

**London Borough of Havering  
Record of Decision of Cabinet on 17 February 2021**

1. **TITLE: Virtual Permits**
2. **DECISION MADE BY:** Cabinet
3. **DECISION:**

**Cabinet agreed:**

1. To implement Chipside's virtual permit (MiPermit) solution for new permit applications for all types listed below from May 2021.
  - Business
  - Carer
  - Car park season tickets
  - Critical duty
  - Havering clinical commissioning group
  - Havering hero
  - Health and homecare
  - Members
  - Parking waiver
  - Resident
  - Staff car park season tickets
  - School streets exemption
  - Voucher
2. To migrate all existing permit holders to the MiPermit solution from their date of expiry after May 2021;
3. To offer a virtual visitor permit option from May 2021 to run concurrently with paper visitor scratch cards.
4. To transfer the responsibility for answering all calls relating to parking permits handled by the Contact Centre and other Havering services to Chipside's MiPermit helpline.

4. **REASON FOR DECISION**

With the introduction of paperless permits the following benefits will be realised for;

*The customer*

- The customer will not be required to provide proof as this will be checked automatically and the permit authorised based on the declaration made before payment. There will be an exception for new applications if after two attempts to verify the customer this cannot be achieved automatically, the customer will be required to provide evidence.
- A permit will be active from the moment it is paid for. No longer will customers have to wait for their permits or visitor vouchers in the post.
- An option for preferred communications method (for example reminders) by; email, text and post will be offered, explaining the costs to the council and encouraging more sustainable options, such as paperless by email or text).
- An option to automatically renew your permit via your credit / debit card will be offered.
- New applicants will get a permit instantly and not have to wait to be registered, they will be granted a permit for 10 days and a second check will be completed automatically. If they are then registered no further action is taken, but if not, the customer service team will contact them to obtain their evidence.
- Customers will be able to upload documents, like evidence, if they wish.
- When a permit holder's circumstances change (e.g. change of address or vehicle) they will be able to update their permit online instead of contacting customer services to receive a new paper permit.

#### *The Council*

- All vehicle details will be available like, height, weight, class of vehicle, emissions and much more. This will allow the council to understand the types of vehicles in the Borough and make informed policy decisions in the future.
- Random checks will be made on permits issued annually to ensure that the vehicles are registered within the Borough.
- Fraudulent permits will be harder to fake as all enforcement will be carried out by checking the vehicle registration via the permit database and not checking a permit
- The new paperless solution, will be much more cost effective and cost less than £1.50 to issue a permit.

Case studies showing the positive impact changing from paper permits to MiPermit has had on other Local Authorities can be seen in published articles on Chipside's website:

<http://www.chipside.com/blog/>

## **5. ALTERNATIVE OPTIONS CONSIDERED**

### **RingGo cashless contract**

The Council have operated a cashless parking solution provided by RingGo since 2019. RingGo also provide a virtual permit solution similar to Chipside's MiPermit which was

considered.

However, the terms of the Crown Commercial Service call-off contract for delivering the Cashless Parking Solution does not allow a variance to add a virtual permit solution under the current terms and conditions. A change can only be made to the call-off contract if it is not a material change.

To make a change of such significance would effectively end the contract by giving 30 days' notice and restart the procurement process.

### **Do nothing**

Continuing with the paper based solution for permits does not make any savings for any services responsible for issuing permits, nor does it deliver on the corporate priority under connections by using technology to improve the way we live.

6. **DOCUMENT CONSIDERED:** CABINET - Virtual permits v1.2  
EqHIA-E-permits  
Communications Plan for Virtual Parking Permits  
service change 20Jan v1.0  
Mipermit Virtual Permits Schematic v100 011209

1. **TITLE: Housing Revenue Account Budget 2021/22**

2. **DECISION MADE BY:** Cabinet

3. **DECISION:**

#### **Cabinet:**

- 1 **Approved** the Housing Revenue Account Budget as detailed in paragraph **Error!**  
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- 2 **Agreed** that the rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be increased by 1.5% from the week commencing 5th April 2021.
- 3 **Agreed** that the rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, are increased by 1.5% from the week commencing 5th April 2021
- 4 **Agreed** the four rent-free weeks for 2021/22 are: week commencing 23rd August 2021, the two weeks commencing 20th and 27th December 2021, and the week commencing 28th March 2022.
- 5 **Agreed** that service charges and heating and hot water charges for 2021/22 are as detailed in the report.

