

Please ask for:

Lisa Young

Direct dial:

(023) 9254 5340

E-mail:

Lisa.young@gosport.gov.uk

10 March 2015

S U M M O N S

MEETING: Policy and Organisation Board
DATE: 18 March 2015
TIME: 6.00 pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Lisa Young

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE COMMITTEE

The Mayor (Councillor Gill) (ex officio)
Councillor Hook (Chairman)
Councillor Burgess (Vice-Chairman)

Councillor Chegwyn	Councillor Philpott
Councillor Hicks	Councillor Ronayne
Councillor Jessop	Councillor Mrs Wright
Councillor Langdon	Councillor Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility

issues please identify yourself to GBC staff who will assist in your evacuation of the building.

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NOTE: Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETINGS OF THE BOARD HELD ON 14 AUGUST 2014, 29 SEPTEMBER 2014, 14 JANUARY 2015.

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday, 16 March 2015. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday, 16 March 2015).

6. APPOINTMENT OF HONORARY ALDERMAN

To set out proposals for Derek Kimber to be conferred the Title of Honorary Alderman of the Borough.

PART I
Contact
Linda Edwards
Ext: 5401

7. DEVELOPMENT OF THE BUILDING CONTROL PARTNERSHIP

To update the Board on discussions between Gosport Borough Council(GBC) Fareham Borough Council(FBC) and Portsmouth City Council (PCC) regarding PCC joining the Building Control Partnership (BCP).

PART I/PART II

Contact:
Linda Edwards
Ext no: 5401

8. JUNIOR GOLF ACADEMY LEE-ON-THE-SOLENT GOLF CLUB

To consider a request from Lee-on-the-Solent Golf Club for a contribution of £5,000 towards the provision of a 5 hole Academy Course.

PART II

Contact:
Ian Lycett
Ext no: 5201

Policy and Organisation Board
18 March 2015

9. GOSPORT MARINE FESTIVAL

PART II

To inform Members of a request from the organisers of the Gosport Marine Festival for the Council to provide a trophy for the Gosport Peninsular Charity Pursuit race.

Contact:
Ian Lycett

Ext no: 5201

10. STAFFING REPORT – LOCAL TAXATION SECTION

PART II

The purpose of the report is to recommend a staffing restructure of the Local Taxation Section.

Contact:
Julian Bowcher

Ext no: 5301

11. ANY OTHER ITEMS

Which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

AGENDA ITEM 6

Report to:	POLICY AND ORGANISATION BOARD
Date of meeting:	18 MARCH 2015
Title:	APPOINTMENT OF HONORARY ALDERMAN
Author:	BOROUGH SOLICITOR AND DEPUTY CHIEF EXECUTIVE
Status:	FOR RECOMMENDATION TO FULL COUNCIL

Purpose

To consider a request that former Councillor Derek Ronald Kimber be appointed an Honorary Alderman.

Recommendation

The Board recommends to Council that former Councillor Derek Ronald Kimber be appointed an Honorary Alderman.

1.0 Report

- 1.1 Councillor Burgess has requested that the Council consider appointing former Councillor Derek Kimber as an Honorary Alderman.
- 1.2 The Council has the power to make such appointments on persons who have in the opinion of the Council rendered eminent services to the Council as past members of the Council. The appointment is made at an extraordinary Council meeting called for the purpose of considering the appointment. This meeting is proposed to be called for the 25 March 2015
- 1.3 Former Councillor Kimber was a Conservative Councillor for the Lee East Ward from 2000 until he stood down in May 2014.
- 1.4 He has served on all the major Committees and Boards of the Council and has served as Vice Chairman of the Community Board for a number of years.

2.0 Risk Assessment

None for the purposes of this Report.

3.0 Financial Implications

There are no direct Financial Implications as the usual illuminated scroll, can be dealt with in the Council's Reprographics Section. An Honorary Alderman robe will need to be identified but this should have a very modest financial cost.

