

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



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BOROUGH COUNCIL

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COUNCIL AGENDA

Membership: Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Heard, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby (Deputy Mayor), Sceal, Shimbart, Mrs Shimbart, Smith D, Smith K, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Patrick, Pike, Rees and Satchwell

Meeting: Council

Date: Wednesday 17 February 2016

Time: 5.00 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

9 February 2016

Contact Officer: Penny Milne (023) 92446234
Email: penny.milne@havant.gov.uk

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PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Declarations of Interests

To receive any declarations of interests from Members.

3 Minutes

1 - 12

To confirm the minutes of the last meeting of the Council held on 9 December 2015 and the extraordinary meeting held on 20 January 2016.

4 Matters Arising

To consider any matters arising from the minutes.

5 Mayor's Report

13 - 14

6 Provisional Appointment of the Mayor 2016/17

7 Provisional Appointment of the Deputy Mayor 2016/17

8 Leader's Budget Speech

- (1) Budget speech by the Leader of the Council;
- (2) Reply by the Leader of the Opposition Group;
- (3) Leader reply to the Opposition Group; and
- (4) Questions for clarification to the Leader of the Council

9 Revenue and Capital Budget 2016/17

15 - 18

The recommendation from the Cabinet meeting held on 3 February 2016 is attached.

10 Cabinet Recommendations

Havant Energy Strategy

To consider the following recommendation to Council arising from the Cabinet meeting held on 3 February 2016. The Cabinet report can be found via the following link:

<https://havantintranet.moderngov.co.uk/documents/s14972/Cabinet%20Report%20February%202016%20-%20havant%20energy%20strategy%20FINAL.pdf>

RECOMMENDED to full Council that:

- (1) the Energy Strategy for Havant set out in Appendix 1 to the Cabinet report be approved; and
- (2) the next steps highlighted in section 4.4 of the Cabinet report be agreed.

11 Independent Remuneration Panel Report on Councillors' Allowances

19 - 26

12 Leader's Report

Circulated separately.

13 Cabinet Lead Reports

Circulated separately.

14 Cabinet Leads and Chairmen's Question Time

- (i) the Leader and Cabinet Leads to answer questions on matters within their respective reports.
- (ii) Committee Chairmen to answer questions on minutes since the last Council meeting

15 Questions Under Standing Order 23

To receive questions from Councillors in accordance with the requirements of Standing Order 23.4(a).

16 Urgent Questions Under Standing Order 23

To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 23.4(b).

17 Reports From the Scrutiny Board

To consider any reports and recommendations from the Scrutiny Board.

18 Notices of Motion

19 Acceptance of Minutes

27 - 66

To receive the minutes of meetings of Committees held since the last meeting of the Council:

Development Management Committee – 17 December 2015

Joint Human Resources Committee – 5 January 2016

Extraordinary Scrutiny Board – 12 January 2016

Development Management Committee – 14 January 2016

Extraordinary Cabinet Meeting – 20 January 2016

Scrutiny Board – 26 January 2016

Cabinet – 3 February 2016

PART 2 (Confidential items - closed to the public)

20 Exclusion of the Press and Public

The Council is asked to consider whether to pass a resolution excluding the public from the meeting during consideration of any of the items on the agenda. If members wish to do so then this could be achieved by passing the following resolution. Members are not required to pass the resolution but the Monitoring Officer

recommends this as to the item set out below.

That the public be excluded from the meeting during consideration of the item headed and numbered as below because:

- (a) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and
- (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item 21 - 5 Councils' Corporate Services Procurement - Joint Committee and Joint Overview and Scrutiny Committee

(Paragraph 3)

21 Cabinet Recommendations - 5 Councils' Corporate Services Procurement - Joint Committee and Joint Overview and Scrutiny Committee

To consider the following recommendation to Council arising from the Cabinet meeting held on 4 February 2016. The Cabinet report is not for publication under paragraph (3) of Part 1 of Schedule 12A of the Local Government Act 1972.

RECOMMENDED to full Council that the following be approved:

- (1) to establish a Joint Committee in accordance with the details outlined in Appendix 3 and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead for Corporate Services, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council; and
- (2) to establish a Joint Overview and Scrutiny Committee with details outlined in appendix 4 and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council.

GENERAL INFORMATION

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Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

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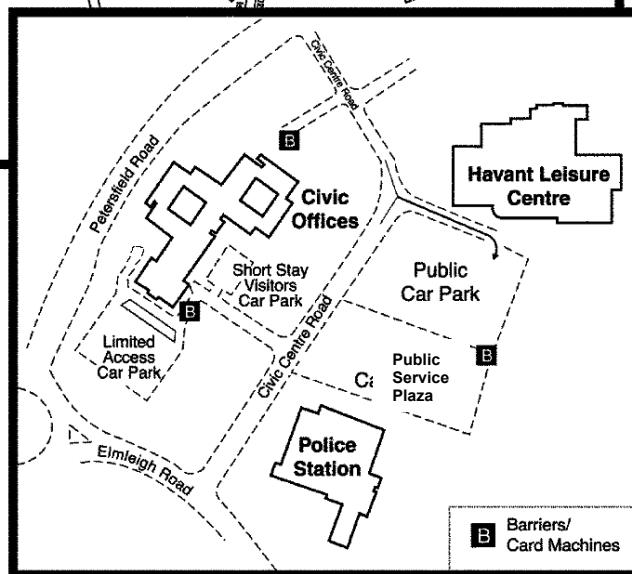
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Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing a Motion is allowed 10 minutes to introduce and 5 minutes to reply to debate
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

- Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that:
 - 48 hours written notice is given; or
 - 2 hours written notice in relation to urgent matters

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 9 December 2015

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Heard, Lenaghan, Mackey, Perry, Ponsonby (Deputy Mayor), Sceal, Shimbart, Smith D, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Patrick, Pike, Rees and Satchwell

42 Apologies for Absence

Apologies for absence were received from Councillors Briggs, Edwards, Kerrin, Pierce Jones, K Smith and Mrs E Shimbart.

43 Declarations of Interests

There were no declarations of interest from any of the members present.

44 Minutes

Proposed by Councillor Buckley and seconded by Councillor Branson it was

RESOLVED that the minutes of the Council meeting held on 14 October 2015 be approved as a correct record.

45 Matters Arising

There were no matters arising from the minutes of the last meeting.

46 Mayor's Report

There were no additional matters or questions raised in connection with the Mayor's published report.

47 Public Questions Under Standing Order 13.4(f)

The following questions were submitted by Mr James Smith in accordance with the requirements of Standing Order 13.4(f):

- 1) What work has been undertaken by the Council to assess and evaluate services within the Lots being delivered by Havant Borough Council employed-staff, under an in-house service improvement planning model?
- 2) What Key Performance Indicators measuring the costs and quality of performance have been set for:

- a) Capita. To measure the costs and quality of its performance against the costs and quality of the service previously delivered by Havant Borough Council staff (e.g. Revenues and Benefits and Customer Services)?
 - b) Any new provider. To measure the costs and quality of performance against the services presently delivered by Capita and previous to that, by Havant Borough Council staff?
- 3) What guarantee can be given that the jobs, pay and conditions of staff presently employed by Havant Borough Council, will be retained at their current levels, if the work is outsourced?
 - 4) What measures are being taken to ensure in-house expertise is retained should a new provider fail in its contractual commitments?
 - 5) Broken down to its component parts (i.e. standard contract costs, charges and bonuses etc.), how much has Havant Borough Council paid Capita, year on year for the service Capita have delivered to the Council since the contract began? What are the transaction costs (to date) of the existing contract with Capita?
 - 6) Many residents care deeply about tax avoidance and tax evasion, particularly when increased government tax income could be spent on protecting the local government grant. What research has been and will be undertaken into potential contractors' tax affairs?

The following responses were provided by Councillor Fairhurst:

Question 1

It is the Council's corporate strategy to make savings through commissioning our services from other organisations and Cabinet reviewed the options available for these services in reaching their decision to enter this tendering exercise in December 2014.

Question 2

- a) Current contract

In-year cash collection rate for Council Tax

In-year cash collection rate for Business Rates

Reduction in prior year arrears for Council Tax

Reduction in prior year arrears for Business Rates

Average processing time for Benefit new claims

Average processing time for Benefit change of circumstances

Average accuracy rate for Benefit new claims and change of circumstances

Value of Housing Benefit overpayment recoveries in-year

Reduction in prior year Housing Benefit overpayment debt

Percentage of telephone calls answered within 20 seconds

Percentage of correspondence received and processed by the Council and responded to within 10 days

Percentage of e-mails acknowledged within 1 working day

Percentage of face-to-face customers visiting the Council seen within 10 minutes

b) The KPIs for these services are the same as the current contract, although in some cases the proposed standards are higher. The procurement process has not yet confirmed these standards.

Question 3

The employees transfer under TUPE and this gives them assurance that they will remain on their current contractual terms and conditions.

Question 4

We are maintaining some expertise in a shared client side and, following a resourcing review currently underway, the Chief Executive is proposing to retain some experience in the key services in her management team.