- 6 **Agreed** that charges for Houses in Multiple Occupation (HMO) leased and managed by the Council (General Fund) are set at the LHA applicable on the 5th April 2021.
- 7 **Agreed** that charges for garages should be increased by 1.5% in 2021/22 as detailed in paragraph **Error! Reference source not found.** of this report.
- 8 **Agreed** that the service charge for the provision of intensive housing management support in sheltered housing for 2021/22 shall be as detailed in paragraph 2.20 of this report.
- 9 That Members consider the options for the Supported Housing Charge for HRA Hostels as detailed in paragraph 2.24
- 10 **Agreed** that the Careline and Telecare support charge should be increased by 1.5% for 2021/22 as detailed in paragraph 2.22 of this report.
- 11 **Approved** the HRA Major Works Capital Programme, detailed in Appendix 1a of this report and refer it to full Council for final ratification.
- 12 **Approved** the HRA Capital expenditure and financing for the 12 Sites Joint Venture and other acquisition and regeneration opportunities detailed in Appendix 1b of the report and refer it to full Council for final ratification.

#### 4. **REASON FOR DECISION**

The Council is required to set the housing rent, service charges and a budget in accordance with the Local Government and Housing Act 1989 and set a budget that is not in deficit.

#### 5. **ALTERNATIVE OPTIONS CONSIDERED**

There are no alternative options in so far as setting a budget is concerned. However, there are options in respect of the various elements of the budget. These are considered in preparing the budget and cover such things as the rent and service charge increases, budget growth and major works programme proposals. The rationale for the levels of investment and levels of charges are contained within the body of this report.

6. **DOCUMENT CONSIDERED:** Cabinet - HRA Budget 2021 - 2022  
EqHIA HRA Budget 2021-22 draft

1. **TITLE:** **Capital Programme and Strategy 2021/2022**

2. **DECISION MADE BY:** Cabinet

3. **DECISION:**

**Cabinet:**

1. **Will Recommend to Council for consideration and approval** the 2021/22 and ongoing Capital Programme noting the changes in accessing new borrowing set out in section 1.3
2. **Agreed** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
3. **Agreed** that externally funded schemes can be added to the capital programme up to £500k as and when funding is confirmed. Any external funding over £500k will be subject to approval by the Chief Financial Officer.
4. **Agreed** that the relevant Cabinet Member, together with the Cabinet Member for Finance and Property be delegated authority to commence tender processes and accept tenders for capital schemes included within the approved programme.
5. **Approved** the capital strategy contained within this report noting its impact on both the capital programme and overall contribution to the setting of the revenue budget for 2021/22 and beyond
6. **Noted** the capital prudential indicators included within the capital strategy when approving the capital programme to ensure affordability.
7. **Agreed** that the Chief Financial Officer be authorised to re-profile capital budgets mid-year based on the updated forecasts provided by services and reported to the Senior Leadership Team as part of the capital monitoring process. This will assist in producing more accurate information for treasury management purposes.

#### 4. **REASON FOR DECISION**

The Council is required to approve the Capital Strategy as per the 2017 updates to the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in the Public Services Code of Practice.

#### 5. **ALTERNATIVE OPTIONS CONSIDERED**

There are no alternative options in so far as approving the capital strategy and setting the capital programme. However, there are options in respect of the various elements of the capital programme.

6. **DOCUMENT CONSIDERED:** 2021-22 Capital Programme and Strategy (Cabinet Version)  
Appendix 1  
Appendix 2  
Appendix 3

1. **TITLE: 2021/22 Treasury Management Strategy Statement (TMSS)**

2. **DECISION MADE BY:** Cabinet

3. **DECISION:**

**Cabinet:**

1. **Approved** the TMSS 2021/22.
2. **Approved** the Prudential and Treasury Indicators set out in Appendices 2 and 3 respectively of this report.
3. **Approved** the Annual MRP Policy Statement for 2021/22 set out in Appendix 8 of this report.
4. **Recommended** the annual TMSS and MRP statements 2021/22 to Council for approval.
5. **Delegated** future changes required to this Strategy to the Chief Financial Officer after consultation with the Cabinet Member for Finance and Property. This will provide the additional flexibility to swiftly respond to changing circumstances.

