights and obligations under the Corporate Services Contract(s).

4. ACTING IN GOOD FAITH AND REASONABLY

4.1. All the Parties agree to act in good faith and reasonably to:

4.1.1. resolve any difficulties openly, quickly and honestly, before any such issues have a negative impact on the operation of this IAA or any of the Corporate Services Contracts;

4.1.2. provide information to each other that will (or could) impact upon the obligations, rights and liabilities of any other Party to this IAA or to the Contractor; and

4.1.3. mitigate any losses, costs or expenses incurred as a result of the application or breach of this IAA.

4.2. The Parties shall act at all times in a way that promotes effective partnership working. In particular, each Party will:

4.2.1. work in good faith with the other Parties towards the mutual advantage of the Parties;

4.2.2. provide such reasonable information (as determined by the Party from whom the information is sought) to each of the other Parties in a form that is readily usable and in a full and timely manner. Relevant information shall include, without restriction or limitation:

- 4.2.2.1. early warning of any potential failure by a Party or the Contractor in meeting their obligations under the Corporate Services Contract where such failure might impact on the delivery of the Services to any other Party or where that potential failure might be indicative of the Contractor having committed a Default (as such term is defined in the Contracts) under the Corporate Services Contract(s);
- 4.2.2.2. details of any actual failure by a Party or the Contractor in meeting their obligations under the Corporate Services Contract(s);
- 4.2.2.3. any other information that could reasonably be expected to impact upon this IAA, the Parties to this IAA, or the delivery of the Services under the Corporate Services Contract(s) (or any of them).
- 4.2.3. co-operate in identifying, as early as reasonably possible, any issues or problems which will or may tend to prevent the achievement of the Mutual Aims and to reach and implement solutions to overcome such issues or problems.

5. REPORTS AND RECORDS

- 5.1. The Parties agree to provide and share such information necessary to monitor and measure the overall performance of the Contractor(s) under the Corporate Services Contract(s).
- 5.2. From the Effective Date the Contract Manager shall provide quarterly monitoring reports to members of the Project Steering Group detailing:
 - 5.2.1. a summary of the Contractor's performance against the Service Levels;
 - 5.2.2. areas of particular success and issues that might have wider applicability;
 - 5.2.3. efficiency savings proposed and achieved;
 - 5.2.4. how any problems were resolved and any areas of non-performance by the Contractor(s) and the remedial action that the Contract Manager has taken or intends to take in respect of any default or failure by the Contractor under Contract.
- 5.3. The Parties shall operate this IAA on an "open book" basis in respect of the management of the Corporate Services Contract(s).

6. CONTRACT MANAGER

- 6.1. The Parties shall appoint one of the Representatives as the Contract Manager. The Contract Manager shall have the powers and authority to take steps on behalf of all the Parties as set out at Schedule 1.

- 6.2. The Contract Manager shall have power to exercise the rights of the Contract Manager under the Corporate Services Contract(s) including the right to make deductions under the Payment Mechanism and to issue warning notices.
- 6.3. The Contract Manager may appoint one or more deputies. The deputies may be employees of one or more of the Parties or an appointment of an external consultant. If the Contract Manager proposes the appointment of an external consultant the terms of the appointment shall be agreed by the Representatives.

7. DECISION MAKING

- 7.1 Each Party agrees to participate in the Project Steering Group as set out in Schedule 2 (Project Steering Group) to this IAA. Meetings of the Project Steering Group shall be held at least every six months unless otherwise agreed by the Parties. The Parties shall ensure that a Representative attends each meeting of the Project Steering Group. The provisions of Schedule 2 shall apply.
- 7.2 For the avoidance of doubt, Representatives attending the Project Steering Group shall have a suitable level of authority to make strategic decisions (including day to day management and operational decisions where appropriate) and to authorise the giving of instructions accordingly to the Contractor. Actions and recommendations of the Project Steering Group shall be reached by consensus and (other than by way of guidance to assist in forming a further discussion) there shall be no voting with the intention that a majority binds a minority.
- 7.3 The Project Steering Group shall not have decision making powers beyond the level of authority of the attendees and the Project Steering Group shall not have any power or authority to bind any Party. It is acknowledged that decisions and approval of recommendations beyond the authority of a Representative of a Party may be required to be made or given by a chief officer, Member, Cabinet or full Council.
- 7.4 A decision to terminate the Corporate Services Contract(s) or either of them on the grounds of a Contractor Default shall be made by the Project Steering Group, if satisfied that the breach of the Corporate Services Contract(s) is substantial and that it would be in the interests of all the Parties to terminate it, taking into account legal advice as to whether there are grounds for termination.