Financial implications:	Contained in the Report.
Legal implications:	Contained in the Report.
Service Improvement Plan implications:	None
Corporate Plan	N/A
Risk Assessment	See Section 2
Background papers:	Nil
Appendices/Enclosures:	None
Report author/Lead Officer:	Linda Edwards, Borough Solicitor and Deputy Chief Executive

Board/Committee:	POLICY AND ORGANISATION
Date of Meeting:	18 th March 2015
Title:	DEVELOPMENT OF THE BUILDING CONTROL PARTNERSHIP
Author:	BOROUGH SOLICITOR AND DEPUTY CHIEF EXECUTIVE
Status:	FOR DECISION/FOR RECOMMENDATION TO COUNCIL

Purpose

To update the Board on discussions between Gosport Borough Council(GBC) Fareham Borough Council(FBC) and Portsmouth City Council (PCC) regarding PCC joining the Building Control Partnership (BCP).

Recommendation

1. Policy and Organisation Board approves PCC joining the BCP, as set out in this report, subject to FBC also approving the proposal and notes that an agreement will need to be entered into by all 3 Councils for the delivery of building control functions across all 3 Council areas.
2. Policy and Organisation Board recommend to Council that GBC delegate its building control functions to PCC subject to PCC delegating its building control functions to GBC.

1. Background

- 1.1 Gosport Borough and Fareham Borough Councils, through the Building Control Partnership (BCP), have been jointly providing building control services for over twelve years and these arrangements have been very successful.
- 1.2 For the last two years, the BCP have been providing support and assistance to PCC Building Control service. Following a senior officer level approach from PCC in March 2013 and a PCC feasibility study undertaken in 2014, PCC have now made a cabinet decision to formally request becoming the third member of the BCP.
- 1.3 The Fareham Borough Council Executive is considering the issues set out in this report on 20th April 2015 and it is anticipated that they will agree to allow PCC to join the BCP in accordance with the details in this report.

2. **Report**

The objective of the enlarged partnership would be to provide a further enhanced and resilient service at a lower cost. In terms of the outcomes for both Gosport and Fareham Borough Councils these would include:

- A larger staff base with better capability/flexibility, resilience to positive and negative economic variations and to increased competition.
- "Growing" more surveyors from within a larger staff establishment. Apprentices could also be an option.
- Reducing the impact of PCC Building Control service offering minimal service levels-their existing customers are now beginning to use Approved Inspectors with a corresponding effect when these clients work in the existing BCP area.
- Acquiring more partner companies and increase income based on the ability to provide a complete Building Control service over three local Council areas.
- Creating marketing specialisation within the enlarged staff establishment.
- Gaining structural engineering expertise from within the PCC Building Control staff base leading to potential savings on existing cost of structural checking.
- Creating a larger organisational profile which will be more attractive to new customers and when recruiting staff.
- Sharing management costs, support service charges, centralised office accommodation over three authorities
- Providing increased operational resilience.
- Providing a larger unit with increased potential for developing alternative service delivery models
- Increasing opportunities and resources to secure very large projects planned in all three areas.

The Head of Building Control Partnership has identified that as the enlarged partnership develops and becomes more embedded, there will be opportunities to identify further savings

3. Proposals

- 3.1 It is proposed that PCC be invited to become the third member of BCP.
- 3.2 The existing BCP service levels, procedures, Quality Assurance system, customer charter and corporate governance arrangements are to be the basis for the enlarged Partnership

4. Management model

- 4.1 As with the existing BCP model, the strategic operation of the enlarged partnership will be overseen by the Building Control Partnership Panel. The Panel shall be comprised of the Lead Members and Directors for the Building Control functions at each Council together with the Head of Building Control. The Panel would meet bi-annually. As before, it is not proposed that the panel is a decision making body or a joint committee but will provide political and strategic oversight and recommendations.
- 4.2 The existing Head of the BCP will manage the enlarged Partnership and will be responsible for the day to day management including the monitoring of finances, resources and other equipment to ensure that the partnership can effectively carry out the delegated functions.
- 4.3 An officer panel consisting of the respective Directors will meet with the Head of Building Control and other officers as appropriate at least quarterly to monitor the performance and development of the BCP and the services being delivered and resolve any issues arising.