Question 5

We do not hold component information or individual transaction costs. The total annual payments for the current contract are:

Year	total payments
2009	£ 3,052,976
2010	£ 2,833,434
2011	£ 3,478,493
2012	£ 3,617,899
2013	£ 3,639,439
2014	£ 3,518,760
2015 (half year)	£ 1,809,186

Question 6

The financial leads on the project checked the background of all suppliers at the pre-qualification stage. This process included examining the published accounts of each company and investigating any comments from the independent auditors. There was no evidence of tax avoidance in publically held records relating to them.

48 Cabinet/Board/Committee Recommendations

- (A) Councillor Wilson presented a recommendation to Council seeking agreement for the 2016-17 Council Tax Support Scheme (minute 201/11/2015 refers).

Proposed by Councillor Wilson and seconded by Councillor Branson, it was

RESOLVED that the following be approved:

- (1) that the 2015/16 Council Tax Support Scheme is retained for 2016/17 but with the following amendments:

- (i) the Allowances and Premiums used in determining entitlement for working age claims are changed as set out in paragraph 5.3 of the Cabinet report; and
 - (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of the Cabinet report;
- (2) that the necessary amendments are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2).
- (B)** Councillor D Smith presented a recommendation to Council arising from the meeting of the Licensing Committee held on 16 September 2015, seeking approval of proposed charges for Private Hire Vehicle Licensing (minute 19/09/2015 refers).

Proposed by Councillor Smith and seconded by Councillor G Shimbart it was:

RESOLVED that, there having been no representations in response to the consultation, the new Charges be approved for implementation.

- (C)** Councillor D Smith presented a recommendation to Council arising from the meeting of the Licensing Committee held on 16 September 2015 relating to charges for Taxi and Private Hire Licensing (minute 20/09/2015 refers).

Proposed by Councillor Smith and seconded by Councillor Branson it was

RESOLVED that, there having been no representations received in response to the consultation, the new charges be approved and implemented for the financial year commencing 1 April 2016.

- (D)** In the absence of the Chairman of the Governance and Audit Committee, Councillor Wilson presented a recommendation to Council on the grant of a Dispensation to Councillors (minute 10/12/2015 refers).

Proposed by Councillor Wilson and seconded by Councillor Buckley it was

RESOLVED that a Dispensation be granted to all Councillors to enable them to:

- (i) consider and determine the Council Tax base each year; and
- (ii) consider and determine Councillors Allowances each year.

These dispensations to expire on 30 May 2019.

- (D)** In the absence of the Chairman of the Governance and Audit Committee, Councillor Wilson presented a recommendation to Council on proposed changes to the Council's process for dealing with allegations (minute 11/12/2015 refers).

Proposed by Councillor Wilson and seconded by Councillor Seal it was

RESOLVED that the Council's process for dealing with allegations be amended as follows:

- (i) Reference to the "Governance Committee" be amended so as to read "Governance & Audit Committee"; and
- (ii) The procedure for hearings be amended to ensure that a separate process for hearings convened following an investigation be added as Appendix 3 to the process.

49 Leader's Report

In addition to his published report, the Leader took the opportunity to encourage all Councillors to contribute to a project seeking to provide Christmas presents for underprivileged children in the Borough.

50 Cabinet Lead Reports

There were no matters the Cabinet Leads wished to add to their published reports.

51 Cabinet Leads and Chairmen's Question Time

The Cabinet Leads and Committee Chairmen answered questions from members in connection with their published reports.

52 Questions Under Standing Order 23

The following question to Councillor Briggs was submitted by Councillor Cousins in accordance with Standing order 23.4(a):

Saturday Three Hour Free Parking

"Is the portfolio holder aware that when I checked the North Street, Havant, car park at mid-day out of 46 cars there 26 had bought a parking ticket?"

Would he agree with me that this indicated a failure to communicate effectively with the public on this concession and that this proportion was no doubt replicated throughout the borough?

Would he agree that the small poster should have been enhanced by stickers adjacent to the tariffs and on the ticket machines this being where people look not at the bottom right hand corner of the display board.

Has he any idea of how many tickets were issued throughout the borough on this day as compared with a normal Saturday.

Even those I pointed out the poster to could not believe they were being offered something for free – especially from the Council."

In Councillor Briggs' absence the Leader responded by confirming that, in his view, every opportunity had been taken to publicise the scheme, including an article in *Serving You*, notices in car parks and promotional leaflets circulated throughout the Borough by the Economic Development Team. He also suggested that some shoppers may have wished to park for longer than the free three-hour period and therefore would have purchased tickets accordingly.

53 Urgent Questions Under Standing Order 23

There were no urgent questions.

54 Notices of Motion

(A) PROPOSED by Councillor Turner and seconded by Councillor Fairhurst it was

RESOLVED that the following motion be approved:

“On the occasion of the 70th anniversary of the end of the Second World War, and subject to listed building consent, this Council agrees to add to the Council's war memorial the names of those members of the Armed Services from the Borough of Havant who died in the service of this nation from 1945 to 2015”

(B) The Council debated a Motion as set out in the agenda and proposed by Councillor Hart and seconded by Councillor Francis. At the conclusion of the debate the Mayor consented to adjourn the meeting for an amended Motion to be tabled.

The meeting adjourned at 6.30pm and reconvened at 6.38pm.

Following the adjournment, and proposed by Councillor Hart and seconded by Councillor Francis, it was

RESOLVED that the following amended Motion be approved:

“That the APSE Deconstruction Report, Version 2 received by the Section 151 Officer from the UNISON Regional Organiser be referred by this Council to the Scrutiny Committee who will report on the 26th January 2016.”

55 Calendar of Meetings 2016-17

Proposed by Councillor Cheshire and seconded by Councillor Mrs Blackett it was

RESOLVED that the Calendar of Meetings for 2016-17 be approved.

56 Acceptance of Minutes

The minutes of meetings of Committees held since the last meeting of the Council were received.

The meeting commenced at 5.00 pm and concluded at 6.44 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 20 January 2016

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Heard, Keast, Kerrin, Lenaghan, Mackey, Perry, Ponsonby (Deputy Mayor), Sceal, Shimbart, Smith D, Smith K, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Patrick, Pike and Satchwell

Late Councillor Frida Edwards

The Mayor asked all those present to stand for a minute's silence in memory of the late Councillor Frida Edwards.

57 Apologies for Absence

Apologies were received from Councillors Mrs E Shimbart, E Rees and V Pierce Jones.

58 Declarations of Interests

There were no declarations of interest from any of the members present.

59 Mayor's Report

The Mayor reported good progress in taking forward the Motion agreed at the last Council meeting in respect of the addition of names to the Council's War Memorial.

The Mayor also reported that the Mayoral Chain of Office had been sent for engraving and would be returned shortly once revalued.

60 Exclusion of the Press and Public

RESOLVED that

- (1) the press and the public be excluded from the meeting during the consideration of the following items as:-
 - (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
 - (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (2) An exception be made to allow officers directly affected by the proposals to remain in the meeting for consideration of this item.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

61 Cabinet Recommendations

61a Delivering Differently - Future Service Delivery of Operational Services - Business Case for JVC

(This item was taken in camera).

Councillor Cheshire presented a recommendation from the extraordinary Cabinet meeting held on 20 January 2016 relating to the business case for the proposed Joint Venture Company for the future delivery of Operational Services.

Proposed by Councillor Cheshire and seconded by Councillor Briggs, it was

RESOLVED that the following be approved:

- (1) the Business Case for the JVC, and authority for the Officer Negotiation Team to hold strategic discussions with representatives of Norse Commercial Services to ensure the integrity and best interests of Havant Borough Council are protected, and gets the best value from a Joint Venture Partnership with Norse Commercial Services with a start up date of 1st April 2016;
- (2) the development of an Overheads Savings Plan, to identify where further HBC staff savings could be made following mobilisation to ensure opportunities for savings are maximised;
- (3) the development of an accommodation strategy for Southmoor Offices and implementation of initial phase;
- (4) the mobilisation of the JVC; and
- (5) development of links to other strategic objectives and opportunities.

At the conclusion of the meeting Councillor Briggs, as Cabinet Lead for Environment and Neighbourhood Quality, took the opportunity to express his gratitude to all operational services managers and staff for their hard work and support in taking the project forward. Full consultations with staff and members had been crucial throughout the process in seeking a successful outcome.

The meeting commenced at 5.00 pm and concluded at 5.11 pm

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Agenda Item 5

Mayor's Report to Council (Budget)
17/2/16

Since my last report, our Mayoral invitations have been less, this is usual for the period around Christmas and New Year. We start getting much busier from the second week in February for the last three months of my Mayoral year. The calendar is already getting full with the usual variety of invitations.

The Ball at Lakeside was a great success, everyone seemed to enjoy themselves. Although as we had to hold it on a Tuesday, the numbers were not what we would have expected had there been the option to hold it at a weekend. By the time you read this we will have held our Valentine's Quiz, these are great fun and a good way to raise funds for our Community Chest. We meet with the Havant and Hayling Lions Clubs regularly, as monies are raised they are then distributed to good causes with The Borough.