4. **REASON FOR DECISION**

The statutory Codes set out that the authority ought to approve a Treasury Management Strategy Statement, the MRP Policy Statement and the Prudential Indicators.

5. **ALTERNATIVE OPTIONS CONSIDERED**

The statutory Codes set out that the authority ought to approve a Treasury Management Strategy Statement, the MRP Policy Statement and the Prudential Indicators.

6. **DOCUMENT CONSIDERED:** 202122 LBH TMSS V.3SW v.5 jw2 - final version for publication

1. **TITLE: Budget 2021/22 and Medium Term Financial Strategy**

2. **DECISION MADE BY:** Cabinet

3. **DECISION:**

**Cabinet:**

1. Agreed the Council Tax requirement for 2021/22 to be set at £134.980m as set out in paragraph 7.5 and Appendix G of the report;
2. Agreed the Delegated Schools' draft budget set out in section 5.13 of this

report;

3. Agreed a 1.50% increase in Council Tax for 2021/22 as set out in paragraph 7.1;
4. Agreed an additional 3% Adult Social Care Precept as in paragraph 7.1;
5. Noted the Medium Term Financial Strategy position as set out in Section 8
6. Agreed the fees and charges schedule as set out in Section 9 and Appendix C
7. Noted the risks to the 2021/22 budget as set out in Section 10
8. Noted the requirements of S106 of the LGA 1992 Act as set out in Section 1
9. Agreed that to facilitate the usage of un-ringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Leader and the Cabinet Member for Finance and Property.
10. Delegated to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.
11. Delegated authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual spend plan for the Public Health grant.
12. Delegated to the Directors of Children's and Adults authority to agree inflation rates with social care providers for 2021/22.
13. Read the Equalities Impact Assessment in respect of the CTS Scheme as set out in Appendix E to this report.
14. Read the summary version of the Council Tax Support Scheme for 2021/22 as set out in Appendix F to this report (unchanged from 2020/21).

**Cabinet will recommend to Council for consideration and approval:**

1. Agree the Council Tax requirement for 2021/22 to be set at £134.980m as set out in paragraph 7.5 and Appendix G of the report;
2. The Delegated Schools' draft budget set out in section 5.13 of this report;
3. A 1.5% increase in Council Tax for 2021/22 as set out in paragraph 7.1;
4. An additional 3% Adult Social Care Precept as in paragraph 7.1;

5. That it pass a resolution as set out in section 14 of this report to enable Council Tax discounts for early payment to be given at the 2020/21 level of 1.5%.
6. Recommend to Full Council that the Council Tax Support Scheme for 2021/22 is adopted as set out in Section 15 of this report (unchanged from 2020/21).

#### 4. **REASON FOR DECISION**

The Council is required to set a balanced budget in advance of the beginning of each financial year. This report sets out the process to reach a balanced budget for 2021/22 and sets out the Council's future plans for balancing the budget in the medium term from 2022/23 to 2024/25.

#### 5. **ALTERNATIVE OPTIONS CONSIDERED**

The Council is required to set a balanced budget in advance of the beginning of each financial year. This report sets out the process to reach a balanced budget for 2021/22 and sets out the Council's future plans for balancing the budget in the medium term from 2022/23 to 2024/25.

6. **DOCUMENT CONSIDERED:** Budget Report - Version 1.9  
Appendix A Budget Consultation 2020 Results (PDF)  
Appendix B Budget Savings  
Appendix C Fees and Charges 1.3 (Final 210208)  
Appendix D - Risk Register final (PDF)  
Appendix E Council Tax Support Scheme 2021-22 EqHIA (PDF)  
Appendix F Short version of the Council Tax Support Scheme 2021-22  
Appendix G - Council Tax Statement 210205