5.0 Main Office location

- 5.1 The main administration office would remain at the Depot offices, Broadcut, Wallington. It is anticipated that this will become the main office location for PCC administration and surveying staff from mid-July 2015. Movement of staff cannot happen until ICT system merger has taken place-the earliest date is July 2015. The existing office floor space at the Depot offices can accommodate the extra staff.

6.0 Presence at PCC

- 6.1 A Building Control Administration officer will remain at Portsmouth City Council offices covering the hours from 8.30-12, Monday to Friday. Hot desks will be available for additional staff to operate from the Portsmouth office as the need arises.
- 6.2 There will be no changes to the arrangements for staff to work from Gosport Town Hall.

7.0 Staffing and establishment

- 7.1 The current establishment for Building Control at PCC comprises three surveyors and three administration staff on a variety of full and part time contracts, although there are four vacant posts, a Senior Building Control Surveyor and three Assistant Building Control Surveyors.
- 7.2 All existing PCCBC staff will remain employees of PCC and governed by their existing terms and conditions. Contract variations will be applied by PCC to reflect Partnership working. This is in line with the current BCP arrangement between FBC and GBC.
- 7.3 The new BCP structure will have two area teams-East and West plus a special projects team together with an administration/technical team. Staged PCC recruitment to this structure will depend on income generation.

8.0 ICT

- 8.1 PCC do not use the same IT systems as the BCP and work to migrate their systems should be completed summer 2015. The costs of this work will be borne by PCC.
- 8.2 There are no other changes proposed and all BCP surveyors will be able to work from home, from any office location and to have connectivity during the working day. Appropriate equipment will be provided.

9.0 Financial Implications

- 9.1 There are no direct costs to GBC associated with this proposal. Initial savings will be generated by the recharging of management time to PCC from the commencement of the partnership and this will result in annual savings of £15K to both GBC and FBC.
- 9.2 Further efficiencies and cost savings are likely as the enlarged partnership is fully integrated and the requirement for support services is reviewed.
- 9.3 FBC will remain as financial host to the enlarged partnership
- 9.4 It is proposed to harmonise charge levels across the new partnership area and this is a decision for each Council.
- 9.5 PCC will be responsible for any budgetary deficits within their portion of the budget at year end and a financial mitigation clause will be inserted into the new agreement to reflect this.
- 9.6 This is to ensure that the cost of non-chargeable services

provided to PCC by BCP is fully funded either via the original PCC budget commitment or from a subsequently revised budget drawdown to cover any deficit.

9.7 PCC will cover the implementation costs in respect of them joining the BCP. These cost are for merging the IT systems, purchasing equipment to allow PCC staff to operate in the same manner as BCP staff and other costs amounting to £43000

9.8 The existing funding in the BCP business reserve would not be available to PCC.

10.0 Legal Implications

10.1 It will be necessary for a revised Partnership agreement to be entered into by all 3 Councils and this will be based on the existing agreements that are in place for the BCP.

10.2 As staff from PCC may be working on matters within Gosport's area and vice versa it is necessary for the Council to formally delegate its building control function to PCC and PCC will need to formally delegate its building control function to GBC. This reciprocal delegation with FBC is already in place.

11.0 Risk Assessment

11.1 An assessment of the risks and opportunities associated with this decision are summarised in the following table;

Risk	Mitigation
Existing PCC Building Control reputation	Partnership will be viewed positively by clients on the basis of BCP's good reputation. Full marketing based on new Partnership
Resources not being available to develop partnership	Existing BCP establishment will be fully staffed during integration, additional hours, casual contracts and overtime may need to be offered/extended
PCC Building Control staff attitudes/low morale	PCC Building Control staff have a positive attitude towards BCP and see Partnership working as the answer to resource issues and lack of direction
Different terms and conditions for staff working across three	Alternative delivery models for Partnership working to

members areas of the enlarged Partnership	be investigated and adopted if suitable
Potential funding gaps for PCC service provision	Mitigation clauses to be inserted in agreement to ensure PCC have responsibility for any deficit generated on their part of the budget
Reduced service to FBC and GBC during integration	Existing BCP establishment will be fully staffed during integration, additional hours, casual contracts and overtime may need to be offered/extended
PCC not embracing Partnership principles	BCP panel structure and governance will provide a tried and tested mechanism for joint working and focus
Effect on very good existing BCP working relationships/harmony	Existing BCP management structure is very experienced and resilient with good quality member involvement and experienced staff
Larger overall financial and staff base potentially more affected by negative economic variations and loss of income	New BCP staff establishment will still contain four senior level surveyors already on flexible retirement plus one within 2 years of retirement. BCP also have one senior surveyor on a fixed term contract. The administration establishment will contain at least two staff with potential for reduced hours/retirement
Complicated financial and reconciliation system between three authorities	Alternative delivery models for Partnership working to be investigated and adopted if suitable