On Monday 1st February, the list of names to be added to the St Faith's War Memorial were given to our Estates Dept. The engraving of the two plaques will take 2-3 weeks, but Estates have asked for the extra time to ensure all is in place for the Service of Dedication. This will be at 11.15 am on Sunday 13th March at St Faith's Church. I met with Canon Rev Tom Kennar on Wednesday 3rd February to discuss the content of the service. He really is so supportive and understands exactly the service we would like.

I am so very grateful for the help that we have had since the list of names were published and planning consent was granted. The abbreviation of ranks has been especially confusing, thank goodness I have had the expertise of Naval Officers to call on. I must mention Cllr Rivka Cresswell and her husband Barney. With Barney's link to SSAFA, they have worked tirelessly to help with the search for relatives. I must also thank the members of The Havant History Group who have also been helping to trace relatives and looking at the ranks for us. It has been a source of frustration that the National Agencies do sometimes have conflicting information. We have checked and rechecked, in the case of one poor young man even his gravestone has a wrong name. Only one letter wrong but this made a totally different name.

This is of course will be a Civic Service which I envisage to be one concentrating on the Havant Borough and the families of Our Fallen. We are writing to the service organisations of each Serviceman inviting a representative to attend and of course to members of the RBL and SSAFA. We are hoping to have some of the families present on the day.

The Mayor's Blog has now been looked at by 69 countries across the world. I would love to know why the interest by a resident of Swaziland? The Mayoress of Gosport has been saving me our press cuttings, bless her. I do seem to have had a great deal of publicity this year. All good so far I hasten to add.

We have now had our third Royal Visit to the Borough in my Mayoral year. I did ask the Lord Lieutenant last week whether we might have another, he replied, "perhaps" Intriguing.

Andy and I very much look forward to the next three months, then after that a holiday!

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Recommendation from the Cabinet held on 3 February 2016:

Revenue Budget 2016/2017 to 2019/2020

RECOMMENDED to Council:

- (a) that the following be approved, as set out in the report to the Cabinet on 3 February 2016:
- (1) The proposed Revenue and Capital Budget for 2016/2017, including a Council Tax rate of £192.78 at Band D (0% increase);
 - (2) The Treasury Management Strategy and Prudential Indicators; and
 - (3) Proposed Prices for Services for 2016/2017
- (b) That it be noted that (on 21st January, 2016) the Chief Finance Officer calculated the Council Tax Base 2016/2017 for the whole Council area as 39,290.50 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended, (the "Act")] and that this Council Tax base be split between the regions of the Environment Agency as follows:
- Southern – Hampshire – 38,561.90
Southern – Sussex – 728.60
- (c) That the following amounts be calculated by the Council for the year 2016/2017 in accordance with Sections 31 and 34 to 36 of the Act.
- (i) £ 70,368,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
 - (ii) £ 62,793,578 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - (iii) £7,574,422 being the amount by which the aggregate at d(i) above exceeds the aggregate at d(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in section 31A(4) of the Act);
 - (iv) £192.78 being the amount at d(iii) above (Item R), divided by Item T (c above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

(e) Valuation Bands

A	B	C	D
£128.52	£149.94	£171.36	£192.78
E	F	G	H
£235.62	£278.46	£321.30	£385.56

being the amounts given by multiplying the amount at d(iv) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (f) That it be noted that for the year 2016/2017 the Hampshire County Council (see (h) below) and Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Bands – Hampshire County Council

A	B	C	D
£719.52	£839.44	£959.36	£1,079.28
E	F	G	H
£1,319.12	£1,558.96	£1,798.80	£2,158.56

Valuation Bands – Police and Crime Commissioner for Hampshire

A	B	C	D
£106.97	£124.80	£142.63	£160.46
E	F	G	H
£196.12	£231.78	£267.43	£320.92

Valuation Bands – Hampshire Fire and Rescue Authority

A	B	C	D
£41.73	£48.69	£55.64	£62.60
E	F	G	H
£76.51	£90.42	£104.33	£125.20

- (g) That having calculated the aggregate in each case of the amounts at (e) and (f) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby, but subject to Hampshire County Council and Hampshire Fire & Rescue Authority confirming the precept at (f) above on 18th February 2016 and 24th February 2016 respectively, sets the following amounts as the amounts of Council Tax for the year 2016/2017 for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D
£996.74	£1,162.87	£1,328.99	£1,495.12
E	F	G	H
£1,827.37	£2,159.62	£2,491.86	£2,990.24

- (h) If the Precepting Bodies decide a different precept than stated above the calculation and setting of the final total council tax figure for 2016/2017 be delegated to a special meeting of the Cabinet (if required) to be held on 26th February 2016, the Cabinet meeting on that date being as a Committee appointed by the Council for the purpose of Section 67(3) of the Local Government Finance Act 1992. That meeting shall only be authorised to amend the figures at (f) in accordance with their decisions in February 2016 and the overall Council Taxes at (g) above accordingly.

[Note: At the time of the publication of this agenda the figures for the Precepting Bodies are based upon current proposals. If these change before the Council meeting councillors will be advised before the meeting].

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**NON EXEMPT
HAVANT BOROUGH COUNCIL**

**Council
REPORT OF THE INDEPENDENT REMUNERATION PANEL**

17 February 2016

**FOR DECISION
Key Decision: No**

1.0 Purpose of Report

1.1 The Independent Remuneration Panel, comprising of Mr Ian Hamill (Chairman), Mrs Joanna El-Batal and Mrs Susan Spencer, has undertaken a review of the Councillors' allowances Scheme and this report sets out its recommendations.

2.0 Recommendations

2.1 That:

- (i) the scheme of allowances attached at Appendix A be agreed and take effect from 1 April 2016; and
- (ii) if the council is minded to implement performance related arrangements for the basic allowance, the recommendations be agreed, but not take effect until the end of the financial year in which such a scheme is implemented.

3.0 Summary/Remit of the Panel

3.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to these regulations (SI 1022 and SI 1692), all authorities are required to establish an Independent Remuneration Panel to make recommendations to Council on Members' Allowances. Council should have regard to the recommendations of the panel, but can substitute its own recommendations.

4.0 Subject of Report

4.1 The panel was tasked with undertaking a ground up review of the councillors' allowances scheme including the amount of each allowance using the terms of Reference at Appendix B. The panel met between June and September 2015 and during this period interviewed a broad selection of councillors. It also circulated a questionnaire to all councillors, although was disappointed at the low number of returns (15 out of a possible 38). A number of common themes became apparent through this research and the panel would like to record its gratitude to councillors for sparing their time. The valuable information gained, along with a benchmarking exercise against 20 similar local authorities in the South East of England helped to form its recommendations.

4.2 The conclusions of the panel are as follows:

- (i) Performance-related arrangements. In gathering its evidence, the panel received a majority view, often strongly expressed, that allowances should be related to the contribution made by the individual. This view accepted that any performance related arrangements would have to be based on councillors having a firm idea of the

expectations and competences required of them and that they should have ready access to training in the competencies needed to support delivery of their objectives. The panel was pleased to learn that there is a drive to further improve councillor training, although the need to provide additional opportunities to access it was an issue for some. Crucially, performance related reward also necessitates a process of assessment and appraisal which is open, transparent and rigorously fair and entirely and robustly evidence based.

There was a minority view opposed to such a cultural change and also some concern about practicalities. Some of those who held this view supported a return to allowances being dependent on attendance, especially with the value of this attendance being underwritten by appropriate training.

It is outside of the remit of the panel to prescribe specific HR processes, however current business protocol leans to linking reward to performance, and it should therefore be possible to implement a system for payments to councillors based on performance. Tools available might include:

- SMART (Specific, Measurable, Achievable, Realistic and Timely) objectives derived from core and specific competencies;
- Training;
- Attendance;
- 360 degree appraisal;
- Self evaluation; and
- Regular one-to-one appraisal sessions.

The panel is very encouraged to learn that work required to implement and support this type of scheme is well advanced, including a Councillor Development Strategy and a Councillor Competency Framework. The goal to achieve chartered status from South East Employers for member training is applauded.

In order to accommodate a robust appraisal regime, reward for performance would have to be retrospective and therefore the scope for its introduction within the financial year 2016/17 might prove challenging. Our recommendations have therefore also looked at the way in which the existing scheme might be tailored to provide an interim transition.

- (ii) **Basic Allowance.** During benchmarking it was established that, contrary to some perceptions, the existing basic allowance of £5,350 is higher than the average for similar local authorities in this part of the country. It is therefore the panel's recommendation to reduce this to £5,000 in the interim and for it to be adjusted upon implementation of a performance based scheme. £5,000 would then remain the payment for adequate performance, within a range of £3,000 for the lowest performers to £6,000 for the highest.
- (iii) **Committee Chairmen/Vice Chairman.** The panel was mindful of the differing responsibilities of the council's various committees and felt it appropriate to set three different levels of allowances to reflect their responsibilities. Whilst benchmarking against similar councils was undertaken, proportionate weight was also given to local evidence where roles differ from those at other councils.