8. SIX MONTHLY REVIEW

- 8.1. The Parties shall meet every six months to review the operation of this IAA and the Corporate Services Contracts.

- 8.2. Where possible the Review shall be programmed to suit each Party's political cycle and shall be brought forward or postponed by a reasonable time to allow for elections and for any new members to be in situ.
- 8.3. The Review shall be initiated by the Contract Manager sending an emailed notice to the email addresses for notices (contained in Schedule 3 (Delivery Addresses for Notices)) setting out any issues it would like to discuss at a meeting of the Project Steering Group and inviting each Party to include items for the agenda of the Six Monthly Review meeting. Standing agenda items will include:
 - 8.3.1. a general review (to include without limitation a review of any Contractor Defaults under the Corporate Services Contracts) of the Contractor's performance under the Corporate Services Contracts, including a review of the summary of the Contractor's performance against the Service Levels for the Corporate Services Contract, as contained in the monitoring reports;
 - 8.3.2. the impact of any Changes in Law;
 - 8.3.3. a discussion of any proposed efficiency savings which might be beneficial to the parties as a whole;
 - 8.3.4. variations that may be proposed by a Party;
 - 8.3.5. without prejudice to any other requirement of this IAA, a discussion of any proposed variations to the Corporate Services Contracts that might impact on the Services delivered to any other Party or which might further the achievement of the Mutual Aims of the Parties;
 - 8.3.6. opportunities for further and/or closer joint working;
 - 8.3.7. the effectiveness of the Service Levels in measuring the Contractor's performance;
 - 8.3.8. any other issues under the Corporate Services Contracts or this IAA that the Parties feel that should be brought to the others attention;
 - 8.3.9. In the 18 months prior to the Expiry Date, any possible extension of this IAA and/or the Corporate Services Contracts.
- 8.4. The written agenda and supporting papers will then be re-circulated to all Parties by the Contract Manager and should be in sufficient detail and where relevant include supporting papers to enable the Parties to take internal soundings and discuss the contents prior to the Six Monthly Review meeting.
- 8.5. Any Party may require an item to be added to the agenda by the Contract Manager.

9. AD HOC REVIEW MEETINGS

- 9.1. Notwithstanding the Six Monthly Review process set out in clause 8 above, any Party to this IAA shall be entitled to call for a meeting of the Project Steering Group (an 'Ad Hoc Review') to consider (without limitation) any matter in relation to the Corporate Services Contract(s) which in the view of that Party requires a decision or consideration of the Project Steering Group which cannot be deferred until the next Six Monthly Review including any variations (see clause 10 below)
- 9.2. A Review shall be called by a Party via an emailed notice (a Review Notice) sent to the email addresses for notices (contained in Schedule 3 (Delivery Addresses for Notices)) to the other Parties setting out in detail and (if necessary supporting information) of:
 - 9.2.1. the nature of the Review;
 - 9.2.2. the reasons for it;
 - 9.2.3. the proposed action and/or solution;
 - 9.2.4. the Party or Parties potentially affected; and
 - 9.2.5. how the proposed solution could or should be implemented.
- 9.3. The Project Steering Group shall meet to discuss and carry out the Review within three weeks of the Review Notice having been served. Following such a meeting the Parties shall implement the actions (or action plan as the case may be) in accordance with the agreed timetable. The three week notice period provided in this clause 9.3 may be reduced by an appropriate time if the Party issuing the Review Notice reasonably considers the Review is urgent and states its reasons on the face of the Review Notice.
- 9.4. All Parties shall be issued with all Review Notices and shall be entitled to participate in any Review unless one or two parties acting reasonably determine that the Review applies only to them and:
 - 9.4.1. will not affect any other Party; and
 - 9.4.2. is not relevant to any other Party; and
 - 9.4.3. the issues in question do not similarly apply to any other Party; or
 - 9.4.4. a Party affected by the Review, acting reasonably, considers the subject matter confidential or sensitive.