12.0

Conclusion

12.1

The drivers for the development and provision of shared services including the provision of services through collaborative or partnership working are increasing.

- 12.2 All three Councils are also faced with making financial savings and the arrangements that are proposed in this report will enable savings to be made whilst at the same time improving the resilience of the service being provided to meet the needs of the constituent Councils. As the partnership develops and becomes more embedded, there will be opportunities to identify further savings.

Financial Services comments:	None
Legal Services comments:	See Section 4
Crime and Disorder:	
Equality and Diversity:	There are no equality issues arising from this report and its recommendations. Therefore, an Equality Impact Assessment is not required.
Service Improvement Plan implications:	No implication
Corporate Plan:	No implications
Risk Assessment:	See Section 5
Background papers:	Nil
Appendices/Enclosures:	Nil
Report author/ Lead Officer:	John Shaw

ITEM NO 8

Board/Committee:	POLICY & ORGANISATION BOARD
Date of Meeting:	WEDNESDAY 18 TH MARCH 2015
Title:	JUNIOR GOLF ACADEMY LEE-ON-THE-SOLENT GOLF CLUB
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To consider a request from Lee-on-the-Solent Golf Club for a contribution of £5,000 towards the provision of a 5 hole Academy Course.

Recommendation

Members approve a £5,000 contribution to Lee-on-the-Solent Golf Club towards the provision of a 5 hole academy course subject to:

- i. Fareham Borough Council making a similar contribution and that;
- ii. The Club enters into a Community Use Agreement that includes provision for any young person between 5 years and 18 years to become a member of the Club & Academy without restrictions.

1 Background

- 1.1 Lee-on-the-Solent Golf Club is currently pursuing a project to create a Junior Golf Academy.
- 1.2 The Club provides golf training for boys and girls from 5 years to 18 years supervised by the Club's golf professional and his assistants.
- 1.3 To expand and improve this training, the Club are proposing to create a short 5 hole Academy golf course on land belonging to the Club. This land is currently used for grazing.
- 1.4 The land (2.35 hectares) is situated on the junction of Broom Way and Brune Lane within the Borough of Fareham (see Appendix A) and will provide five golf holes ranging in length from 80 metres to 134 metres. Access to this land will be solely from the existing golf course via a new entrance. The existing two entrances from the highway will be closed.
- 1.5 Planning permission for the extension to the golf course has been granted by Fareham Borough Council.
- 1.6 Work has already commenced to clear the existing field and it is

proposed to begin work on the creation of the Academy Course in Spring 2015.

2 Report

- 2.1 Lee-on-the-Solent Golf Club has asked this Council to contribute £5,000 towards the creation of the Academy Course.
- 2.2 The Club estimate that the Academy Course will take 2/3 years to complete and will cost in the region of £32,000.
- 2.3 Hammond Memorial Trust has donated £5,000 towards the project and Fareham Borough Council has also agreed to a contribution of £5,000 providing Gosport Borough Council offer the same amount.
- 2.4 The Club have already committed £13,000 towards the project and will continue to fundraise. Much of the work will be carried out by volunteers. The Club is confident it can complete the project if funding from both Councils is provided.
- 2.5 Lee-on-the-Solent Golf Club straddles the boundary between Gosport and Fareham and has members from both Boroughs.
- 2.6 The Club has confirmed that there are no restrictions on membership and they currently have 31 junior members. They seek to encourage youth development towards golf in conjunction with surrounding schools and offer reduced fees and sponsored membership to advance this.
- 2.7 The Club currently has 820 members; 389 of whom reside in the Borough of Gosport and 9 of the junior members are also from this Borough.
- 2.8 This Council recognises that the participation in exercise can greatly enhance health & social wellbeing in an individual and the Council promotes exercise and sport by the provision of facilities and by financial support to a variety of sports and activities.
- 2.9 Encouraging young people to begin sport or exercise is crucial in reducing obesity and increasing healthy behaviour in later life.
- 2.10 Lee-on-the-Solent Golf Club is proposing a Junior Golf Academy to introduce young people to golf and the proposed short golf course will enable young people to practice on a course designed for them.