Development Management Committee Chairman and Scrutiny Board Chairman. The panel gained sufficient evidence to support the level of responsibility of these high profile roles and the work that they were required to deliver. It noted however that

the current allowance is approximately 20% higher than the average of the benchmarked authorities and therefore recommends that the SRA of £5,920 remain for these positions.

Whilst the Licensing Committee Chairman has a responsible role, the panel believes that it is justified in recommending a decrease. The Licensing Committee meets to recommend policy changes and to determine Hackney Carriage and Private Hire Vehicle Drivers' Licences. The number of meetings per year is therefore variable and based upon the evidence received; the panel is satisfied that the workload is comparable to that of the other committee chairmen below. The panel recommends a SRA of £2,500 for this role and the roles listed below.

The panel feels that the Governance and Audit Committee Chairman's SRA is currently undervalued against the benchmark figure of £2,495, given the level of responsibility that the committee holds such as approving the Annual Statement of Accounts and promoting ethical standards within the council.

The panel recognises the work of the Joint HR Committee in adopting new policy aims in respect of certain staffing matters and appointing panels from its number to hear grievance appeals. It also notes that the Chairmanship rotates annually with East Hampshire District Council and suggests that parity between the two councils is both logical and fair.

The panel acknowledged the profile of scrutiny within the council, the number of meetings and the work undertaken by the scrutiny leads. It therefore recommends an uplift from £1,973 to £2,500.

The panel considered the recently introduced role of Chairman of the Safer Havant Partnership and the Council's representation on outside bodies at length. The panel found it hard to justify the current allowance of £5,920, which is the same as the DMC Chairman and the Scrutiny Board Chairman. Whilst the role entails chairing a multi-agency panel, the panel took into account that only three or four meetings are held per annum. In addition the role involves managing the council's appointments to outside bodies, including ensuring that regular reports are submitted to meetings of the full Council. After assessing the workload, the panel recommends the same level of SRA as the majority of committee chairmen, £2,500.

The panel is not generally minded to recommend SRAs for vice-chairmen, but the role of Development Management Committee Vice Chairman carries a responsibility that it feels should be acknowledged with a SRA of £1,500. Whilst this is a reduction from the current figure of £1,973, it remains above the benchmark figure of £1,383.

- (iv) Cabinet Members. The role of the cabinet member is high profile and time consuming, in some cases almost equating to a full time job. The panel notes that the current SRA of £8,140 is higher than average, although this is offset by the small number of cabinet members and that there are no deputy positions.

Taking these factors into account the panel recommends that the existing SRA of £8,140 remain.

- (v) Deputy Leader. Given the workload and responsibility and taking into account benchmarking against other similar local authorities, the panel does not propose any changes to the existing SRA of £8,800.

- (vi) Leader of the Council. In benchmarking terms there is an enormous range in the comparable authorities, the lowest being Guildford Borough Council at £5,019 and the highest being Maidstone Borough Council at £23,326. The existing Leader's SRA of £14,800 is slightly below the average of £15,041, therefore the panel recommends a small increase to £15,000.
- (vii) Non ruling party group leaders. The current scheme pays an SRA of between £600 and £2,400, based upon the number of councillors in the group. In the interest of fairness and to ensure a fair recompense for the role, the panel recommends that all non ruling party group leaders receive an allowance based upon the following formula:
 The Council Leader's SRA, divided by the total number of councillors on the council, multiplied by the number of councillors in the group.
 To ensure an appropriate allowance for leaders of small groups, a minimum SRA of £1,500 to be paid.
- (xi) Mileage. The panel concluded that the current rate of 45p, maintained in line with the HMRC base rate remains appropriate. Passenger and cycle rates should remain at 5p per passenger and 20p per mile respectively. Councillors are encouraged to claim on a monthly basis, although claims must be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.
- (ix) Taxi/Rail journeys. There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey. Councillors are encouraged to claim on a monthly basis, although claims must be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings. Travel arrangements appropriate to their particular circumstances should be made for registered disabled councillors so that they are not disadvantaged.
- (x) Child care and dependent relative care allowances. The panel is keen that those councillors who have young children or dependent relatives should not be disadvantaged financially when attending council meetings. Evening childcare rates in the area were investigated and it was noted that the rate for babysitters from one national agency is £7.25 per hour before 6pm and £6.50 per hour after. Each booking is also subject to a £6 booking fee. Given the time of council meetings and coupled to an average time that a babysitter would be required (3 hours), an average hourly rate of up to £8.75 is deemed appropriate. It is recommended that the allowance for dependent relative care be maintained in-line with the Hampshire County Council approved care providers hourly rate, currently £14.20. In respect of these allowances, councillors should be encouraged to use the most cost effective solution that ensures adequate safeguarding and provides the required level of care.
- (xi) Subsistence allowance. The panel recommends that the councillor rates be maintained in line with the officer rates.
- (xii) Communications and Broadband Allowances. Due the prevalence of IT, the panel does not believe that there is a continued need to specify this as a separate

allowance and recommends that it be absorbed within the amount of the basic allowance recommended at para 4.2(ii).

- (xiii) Indexing. Given the current low rate of inflation and the fact that the scheme is required to be reviewed every four years, the panel does not recommend any form of index linking.

5.0 Appendices

- Appendix A - Recommended scheme of Councillor's Allowances; and
- Appendix B - The panel's Terms of Reference.

5.1 Background Papers:

- The Council's Constitution, previous Independent Remuneration Panel reports, South East Employers' Members Allowances Survey 2014/15, responses to the panel's questionnaire, the Council's Member Development Strategy, the Council's Corporate Strategy, the Local Authorities (Members' Allowances) (England) Regulations 2003 and the report of the Independent Panel 'The Remuneration of Councillors in London 2014'.

6.0 Officer comments:

6.1 Legal/Monitoring Officer comments: The Council is required to review its scheme of councillor allowances every four years, following a review by an Independent Remuneration Panel. The last report of an Independent Remuneration Panel was considered by the Council on 14 December 2011. The panel's recommendations are not binding on the Council, but the Council must be seen to give due consideration to the panel's work and should give reasons where it does not agree with a panel's recommendation.

6.2 Finance/Section 151 Officer comments: Based upon the current committee structure and political balance of the council, the current appointments and the retention of the policy limiting councillors to one SRA, the recommendations of the panel, if approved, will realise a saving to the council of £31,079 per annum. However, this does not take into account the introduction of performance related arrangements. If introduced and all councillors performed exceptionally well this would add an additional cost of £6,921 (£1,000 performance related uplift x 38 councillors = £38,000 - £31,079) to the council. The introduction and subsequent management of performance related arrangements may have resource implications on council officers. The performance related pay scheme could lead to an increase in costs for the Council, depending on how such a scheme were implemented.

6.3 Accessibility and equalities comments: The Integrated Impact Assessment (IIA) has been completed. While the subsistence rates are proposed to be aligned across councillors and employees, the proposed mileage rate is not. Current officer mileage allowances are based on the AA scheme, with casual users at 19.3p per mile and essential users at 49.4p per mile, with any allowance beyond the HMRC rate of 45p taxed at the employee's applicable tax rate.

Contact Officer: James Harris
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Appendix A

Allowance	Current	Recommended
Basic Allowance (Under revised scheme to incorporate the previously separate IT allowance)	£5,350	£5,000 until such time that performance related arrangements are implemented. Once implemented, a tiered scale of £3,000, £5,000 and £6,000 be applied.
Leader	£14,800	£15,000
Deputy Leader	£8,800	£8,800
Cabinet Member	£8,140	£8,140
DMC Chairman and Scrutiny Board Chairman	£5,920	£5,920
Chairman of the Safer Havant Partnership and the Council's representation on outside organisations.	£5,920	£2,500
Licensing Committee Chairman	£2,960	
Governance and Audit Committee Chairman	£1,480	
Joint HR Committee Chairman	£1,973	
Scrutiny Leads	£1,973	
DMC Vice-Chairman	£1,973	
Group Leader	£600- £1,200	£1,500 minimum* (Political Group Leader)

*Leaders of any political group, other than the ruling group, comprising two or more members to receive a Special Responsibility Allowance based upon the following formula:

The Council Leader's SRA, divided by the total number of councillors on the council, multiplied by the number of members in the party. A minimum SRA of £1,500 to be paid.

Additional allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.

Taxi/Rail: There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey.

Child care: up to £8.75 per hour.

Dependent relative care: up to the hourly rate for approved care providers within Hampshire County Council (currently £14.20 in 2015).

Claims for carers allowances must be accompanied with a receipt stating the date, hours worked and cost. Claims may only be made to cover the carer costs incurred whilst carrying out approved council duties as a councillor, such as attending council meetings.

Subsistence (meal) allowances: The council does not make subsistence allowances available for approved duties within the district. Maximum claims for meals to be maintained in line with the rates that can be claimed by officers, currently (2015):

- Breakfast = £5.73
- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements, up to a maximum of £43 per day, including incidental subsistence costs.

This scheme was adopted by Havant Borough Council, after considering recommendations from the Independent Remuneration Panel, on [to be inserted] 2016.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The next scheme must be in place by April 2020.