10. VARIATIONS

- 10.1. If a Party wishes to propose a Variation to the Corporate Services Contract(s) pursuant to clause [] of the Corporate Services Contracts which will have an impact on other

Parties it shall arrange for the proposed terms of the Variation to be discussed at a meeting of the Project Steering Group. The Party seeking the Variation, shall provide a paper, in consultation with the Contract Manager setting out the terms of the proposed Variation, its likely impact on the other Parties and the implications as to the likely cost of the Variation and/or any savings resulting from it. A Variation that has no impact on the other Parties other than the Party proposing the Variation may be implemented by the Contract Manager and any adjustment to the Contract Fee shall be made by adjusting that Party's Contribution.

- 10.2. If the Contractor proposes a Variation to the Corporate Services Contract(s) pursuant to clause [] of the Corporate Services Contract(s) the Contract Manager shall arrange for the proposed terms of the Variation to be discussed at a meeting of the Project Steering Group. The Contract Manager shall provide a paper setting out the terms of the proposed Variation, its likely impact on the Parties and the implications as to the likely cost of the Variation and/or any savings resulting from it. The report shall include the Contract Manager's opinion on whether the Parties are obliged to agree to the Variation in accordance with clause [] of the Corporate Services Contract(s). If the opinion of the Contract Manager is that the Parties are obliged to agree the Variation in accordance with clause [] then the Parties shall agree it but may defer a decision for as long as may be reasonably necessary to take legal advice provided this will not cause any timescales set out in the Corporate Services Contract(s) to be breached.

11. PAYMENT PROVISIONS

- 11.1. The amounts of each Party's Contribution and the means by which the Contributions are calculated are set out in Schedule 4.
- 11.2. Each Party shall pay its Contribution in the manner set out in Schedule 4.

12. INDEMNITY FOR PARTY'S DEFAULT

- 12.1. If the Corporate Services Contract(s) [or one of them] is terminated by the Contractor for Authority Default (as defined in the Corporate Services Contract(s)) as a result of a default by one or more of the Parties, that Party/those Parties shall indemnify those Parties who remain contracted to the Contractor against any increased Contract Fee or other costs arising directly and properly from the termination for Authority Default.

13. DISPUTE RESOLUTION

- 13.1. If there are any disputes or differences between the Parties or any of them in relation to the Corporate Services Procurement, they shall use their best endeavours to resolve such disputes amicably between themselves.

- 13.2. Any dispute between the Parties which has not been resolved without formal consideration shall be referred to the Project Steering Group
- 13.3. If the dispute is not resolved by the Project Steering Group it shall be referred to a meeting between the Chief Executives of the Parties to the dispute who shall use their best endeavours to ensure that the dispute is resolved.
- 13.4. If the meeting referred to in clause 13.3 above does not result in a resolution of the dispute, it shall be referred to a meeting between the leaders of the Parties to the dispute, who shall use their best endeavours to ensure the dispute is resolved.

14. PUBLIC RELATIONS AND PUBLICITY

The Parties shall not by themselves, their employees, or their agents, and shall procure that its sub-contractors shall not, communicate with representatives of the press, television, radio or other communications media on any matter concerning the contents of this IAA without first consulting the Project Steering Group.

15. NOTICES

- 15.1. No notice required to be served upon any of the Parties under this IAA shall be valid or effective unless it is in writing and served:
 - 15.1.1. by delivering the notice by hand to that Party at the relevant address set out in Schedule 3 (Delivery Addresses for Notices) or to such other address as that Party may notify the other Party in writing, and the notice shall be deemed to have been duly served at the time it is so delivered provided a receipt is obtained;
 - 15.1.2. only where the terms of this IAA expressly permit it, emailed to the email addresses set out in Schedule 3 (Delivery Addresses for Notices); or
 - 15.1.3. by posting the notice in a pre-paid envelope sent by recorded delivery and addressed to that Party at the relevant address set out in Schedule 3 (Delivery Addresses for Notices) or such other address as that Party may notify the other Party in writing and the notice shall be deemed to have been duly served two days after the date of posting.
- 15.2. Where any notice is deemed served pursuant to clause 15.1.1 after 4 p.m. on any day, the notice shall be deemed to have been served on the next working day.