4 Risk Assessment

- 4.1 The Council may face a reputational risk if Members decide not to provide the £5,000 contribution.

- 4.2 The contribution would be granted on the basis that it must be repaid if the facility is not completed and put into use.

5 Financial Implications

- 5.1 The £5,000 contribution can be met from the 2014/15 Budget.

Financial Services comments:	None
Legal Services comments:	The Council has the power to provide this financial assistance and should enter into a legal agreement to secure it is repaid if the Academy is not completed or not used as set out in this report.
Crime and Disorder:	
Equality and Diversity:	
Service Improvement Plan implications:	
Corporate Plan:	
Risk Assessment:	See para 4 of the above report
Background papers:	
Appendices/Enclosures:	
Appendix 'A'	Site location plan
Report author/ Lead Officer:	Ian Lycett, ext 5201

AGENDA ITEM 9

Board/Committee:	POLICY AND ORGANISATION BOARD
Date of Meeting:	WEDNESDAY 18 MARCH 2015
Title:	GOSPORT MARINE FESTIVAL
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To inform Members of a request from the organisers of the Gosport Marine Festival for the Council to provide a trophy for the Gosport Peninsular Charity Pursuit race.

Recommendation

That Policy and Organisation Board agrees to the request to provide a trophy for the Gosport Peninsular Charity Pursuit race with the Gas Works Trophy being used for this event.

1 Background

- 1.1 A Marine Festival is being organised for Saturday 13 June which will be a free community event focusing on the on-water opportunities available on the Gosport Peninsular. The festival is intended to focus on the young people of Gosport and will highlight the learning and career opportunities within the marine industry on the peninsular.
- 1.2 Young people will be given an opportunity to try out water sports for the first time with up to 1000 places being available in boats with safety equipment and qualified instructors provided by the Sea Cadets and local sailing clubs. It is intended to have entertainment in the Time Space, a local Art exhibition in Holy Trinity Church and a food festival along the pier.

2 Report

- 2.1 A number of sailing events are to be held as part of the Marine Festival including the race for the Turks Trophy. A new sailing event the Gosport Peninsular Charity Pursuit, for bigger boats, is planned and as part of this event the competitors will be raising money for local good causes.
- 2.2 The organisers of the Gosport Marine Festival have asked if the Council would provide a trophy for this new sailing event. They envisage that it would be presented to the winner and then immediately returned to the Town Hall, as is the case with the Turks Trophy. The winner would receive a framed photograph of the trophy which would be paid for by the organisers and not the Council. The organisers have advised that they

are hopeful that Sir Ben Ainslie would be available to present the trophy.

- 2.3 If the Council wishes to agree to provide a trophy then a new trophy could be purchased or it may be possible to use a trophy from the existing civic collection. The Gas Company Challenge Cup, is a silver cup which was presented to the Council by the Portsmouth and Gosport Gas Company in 1936 for various challenges. This cup was last presented in 1985. There is nothing in the Council's archives which suggests that this cup could not be presented for this new sailing event.

3 Risk Assessment

- 3.1 The Marine Festival will focus positive attention on marine opportunities in the Borough and provide opportunities for young people to explore career and leisure activity in the local area. By presenting a trophy the Council will be recognising the significant economic and social benefits from the marine sector.