Appendix B

TERMS OF REFERENCE – INDEPENDENT REMUNERATION PANEL 2015

The following terms of reference have been set for the Independent Remuneration Panel for 2015:

To make recommendations to the Council:

1. as to the amount of basic allowances that should be paid to Councillors;
2. about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such allowances;
3. as to any amount relating to and ICT provision for Councillors;
4. about the duties for which a travelling and subsistence allowance can be paid and as to the amount of such allowances;
5. as to the allowance for arranging for the care of children and dependants and for the duties for which such allowance can be paid;
6. on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended; and
7. as to whether annual adjustments of allowance levels may be made by reference to an index and, if so, for how long such a measure should run.

In forming its recommendations, the panel will pay regard to affordability and public perception.



Minute Volume

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HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 17 December 2015

Present

Councillor Buckley (Chairman)

Councillors Hart, Heard, Keast, Satchwell, Howard and Patrick

67 Apologies for Absence

There were no apologies for absence.

68 Minutes

The Minutes of the meeting of the Development Management Committee held on 26 November 2015 were agreed as a correct record and signed by the Chairman.

69 Matters Arising

There were no matters arising.

70 Site Viewing Working Party Minutes

The Minutes of the meeting of the Site Viewing Working Party held on 10 December 2015 were received.

71 Declarations of Interest

There were no declarations of interests.

72 Chairman's Report

The Chairman reported that:

- (a) he had attended the annual conference of the RTPI; and
- (b) the Public Access System for Planning had now gone live.

73 Matters to be Considered for Site Viewing and Deferment

There were no matters to be considered for site viewing and deferment.

74 Deputations

The Committee received the following deputations/representations:

- (1) Mr A Walker (objector) - Application Number APP/15/00950 – 108 – 110 Elm Grove, Hayling Island (Minute 75)
- (2) Mr M Walker (objector) - Application Number APP/15/00950 – 108 – 110 Elm Grove, Hayling Island (Minute 75)
- (3) Mr McFarlane (applicant's agent) - Application Number APP/15/00950 – 108 – 110 Elm Grove, Hayling Island (Minute 75)
- (4) Councillor Perry (ward councillor) - Application Number APP/15/00950 – 108 – 110 Elm Grove, Hayling Island (Minute 75)
- (5) Mr Wood (applicant's representative) – Application Number APP/15/01162 – Front Lawn Recreation Ground, Somborne Drive, Havant (Minute 76)
- (6) Councillor Ponsonby (ward councillor) – Application Number APP/15/01162 – Front Lawn Recreation Ground, Somborne Drive, Havant (Minute 76)

75 APP/15/00950 - 108-110 Elm Grove, Hayling Island

(The site was viewed by the Site Viewing Working Party)

Proposal: Demolition of retail unit and associated outbuildings and redevelopment to form 44No. sheltered apartments for the elderly including communal facilities, access, car parking, landscaping and substation. In addition, provision of 1No. retail unit with flat above with associated parking and landscaping

The Committee considered the written report and recommendation of the Executive Head of Planning and Built Environment to grant permission.

The Committee received supplementary information, circulated prior to the meeting, which:

- (a) gave details of additional representations received since the agenda was published;
- (b) included recommended conditions; and
- (c) included a cross section of the site.

The Committee was addressed by the following deputees:

- (1) Mr A Walker advised that he had no objection to a retail development on the site but objected to this proposal for the following reasons:

- (a) the proposal was contrary to Policy CS4 which sought to accommodate additional retail space in Elm Grove;
 - (b) the off street parking outside the application site did not have the capacity to accommodate the additional demand for off street parking likely to be generated by this proposal. The proposed closure of the Hayling Billy car park after Christmas and the loss of car parking facilities currently on the site would create a greater demand for off street parking, which could not be met. As a result there would be a loss of trade to the detriment of the economic vitality for the area and an increase in congestion to the detriment of other road users;
 - (c) there was a lack of consultation on the proposal; and
 - (d) the proposal would lead to job losses at his business as there would be inadequate parking for his staff, who currently used the Hayling Billy car park, which would be closed after Christmas;
- (2) Mr M Walker, supported the comments made by Mr A Walker and emphasised that a lack of parking in the area would lead to loss of trade to the detriment of their business and other businesses in the area;
- (3) Mr McFarlane, the applicant's agent, supported the application for the following reasons:
- (e) the proposal was in accordance with the National Planning Policy Framework and the Council's Local Plan;
 - (f) the scheme would provide much need accommodation for the elderly and at the same time free up under-occupied accommodation for younger families;
 - (g) the proposal would add to the vitality and vibrancy of the area;
 - (h) the location of the development will make a positive and sustainable contribution to the local economy in terms of placing development where it is needed in an accessible location;
 - (i) the development was of a high quality design;
 - (j) although the development might in the short term lead to an increase in demand for off street parking outside the application site, evidence demonstrated that, in the long term, the proposed parking provision was adequate;

- (k) a traffic survey showed that the current St Mary's car park was underused and could accommodate any additional demand for off parking likely to be generated by this development; and
 - (l) the proposal would result in substantial CIL contributions.
- (3) Councillor Perry, objected to the proposal for the following reasons:
- (m) the number of parking spaces required for this development had not been properly quantified: a decision on the number of spaces required should be based on similar developments on Hayling Island and not elsewhere in the Borough;
 - (n) the car parking provision on the application site was inadequate and would either encourage parking on the street to the detriment of other highway users or in the nearby St Mary's car park to the detriment of the shops in the locality and visitors to the area;
 - (o) Inadequate visibility splays were to be provided at the junction of the access with the highway and this would cause danger and inconvenience to users of the adjoining highway and in particular pedestrians;
 - (p) The proposal did not incorporate adequate facilities to enable a vehicle to turn on the site and so enter a highway in a forward gear which was essential in the interests of road safety;
 - (q) the traffic generation survey related to developments completed before 2014 and to sites outside of Hayling Island; some of the sites were outside of the Borough of Havant;
 - (r) the development made no provision for mobility scooters or cycles as suggested by the Development Engineer;
 - (s) the parking survey did not take into account the proposed closure of the Hayling Billy car Park and the impact this would have on the capacity of the St Mary's car park;
 - (t) the parking survey was not a true representative of the usage of St Mary's car park;
 - (u) the survey did not take into account the additional construction traffic and parking, which would be generated by this development;
 - (v) the height and massing of the development would be an incongruous feature in the street scene and the nearby Area of Outstanding Natural Beauty;

- (w) there as no record of a response from Chichester Harbour Conservancy
- (x) the proximity and height of the development would give rise to overlooking to nearby residential properties especially to those properties to the north of the site.

Councillor Perry requested that if, the Committee was minded to grant permission, all the conditions be rigorously enforced.

- (4) Councillor Lenaghan supported the previous objections to the scheme and raised the following additional concerns:

- (y) the development would be out of keeping with the area and detrimental to the street scene;
- (z) the parking provision on the application site was inadequate and relied upon a public car park to accommodate any overspill to the detriment of other users of the car park;
- (aa) the lack of an adequate parking provision would also encourage parking on the street thereby exacerbating the existing traffic problems associated with traffic in this area;
- (bb) the proposed new access with a lack of adequate vision splays would be hazardous to pedestrians;
- (cc) The traffic survey did not adequately take into account the characteristics of Hayling Island, which due to its isolation from the mainland encouraged the use of cars;
- (dd) the closure of the Hayling Billy car park would result in staff working in nearby business competing with visitors/residents of the proposed development for parking spaces in the St Mary's Car park;
- (ee) due to problems with the usage of the St Mary's Car park, the Council's Parking Team was considering introducing a 3 hour maximum waiting limit. If this was introduced, the car park would not be available for the period assumed in the car park survey;
- (ff) businesses in the locality would be adversely affected if potential customers could not park due to parking places being occupied by other users; and
- (gg) the Parking Team had not been consulted on the potential impact of this development on a Council car park.

In response to questions raised by members of the Committee, the officers advised that:

- (1) Hayling Billy car park and the current parking area on the application site were not public car parks so would not have included in the parking survey;
- (2) the applicant had provided evidence of car usage in their other similar developments which showed that the parking provision for this application as adequate: the Council had no proof that these projections were incorrect;
- (3) a survey of the traffic generated by the local school did not form part of this application;
- (4) the comments of the Fire Service were set in paragraph 5.12 of the report;
- (5) that site had been specifically allocated for housing in the adopted allocations plan. Therefore Haying Health Centre would not have been consulted;
- (6) the density of the development was 133 dwellings per hectare; it was difficult to compare the density of this development with other developments in the area as the density would vary according to the location, size and characteristic of each site;
- (7) a CIL contribution of £120,000 offered by the applicant towards affordable housing was reviewed by an independent assessor. Such an assessment was purely indicative and the Council was not duty bound to rely upon this assessment as the final contribution required for this development. In view of this assessment a sum of £305,000 was agreed with the applicant, which was acceptable to Housing;
- (8) A condition requiring details of the foul and surface water sewerage to be submitted and approved by the Council before development commenced was proposed to overcome the concerns raised by Southern Water Authority;
- (9) due to the spatial setting of the development it would be difficult to justify refusal on the grounds of overdevelopment;
- (10) it appeared that laundry facilities would be provided in each apartment;
- (11) a communal bin store would be provided for residents of the sheltered apartments; separate bins would be provided for the retail unit and flat above; and
- (12) there would a weekly refuse collection

The Committee discussed this application in detail together with the views raised by the deputees. Although one member of the Committee expressed support for the application, the majority of the Committee considered that:

- (i) the proposal by reason of its bulk height and site coverage would be an incongruous feature detrimental to the visual amenities; and
- (ii) the lack of parking and a turning facilities on the site for service vehicles would be detrimental to other users of the highway.