16. ENTIRE AGREEMENT

- 16.1. Except where expressly provided in this IAA, this IAA constitutes the entire agreement between the Parties in connection with its subject matter and, in the

absence of fraud, supersedes all prior representations, communications, negotiations and understandings concerning the subject matter of this IAA.

- 16.2. The Parties acknowledge that they have not entered into this IAA on the basis of any representation that is not expressly incorporated into this IAA.
- 16.3. Without limiting the generality of the foregoing, no Party shall have any remedy in respect of any untrue statement made to him upon which he may have relied in entering into this IAA, and a Party's only remedy is for breach of contract. Nothing in this IAA purports to exclude liability for any fraudulent statement or act.

17. AGENCY

Nothing in this IAA shall constitute a legal partnership or agency between the Parties.

18. ASSIGNMENT

This IAA is personal to the Parties and the rights and/or obligations under this IAA shall not be assigned, novated or otherwise transferred to any person other than to a successor body following a reorganisation within government or to a body which substantially performs any of the functions that previously had been performed by the affected Party. The Parties shall enter into such agreement and/or deed as may reasonably be required to give effect to such assignment, novation or transfer.

19. WAIVER

Failure by one Party to enforce the provisions of this IAA or to require performance by the other Party of any of the provisions contained in this IAA shall not constitute or be construed as a waiver of or as creating an estoppel in connection with any such provision and shall not affect the validity of this IAA or any part thereof or the right of the former Party to enforce any provision in accordance with its terms.

20. SEVERABILITY

If any term, condition or provision of this IAA shall be held to be invalid, unlawful or unenforceable to any extent by a Court of competent jurisdiction, such term, condition or provision shall be severed and shall not affect the validity, legality and enforceability of the other provisions of or any other documents referred to in this IAA.

21. RIGHTS OF THIRD PARTIES

The Parties agree that this IAA shall not be enforceable by any third party pursuant to the Contracts (Rights of Third Parties) Act 1999 and any rights contained therein are excluded.

22. LAW AND JURISDICTION

This IAA shall be governed by and construed in all respects in accordance with the laws of England. Subject to clause 13, the English courts shall have exclusive jurisdiction to settle any disputes that may arise out of or in connection with this IAA.

23. COUNTERPARTS

This IAA may be executed in any number of counterparts, all of which when taken together shall constitute one and the same instrument.

SCHEDULE 6

Delivery Addresses for Notices

Hart District Council

Tricia Hughes
Joint Chief Executive
Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE

Patricia.hughes@hart.gov.uk

South Oxfordshire District Council

Steve Bishop
Strategic Director
Abbey House, Abbey Close, Abingdon, Oxfordshire OX14 3JE

Steve.bishop@southandvale.gov.uk

The Vale of White Horses district Council

Steve Bishop
Strategic Director
Abbey House, Abbey Close, Abingdon, Oxfordshire OX14 3JE

Steve.bishop@southandvale.gov.uk

Mendip District council

Chris Atkinson
Corporate Manager – Access to Services
Council Offices,, Cannards Grave Road, Shepton Mallet Somerset BA4 5BT

Chris.atkinson@mendip.gov.uk

Havant Borough Council

Jane Eaton
Executive Head of Governance and Logistics
Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX

Jane.eaton@havant.gov.uk

SCRUTINY WORK PROGRAMME



containing scrutiny work to be undertaken 1 MARCH 2015 - 29 FEBRUARY 2016

The scrutiny work programme belongs to the council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the scrutiny work programme and changes to it are subject to the council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10am on the day the Committee is due to meet. The meeting dates are shown below.