Financial Services comments:	None
Legal Services comments:	Contained in the report
Crime and Disorder:	
Equality and Diversity:	
Service Improvement Plan implications:	None
Corporate Plan:	
Risk Assessment:	Contained in Section 3
Background papers:	None
Appendices/Enclosures:	None
Report author/ Lead Officer:	Ian Lycett

AGENDA ITEM NO.10

Board/Committee:	POLICY & ORGANISATION BOARD
Date of Meeting:	WEDNESDAY 18 MARCH 2015
Title:	STAFFING REPORT – LOCAL TAXATION SECTION
Author:	BOROUGH TREASURER
Status:	FOR DECISION

Purpose

The purpose of the report is to recommend a staffing restructure of the Local Taxation Section.

Recommendation

It is recommended that the Board approves the new structure as detailed in Paragraph 2 and Appendix B of the report.

1 Background

- 1.1 The Local Taxation section is responsible for the collection of all Council Tax and Business Rates due to this Council and the precepting authorities. In the current year this amount to £36 million pounds of Council tax and £16 million pounds Business rates
- 1.2 Members will be aware of the radical changes to the financing of Local Government introduced in 2013/14 with the primary change being in respect of Business rate income. Prior to these changes all business rates collected were paid into a central treasury pot and redistributed back to local authorities using a complex needs based formula. Under the new system of Business Rate Retention this Council can potentially retain up to 40% of the Business rates collected up to this Council's baseline funding level and 20% above this level following the deduction of the Levy.
- 1.3 As a result of the above it is seen as imperative to both maintain and indeed increase collection rates of both Council tax and particularly Business Rates which will directly benefit this Council's financial position. Current projections for in year collection rates are as follow's

Business rates	96.2 %
Council tax	95.8 %
- 1.4 Whilst the section does currently undertake an efficient tax recovery operation it is also believed that additional resources as proposed in the report would result in increased collection rates. An increase of

1% in the collection rates for business rates and council tax would result in additional income to this council of approximately £114,000.

- 1.5 In addition to the above it must be recognised the section has increased workload including regular National Fraud Initiative work (where accounts are investigated/verified following information gained from various national databases), additional Council Taxpayers as a result of the introduction of the Council Tax Support scheme and highly technical work required in support of the Business Rate Retention Scheme. It is intended that the proposed structure will both help support this additional workload whilst increasing collection performance to the financial benefit of this Council.

2 Proposed Structure

- 2.1 The current structure is detailed in Appendix A and it should be noted that post FS41 Customer Liaison Officer is currently vacant and that the post holder of post FS49 Registration and Recovery Officer has reduced her hours to 30 (from 37 Hours) following a flexible working request.
- 2.2 Under the proposed structure (Appendix B) Post FS41 is deleted and the hours of post FS49 are reduced accordingly. The main changes however relate to the creation of two additional Registration and Recovery Posts. These posts are able to support the full range of registration and recovery duties within the section but in particular will be targeted to ensure that business rate and council tax recovery rates are increased.
- 2.3 It is proposed that the posts would be advertised immediately if supported by the Board.

3 Financial Implication

- 3.1 The additional staffing costs of the proposed restructure are £34,823 as detailed in Appendix C. Although collection rates are influenced by a range of factors it is believed that the additional administration costs will be more than offset by an increase in Business rate and Council tax income collected.