The Committee also considered refusing the application on the grounds that:

- the additional traffic likely to be generated by the proposal would have a detrimental impact on other users of the highway,
- the development would result in the loss of car parking spaces
- the development would provide satisfactory living conditions for the occupants of the proposed apartments

However, in view of advice given at the meeting, it was acknowledged that there was insufficient evidence to justify a refusal on these grounds.

During the debate, the officers advised that if the Committee was minded to refuse permission, it should also refuse on the grounds that the required SRMP and affordable housing contributions had not be secured.

RESOLVED that Application APP/15/00950 be refused on the grounds:

- 1 The proposed development by reason of its bulk, height and site coverage would be an incongruous feature to the detriment of the visual amenities of the area, and would not provide satisfactory waiting and turning facilities for servicing vehicles within the site, and as a result would be prejudicial to the safety and amenities of users of the highway network in the surrounding District Centre. As such the proposed development would be contrary to Policies CS16, CS20 and DM7 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.
- 2 In the absence of binding arrangements for the provision of on site affordable housing or alternatively an acceptable contribution in lieu of on site provision the proposal fails to make adequate provision for affordable housing in the interests of creating mixed communities and responding to housing need. As such the proposed development is contrary to Policy CS9 of the Havant Borough Local Plan (Core Strategy) 2011, the adopted Havant Borough Council Housing SPD July 2011 and the National Planning Policy Framework 2012.
- 3 The proposal, without completion of the appropriate binding arrangements to secure a contribution towards the Solent Recreation Mitigation Project, is contrary to the Council's Policy on contributions towards measures of mitigation adopted by the Local Planning

Authority. These seek to ensure that the provision is made from new development towards mitigating against increasing recreational pressure on the Solent SPA. The development is therefore contrary to policies CS11 and CS21 of the Havant Borough Local Plan (Core Strategy) 2011 and Policy DM24 of the Havant Borough Local Plan (Allocations) 2014 and the National Planning Policy Framework 2012.

76 APP/15/01162 - Front Lawn Recreation Ground, Somborne Drive, Havant

(The site was viewed by the Site Viewing Working Party)

Proposal: Extension and alterations to pavilion at Front Lawn Recreational Ground, construction of new full size Artificial Turf Pitch, extension and improvements to existing parking area, refurbishment and alterations to existing hard surfaced area to create M.U.G.A (multi use games area) and installation of floodlights.

The Committee considered the written report and recommendation of the Executive Head of Planning and Built Environment to grant permission.

During the meeting, the officer recommended that an additional condition be imposed requiring the submission and approval of details of the surface water drainage system.

The Committee received supplementary information, circulated prior to the meeting, which included corrected appendices B, C and E.

The Committee was addressed by the following deputees:

- (1) Mr Wood, who, on behalf of the applicants supported the proposal for the following reasons:
 - (a) the proposal would provide a much needed improvement to a recreation ground in an ward with the lowest level of physical activity;
 - (b) the changes would improve the parking provision on the site thereby encouraging more people to visit the ground;
 - (c) measures would be undertaken to reduce the impact of noise on neighbouring properties; and
 - (d) the improvements would make the ground more visually attractive.

- (2) Councillor Ponsonby supported the proposals for the following reasons:
 - (e) the improvements improved the area and should encourage residents to take up more sport;

- (f) the improvements would accommodate sport and other informal activities;
- (g) the floodlights would make the ground safer during the evenings; and
- (h) the facilities including the pavilion would be available for community use.

In response to questions raised by a member of the Committee, the officers advised that the floodlights would be switched off from 9.30 pm.

RESOLVED that Application APP/15/0001162 be granted permission subject to:

- (A) a condition requiring the submission and approval of details relating to surface water drainage: the wording of this condition to be determined by the Executive Head of Planning and Economy and
- (B) The following conditions:
 - 1 The development must be begun not later than three years beginning with the date of this permission.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
 - 2 The floodlights hereby permitted shall not remain illuminated after hours 21:30 hours on any day.

Reason: To protect the amenities of nearby residential properties and having due regard to policy DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.
 - 3 The two MUGAs and cage cricket hereby permitted shall not be constructed other than substantially in accordance with Sport England Design Guide, Artificial Surfaces for Outdoor Sports 2013. Particular attention is drawn to the need for appropriate fencing and surfacing.

Reason: To ensure the development is fit for purpose and sustainable and having due regard to policy DM1 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

- 4 Before the 3G Artificial Grass Pitch is brought into use, a Management and Maintenance Scheme for the facility including management responsibilities, a maintenance schedule and a mechanism for review shall be submitted to and approved in writing by the Local Planning Authority (after consultation with Sport England). The Scheme shall include measures to ensure the replacement of the Artificial Grass Pitch within a specified period. The measures set out in the approved scheme shall be complied with in full, with effect from commencement of use of the 3G Artificial Grass Pitch.

Reason: To ensure that the new facility is capable of being managed and maintained to deliver a facility which is fit for purpose, sustainable and to ensure sufficient benefit of the development to sport and having due regard to policy DM1 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

- 5 The 3G Artificial Grass Pitch hereby permitted shall not be constructed other than substantially in accordance with The Football Association Guide to 3G football turf pitch design principles and layouts 2013 Edition 1, or any superseding design guidance.

Reason: To ensure the development is fit for purpose and sustainable and having due regard to policy DM1 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework

- 6 The development hereby permitted shall be carried out in accordance with the following approved plans:

Design and Access Statement with appendices 1 and 2
received 15 October 2015

Additional Supporting information submitted by Senior Leisure
Officer received 5 November 2015

Site Location Plan drwg.no 27973PD-00 received 15 October
2015

Existing Site Plan drwg.no 27973PD-100 received 15 October
2015

Proposed Floor Plan drwg.no 27973PD-102 received 15
October 2015

Proposed Site Plan drwg.no 27973PD-101 rev A received 15
October 2015

Elevations - Sheet One drwg.no 27973PD-103 received 15
October 2015

Elevations - Sheet Two drwg.no 27973PD-104 received 15
October 2015

Existing Floor Plan and Elevations drwg.no 27973PD-105
received 15 October 2015

Existing and Proposed Sections drwg.no 27973PD-106
received 15 October 2015

Topographical Survey drwg.no 27973PD-110 received 15
October 2015

Artificial Turf Pitch Details drwg.no SSL1982-01 received 15
October 2015

Artificial Turf Pitch Site Plan drwg.no SSL1982-02 received 15
October 2015

Artificial Turf Pitch Isometric View drwg.no SSL1982-03
received 15 October 2015

Artificial Turf Pitch Flood Lighting Scheme drwg.no SSL1982-
05 received 15 October 2015

Artificial Turf Pitch Elevation drwg.no SSL1982-06 received 15
October 2015

Reason: - To ensure provision of a satisfactory development.

The meeting commenced at 5.00 pm and concluded at 7.40 pm

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Chairman

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EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At an extraordinary meeting of the Joint Human Resources Committee held on 5 January 2016.

Present

Councillor: K Carter (Chairman)

Councillors: G Blackett (Vice-Chairman), P Buckley, T Hart, J Onslow, D Patrick, G Shimbart and I Thomas

13. Apologies for Absence

Apologies were received from Councillors N Noble, R Saunders and C Satchwell.

14. Declarations of Interest

There were no declarations of interest.

15. Chairman's Announcements

There were no chairman's announcements.

16. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during the consideration of the following item as:-

- (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

17. PART 2 (Confidential Items)

18. Changes to Senior Officer Pay

The committee noted a presentation from the Chief Executive on proposed changes to senior officer pay and reward, along with the next steps to be taken.

The meeting commenced at 4.00 pm and concluded at 5.53 pm
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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 12 January 2016

Present

Councillor Keast (Chairman)

Councillors Cousins, Lenaghan, Mackey, Perry, Shimbart, Smith K, Howard, Wade and Ponsonby

31 Apologies

Apologies were received from Cllr Rory Heard.

32 Minutes

RESOLVED that the minutes of the Scrutiny Board meeting held on 10 November 2016 be agreed as a correct record.

33 Matters Arising

Cllr Ponsonby advised that following from the last meeting of the Scrutiny Board, members had received a very useful and highly informative presentation on lone working.

34 Declarations of Interests

There were no declarations of interest.

35 Chairman's Report

There were no matters the Chairman wished to report to the board.

36 Scrutiny Board Work Programme

The board was given an opportunity to review progress with regard to the work undertaken by the scrutiny and policy development panels since the last meeting and to identify any additional matters of inclusion in the board's work programme.