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Review the council tax reduction scheme	Scrutiny Committee 26 Mar 2015	Paul Howden	Matthew Barber, Cabinet member for finance	ensure the admin cost is less than the savings; county council and police meeting share of costs; review complaints		

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Corporate Services Contract - inter council governance arrangements	Scrutiny Committee 26 Mar 2015	Steve Bishop, Strategic Director steve.bishop@southandvale.gov.uk	Matthew Barber, Leader of the Council	to consider the inter-council governance arrangements prior to the strategic director exercising delegated authority to approve and sign the inter-council agreement		
New Homelessness Strategy	Scrutiny Committee 26 Mar 2015	Phil Ealey, Housing Needs Manager phil.ealey@southandvale.gov.uk	Roger Cox, Cabinet member for housing	At the request of Scrutiny Committee	Council's response to homeless people to whom it has a legal duty	
Brief for the review of the leisure strategy	Scrutiny Committee 25 Jun 2015	Kate Arnold kate.arnold@southandvale.gov.uk	Elaine Ware, Cabinet member for leisure			After its last consideration of this item the committee requested to: "add this item to the scrutiny work programme for a further review after the local plan is approved."
Performance of Housing Associations	Scrutiny Committee 25 Jun 2015	Debbie McLatch, Head of Housing debbie.taylor@southandvale.gov.uk	Roger Cox, Cabinet member for housing	To scrutinise the work of major HAs within the Vale		

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Annual Review of Horticulture Contract: Sodexo	Scrutiny Committee 25 Jun 2015	Ian Matten ian.matten@southandvale.gov.uk	Cabinet member for parks			
Annual Review of Waste Contract: Biffa	Scrutiny Committee 25 Jun 2015	Ian Matten ian.matten@southandvale.gov.uk	Cabinet member for waste			
Review of South & Vale CAB and Wantage Independent Advice Centre	Scrutiny Committee 30 Jul 2015	Shona Ware shona.ware@southandvale.gov.uk	Cabinet member for finance			
Temporary Accommodation Strategy	Scrutiny Committee 30 Jul 2015	Debbie McLatch, Head of Housing debbie.taylor@southandvale.gov.uk	Cabinet member for housing			
Equalities Review	Scrutiny Committee 30 Jul 2015	Sally Truman, Policy and Community Engagement Manager sally.truman@southandvale.gov.uk	Cabinet member for corporate strategy			
Review of The Beacon Wantage	Scrutiny Committee 30 Jul 2015	Jo Paterson jo.paterson@southandvale.gov.uk	Cabinet member for property, leisure and economy	To review the success of The Beacon, one year on from rebranding. To assess performance against KPIs		

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Annual Review of the Leisure Contract: GLL	Scrutiny Committee 30 Jul 2015	Chris Tyson, Head of Leisure Economy and Property chris.tyson@southandvale.gov.uk	Cabinet member for leisure	Include minutes from previous outdoor pool review		
Financial outturn 2014/15	Scrutiny Committee 24 Sep 2015	William Jacobs, Head of Finance william.jacobs@southandvale.gov.uk	Cabinet member for finance	Annual report to Scrutiny on the financial outturn or the previous year.	To make recommendations to Cabinet.	
Financial Services Contract: Capita	Scrutiny Committee 24 Sep 2015	William Jacobs, Head of Finance william.jacobs@southandvale.gov.uk	Cabinet member for finance.	The committee undertakes an annual monitoring of the financial services contract.	To review the contractor's performance and to make any recommendations to the Cabinet member.	
Review of May 2015 Elections	Scrutiny Committee 24 Sep 2015	Steven Corrigan Democratic Services Manager Steven.corrigan@southandvale.gov.uk	Leader of the council	Requested by the committee on 18 December 2014		

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Corporate Services Contract: Tender Evaluation Results	Scrutiny Committee 1 Nov 2015	Steve Bishop, Strategic Director steve.bishop@southandvale.gov.uk	Leader of the Council	to consider the tender evaluation results and the draft recommendations about any awarding the contract (including outsourcing decisions) prior to cabinet		
S106 Monitoring Report	Scrutiny Committee 1 Nov 2015	Adrian Duffield, Head of Planning adrian.duffield@southandvale.gov.uk	Cabinet Member for Planning Development	Requested by the committee on 18 December 2014		
Community Safety Partnership Annual Report	Scrutiny Committee 4 Jan 2016	Liz Hayden liz.hayden@southandvale.gov.uk				
Revenue Budget and Capital Programme	Scrutiny Committee 1 Feb 2016	William Jacobs, Head of Finance william.jacobs@southandvale.gov.uk				
WiFi in Vale Towns	Scrutiny Committee					Requested by Scrutiny committee.