4 Risk Assessment

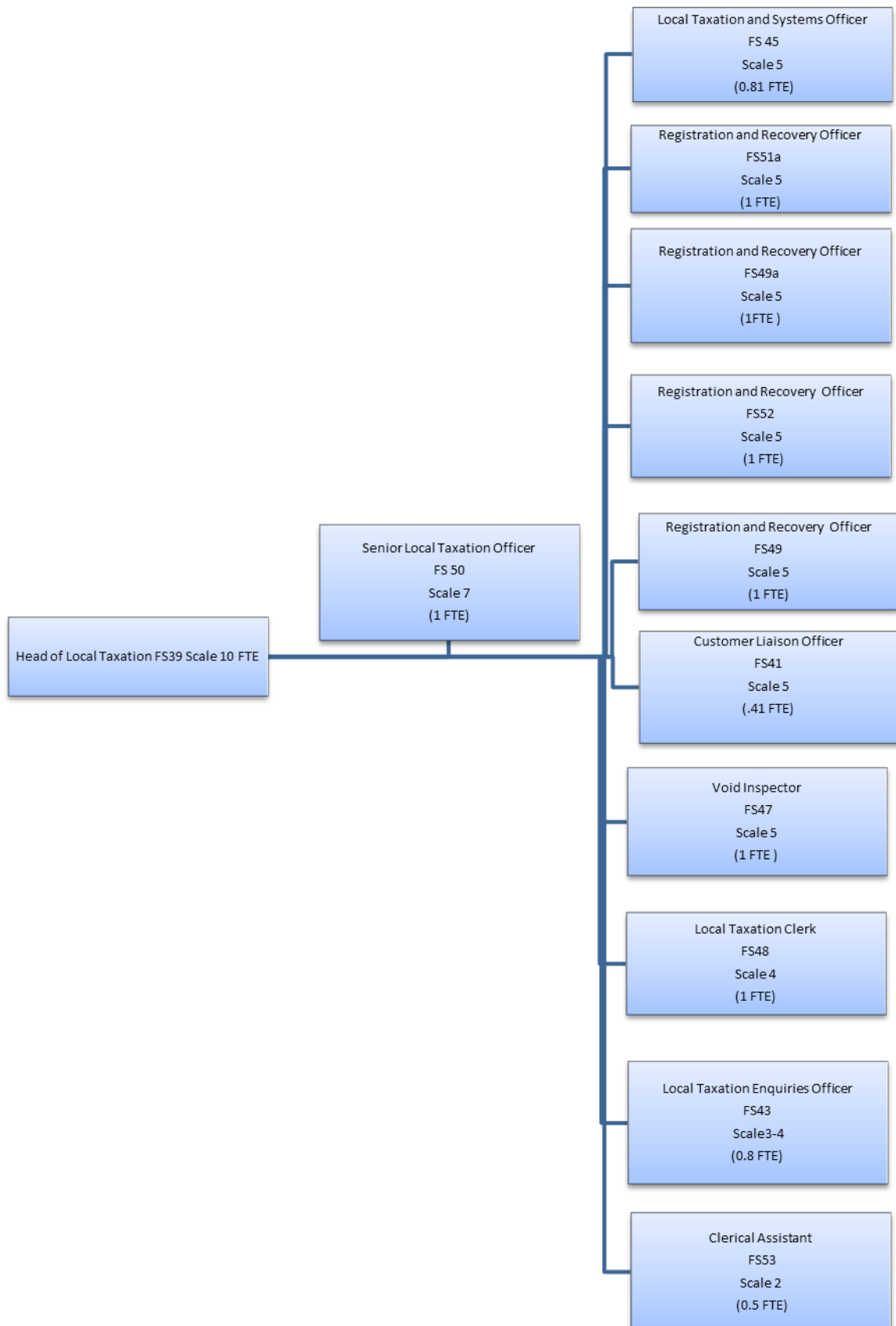
- 4.1 There is a risk the additional resources will be approved and resulting increase in collection rates not match expectations. To mitigate against this collection rates will continue to be closely monitored so that the impact of the proposed changes can be accurately assessed. Initial targets of a 1% increase in both Council Tax and Business rate collection rates above the current year's projections are proposed and it is felt that this is achievable and that an increase to cover the cost of the new post very likely. It is hoped to appoint an

experienced officer into this important role and this is unlikely if the post was advertised on a temporary contract.

Financial Services comments:	As detailed in report.
Legal Services comments:	None
Crime and Disorder:	N/A
Equality and Diversity:	N/A
Service Improvement Plan implications:	New posts will help planned requirements
Corporate Plan:	New posts will help planned requirements
Risk Assessment:	As detailed in Paragraph 4 of the Report
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	Local Taxation Section-Current Structure
Appendix 'B'	Local Taxation Section-Proposed Structure
Appendix 'C'	Cost implications of Proposed Structure
Report author/ Lead Officer:	Julian Bowcher