The scrutiny leads advised that the following reviews should be included in the work programme:

- Planning and Economy Scrutiny Panel - traffic congestion in the Borough
- Environment and Communities Panel - the standards provided by independent supported housing across the Borough
- Governance and logistics Panel - fees and charges.

Scrutiny leads were asked to give a brief update on any progress with their respective scrutiny projects.

RESOLVED that traffic congestion, Social Housing Maintenance and review of fees and charges be included in the Scrutiny Board Work Programme.

37 Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during the consideration of the following items as :-

- i. It was likely, in the view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part 1 of Schedule 12A (as amended) to the Local Government Act 1972;and
- ii. In all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report considered was exempt under paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

38 Delivering Differently - Future Service Delivery of Operational Services - Business Case for JVC

This item was taken in Camera.

Cllr Gary Hughes and Cllr Tim Pike were invited to attend the meeting.

The Board was given an opportunity to consider and comment upon the full business case for the Joint Venture Company, which had been the subject of detailed examination by the Environment and Neighbourhood Quality Panel.

The Cabinet Lead and Lead Officers for the project answered questions raised by members of the Board relating to: potential savings; the future management of staff; and the impact the proposal would have on existing services and assets. Members of the Panel were also asked to submit any additional comments.

The Board agreed that the response from the staff had been very positive and the Chairman thanked the officers for their hard work on the business case and the detailed information provided.

RECOMMENDED to Cabinet that the following be approved:

- a) The Business Case for the JVC, and authority for the Officer Negotiation Team to hold strategic discussions with representatives of Norse Commercial Services to ensure the integrity and best interests of Havant Borough Council are protected, and gets the best value from a Joint Venture Partnership with Norse Commercial Services with a start up date of 1st April 2016;
- b) The development of an Overheads Savings Plan, to identify where further HBC staff savings could be made following mobilisation to ensure opportunities for savings are maximised;
- c) The development of an accommodation strategy for Southmoor Offices and implementation of initial phase;
- d) The mobilisation of the JVC; and
- e) Development of links to other strategic objectives and opportunities.

The meeting commenced at 5.30 pm and concluded at 6.20 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 14 January 2016

Present

Councillor Buckley (Chairman)

Councillors Hart, Keast, Satchwell, Howard, Patrick and Guest (Standing Deputy)

77 Apologies for Absence

Apologies were received from Councillor R Heard with Councillor D Guest as Deputy.

78 Minutes

The Minutes of the meeting of the Development Management Committee held on 17 December 2015 were agreed as a correct record and signed by the Chairman.

79 Matters Arising

There were no matters arising.

80 Site Viewing Working Party Minutes

The Minutes of the meeting of the Site Viewing Working Party held on 7 January 2016 were received subject to the following ammendment

Minute 25 – Cllr Tarrant's name be changed to Cllr Howard.

81 Declarations of Interest

There were no declarations of interest.

82 Chairman's Report

The Chairman advised that all members of the Development Management Committee were invited to attend the meetings of the Local Plan Panel.

83 Matters to be Considered for Site Viewing and Deferment

There were no matters to be considered for site viewing and deferment.

84 Deputations

The Committee received the following deputations/representations

- (1) Councillor Leah Turner (Mayor) – Application Number APP/15/01241 – Listed Building Consent for additional plaque for war memorial and change fixings to same of existing plaques and Application Number APP/15/01356 Listed Building Consent for 2No. additional plaques (one to replace existing).
- (2) Councillor Michael Cheshire MBE (Leader of the Council) - Application Number APP/15/01241 – Listed Building Consent for additional plaque for war memorial and change fixings to same of existing plaques and Application Number APP/15/01356 Listed Building Consent for 2No. additional plaques (one to replace existing).

85 Applications APP/15/01241 and APP/15/01356- War Memorial St Faiths Church, West Street, Havant

(The site was viewed by the Site Viewing Working Party)

Application APP/15/01241

Proposal: For an additional bronze plaque on the eastern buttress. This would be located opposite the existing plaque on the western buttress. The dimensions of the plaque would match the existing plaques already fixed to the monument. It would be placed at the same height as the existing plaque on the north west buttress. The application also proposes to replace the fixings on the generic plaque as these have rusted over time

Application APP/15/01356

Proposal: For listed Building Consent for 2No. additional plaques to be added to the War Memorial. One would be to replace the existing plaque on the north west buttress and the other would be a new plaque on the eastern buttress.

The Committee considered the written reports and recommendations of the Executive Head of Planning and Built Environment to grant permission.

During the meeting officers advised that the design of the plaques would be decided by the Estates team, in conjunction with the project Lead.

The Committee was addressed by the following deputees:

(1) Councillor Turner supported the application for the following reasons:

- a. The proposal was in accordance with the Council's Policy adopted by Full Council 9 December 2015
- b. The proposal would add to the aesthetics of the memorial and was a high quality design
- c. The proposal was supported by the Conservation Officer and Planning Officer
- d. The proposal would add to the community spirit of the Borough
- e. The families of the servicemen and women proposed on the plaque had been consulted and endorsed the proposal
- f. The proposal was the most appropriate way to honour the lives of those lost in conflict

(2) Councillor Cheshire supported the comments made by Councillor Turner and added that:

- a. The proposal was in accordance with the National Planning Policy Framework and the Council's Local Plan
- b. There were no planning grounds for refusing this application
- c. The location of the plaques would make a positive impact on the memorial and add to the sense of community
- d. The addition of the plaques was a suitable addition to the memorial
- e. The proposal was a positive method of honouring those whose lives were lost in conflict
- f. The memorial under the Council's control was the most suitable location to honour those who were lost in conflict

In response to a question raised by a member of the Committee, the Committee was advised that any comments or suggestions they wished to make concerning the wording on the proposed plaques should be directed towards the Estates Team

RESOLVED that

(A) Application APP/15/01241 be grant listed building consent for subject to the following conditions:

1. The works to which this Listed Building Consent relate must be begun within a period of 3 years beginning with the date on which this consent is granted.

Reason: To comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The font size and style to be used on the additional plaque shall match that used on other World War II commemorative plaques on the War Memorial.

Reason: In the interests of the architectural and historic interest of the listed building and having due regard to Policy CS16 of

the Havant Borough Local Plan (Core Strategy) 2011, Policy DM20 of the Havant Borough Local Plan (Allocations) 2014 and the National Planning Policy Framework 2012.

3. The development hereby permitted shall be carried out in accordance with the following approved plans:

Design, Heritage and Access Statement

Site Plan DN: WM001

Front elevation - DN: WM002

Plan View - DN: WM003

Existing and proposed pillar - DN: WM004

Wording on Plaque - DNL WM005 Rev A received on 2/12/15

Reason: - To ensure provision of a satisfactory development.

- (B) Application APP/15/01241 be grant listed building consent subject to the following conditions:

- (1) The works to which this Listed Building Consent relate must be begun within a period of 3 years beginning with the date on which this consent is granted.

Reason: To comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

- (2) The font size and style to be used on the additional plaque shall match that used on other World War II commemorative plaques on the War Memorial.

Reason: In the interests of the architectural and historic interest of the listed building and having due regard to Policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011, Policy DM20 of the Havant Borough Local Plan (Allocations) 2014 and the National Planning Policy Framework 2012.

- (3) The development hereby permitted shall be carried out in accordance with the following approved plans:

Design, Heritage and Access Statement

Site Plan DN: WM001

Front elevation - DN: WM002

Plan View - DN: WM003

Existing and proposed pillar - DN: WM004

Wording on Plaque - DNL WM005 Rev A received on 2/12/15

Reason: - To ensure provision of a satisfactory development.

The meeting commenced at 5.00 pm and concluded at 5.20 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 20 January 2016

Present Councillor Cheshire (Chairman)

Councillors Wilson, Briggs, Cheshire (Chairman), Fairhurst, Guest and Weeks

204 Apologies for Absence

There were no apologies for absence.

205 Declarations of Interests

There were no declarations of interest from any of the members present.

206 Chairman's Report

There were no matters the Chairman wished to report.

207 Exclusion of the Press and Public

RESOLVED

- (1) that the press and the public be excluded from the meeting during consideration of the following items as:-
 - (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
 - (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- (2) an exception be made to allow officers directly affected by the proposals to remain in the meeting for consideration of this item.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

208 Delivering Differently - Future Service Delivery of Operational Services - Business Case for JVC

(This item was taken in camera).

Councillor Briggs presented an exempt report to Cabinet setting out the business case for the proposed Joint Venture Company for the future delivery of Operational Services.

During the course of the debate an assurance was given that updates on progress in taking forward recommendations (b)-(e) in the report would be provided to the authority through its existing corporate mechanisms for reporting performance and financial information.

A further assurance was given that the authority would have direct input into any future changes in service provision through its representation on the JVC Liaison Board.

At the conclusion of the debate Councillor Briggs took the opportunity to express his gratitude to all the operational services staff for their hard work and support in taking the project forward. In turn the Chairman thanked Councillor Briggs on behalf of the Cabinet for his committed approach to ensuring that Councillors and staff had been fully consulted on the proposals throughout the process.