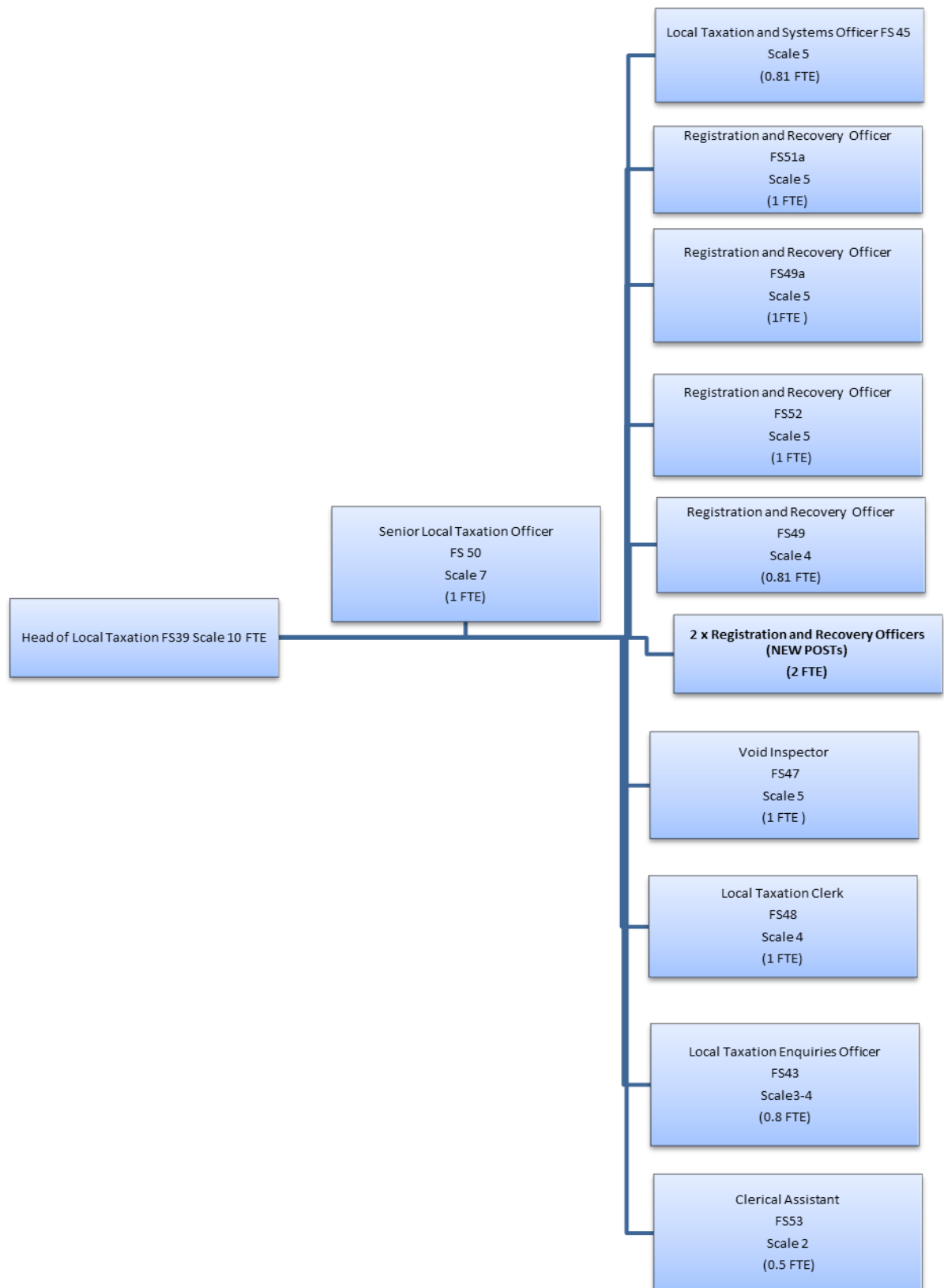
APPENDIX A

Current Structure of Local Taxation



APPENDIX B

New Structure of Local Taxation



APPENDIX C

Cost Implications of Proposed Structure

	Salary £	Salary Oncost £	Total £
Additional Costs			
2 x Registration and Recovery Officers (Grade 5)	41,698	8,140	49,838
Less			
Post FS41 (Deletion)	9,005	1,300	10,305
Post FS49 (Reduction to 30 Hours per week)	3,940	770	4,710
Net expenditure	28,753	6,070	34,823