RECOMMENDED to full Council that the following be approved:

- (1) the Business Case for the JVC, and authority for the Officer Negotiation Team to hold strategic discussions with representatives of Norse Commercial Services to ensure the integrity and best interests of Havant Borough Council are protected, and gets the best value from a Joint Venture Partnership with Norse Commercial Services with a start up date of 1st April 2016;
- (2) the development of an Overheads Savings Plan, to identify where further HBC staff savings could be made following mobilisation to ensure opportunities for savings are maximised;
- (3) the development of an accommodation strategy for Southmoor Offices and implementation of initial phase;
- (4) the mobilisation of the JVC; and
- (5) development of links to other strategic objectives and opportunities.

The meeting commenced at 2.00 pm and concluded at 2.25 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 26 January 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Howard, Wade and Pike (Standing Deputy)

Councillor Francis was invited to join the Committee as co-opted member.

39 Apologies

Apologies for absence were received from Councillor Heard.

40 Minutes

The Minutes of the meeting of the Development Management Committee held on 12 January 2016 were agreed as a correct record and signed by the Chairman.

41 Matters Arising

There were no matters arising.

42 Declarations of Interests

There were no declarations of interests.

43 Chairman's Report

The Chairman had nothing to report.

44 5 Councils' Corporate Services procurement - contract award report

The Board was given an opportunity to consider and comment upon the 5 Councils' Corporate Services Procurement - Contract Award Report. The Cabinet Lead for Marketing, the Chief Financial Officer and the Service Manager (Finance) answered members' questions in connection with the report.

The Chairman reminded the Board that the 5 Councils' Procurement Scrutiny Panel had been created to scrutinise the contract procedures and gave an update on this project

The following key points were raised during the course of the discussion:

1. certain services will be located together in "centres of excellence" for Lot 1 which was an extension of the existing arrangements with Capita: those services that need to have local interaction will be located at the Plaza;
2. the process would be reversible;
3. East Hampshire District Council would continue to have joint services with Havant through the new contract even though they were not named on the original public procurement advertisement. To achieve this they were prepared to enter revised inter-authority agreement covering the new arrangements with this Council;
4. the Contractors would be responsible for the day to day management of the services with the Council retaining responsibility for framing the policy framework;
5. where the service was standard across the five councils there would be little flexibility to make changes to the service. However, where a Council had a specific service e.g. Havant's mayoral functions there would be room for changes;
6. the Inter-Authority Agreements would be legally binding;
7. both contractors had expressed a willingness to work together;
8. the costing of the service level agreements was designed for the long term

9. It was proposed to establish and delegate the scrutiny function of the contract's services to a Joint Overview and Scrutiny Committee: Full Council would be recommended to amend its constitution to accommodate this Committee and the proposed Joint Management Committee

Although the Board agreed in principle with the recommendations set out in the report, it was considered that a final recommendation should not be made until the 5 Council's Procurement Scrutiny Panel had concluded its scrutiny into the soundness of the contract's procedures. It was also considered that due to the short timescale within which the scrutiny of the Contract had to be made, it would be impracticable for the Panel's reports to be submitted to the Board before a decision was made by the Cabinet or Council.

The Board noted that the Panel was due to complete its scrutiny of the procedures at its meeting on 2 February 2016.

It was therefore,

RESOLVED that authority be delegated to the 5 Councils' Procurement Scrutiny Panel to make a report and recommendations to the Cabinet and or Council on the scrutiny of the 5 Council's procurement Contract

45 Draft Revenue and Capital Budget 2016-17

The Board was given an opportunity to consider and comment upon the draft Revenue Budget for 2016/17. The Leader of the Council, Deputy Leader, the Chief Financial Officer and the Service Manager (Finance) answered members' questions in connection with the report.

The Board noted that the higher level penalty charge for car parking in Appendix G should read £70 and not £7.

The following key points were raised during the course of the discussion:

1. there was no demand for season tickets at Beachlands by non residents so it was proposed to remove this charge from the Budget;
2. the introduction of the individual registration system had increased the workload of the electoral registration teams at Havant and East Hampshire which could only be met by a permanent increase in the workforce
3. the additional work created by transformation projects such as the Joint Venture Company and 5 Councils had led to a temporary increase in Human Resources staffing
4. There had been a reduction in car parking income: a review of the car parking strategy (including fees) would be undertaken in 2016/17.

5. The Cabinet had carefully considered the Scrutiny Board's recommendations to retain CCTV and explored other ways to make savings. However, it had been concluded that, in view of the need to find significant savings, the retention of CCTV could not be justified for the following reasons:
- (ii) the ratio of arrests to the costs of CCTV did not justify the retention of CCTV
 - (ii) the provision of CCTV was not a statutory requirement;
 - (iii) the Police and Crime Commissioner had refused to contribute towards the costs of the provision of CCTV although the precept raised by the Police was due to increase this year
 - (iv) an attempt to raise a contribution towards the funding of CCTV from local Businesses had failed
 - (v) evidence indicated that CCTV did not reduce crime: the police had not provided information to show that CCTV in the Borough had led to convictions or reduced anti social behaviour, the main reason for introducing CCTV in the Borough. A Welsh Council had demonstrated that the removal of CCTV reduced crime; and
 - (vii) there had been a national reduction in the level of crime
 - (ix) new legislation will place additional burdens and costs on CCTV which the Council could not afford
- (6) the draft budget had not taken into account decisions which the Council was expected to make e.g. the Joint Venture scheme
- (7) the changes to fees and charges for pest control were part of a review being undertaken by Environmental Health
- (8) charges reflected a number of factors, including staff costs. Therefore an increase in staff costs would not automatically lead to an increase in a fee or charge;

Although the Board raised no objection to the recommendations set out in the report concern was raised that, contrary to public demand, it was proposed to cease the CCTV system. The Board questioned the robustness of the case for the removal of CCTV and whether additional income could be generated or savings made elsewhere e.g. not proceeding with the proposed purchase and installation of poster frames at a cost of £61,000.

During the debate, the Chief Financial Officer strongly advised the Board that reserves should not be used to fund running costs of the CCTV system.

The Board considered that, in view of the delay in issuing the budget papers, it was impracticable for the Board give proper consideration to the Budget. It was therefore

RESOLVED that

- (i) authority be delegated to the 5 Councils' Procurement Scrutiny Panel to complete the scrutiny of the budget and make recommendations, on behalf of the Scrutiny Board, to Cabinet: and
- (ii) that members of the Scrutiny Board be appointed as members of the 5 Council's Scrutiny Panel to be held on 2 February 2016.

46 The Scrutiny Board Work Programme

The Board was given an opportunity to review progress with regard to the work undertaken by the scrutiny and policy development panels since the last meeting and to identify any additional matters of inclusion in the Board's work programme.

RESOLVED the work programme be noted.

The meeting commenced at 5.00 pm and concluded at 7.15 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 3 February 2016

Present

Councillor Cheshire (Chairman)

Councillors Wilson, Briggs, Fairhurst, Guest and Weeks

209 Apologies for Absence

There were no apologies for absence.

210 Minutes

The minutes of the Cabinet meetings held on 18 November 2015 and 20 January 2016 were approved as a correct record.

211 Matters Arising

There were no matters arising from the minutes of the last meetings.

212 Declarations of Interests

There were no declarations of interests from any of the members present.

213 Chairman's Report

There were no matters the Chairman wished to report.

214 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following minutes and delegated decisions be noted:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Management Committee held on 14 December 2015;
- (2) Annual Monitoring Report;
- (3) Government consultation on CIL;
- (4) Representation on Outside Bodies – Leigh Park Community Association Management Committee;
- (5) Proposed TRO in Rest-a-Wyle Avenue and Kings Road.

With regard to (4) above, Cabinet was advised that, since the delegated decision had been taken, the Association has been dissolved and that this appointment was no longer required.

215 Recommendations from the Scrutiny Board

215a Councillor Lone Working Procedure

The Cabinet considered a report and recommendations from the Scrutiny Board setting out guidance for Councillors on managing risks when working alone.

RESOLVED that the draft Councillor Lone Working Procedure be circulated to all members and be included in the Councillor Induction Pack.

216 Draft Revenue and Capital Budget 2016/17

The Leader presented the draft Budget strategy for 2016/17 for onward recommendation to full Council. The Leader invited Councillor Jackie Branson as Chairman of the Scrutiny Board to join the meeting and present the findings and recommendations of the Budget Scrutiny Panel arising from its recent scrutiny review of the budget proposals.

The Budget Scrutiny Panel had requested responses from the Deputy Leader in relation to a number of questions set out in their report and an assurance was given that full written responses would be circulated to the Panel members following the meeting.

(A) RECOMMENDED to Full Council:

- (1) The proposed Revenue & Capital budgets for 2016/17. The proposed revenue budget will maintain the Council tax Band D charge at the current rate of £192.78;
- (2) The Treasury Management Strategy & Prudential Indicators, movements in specific reserves and the General Fund, and the Prices for Services; and

(B) RESOLVED that, on the basis that the current contract for CCTV shall not expire until 1 June 2016, Cabinet invites Scrutiny to consider the alternative options available, for both provision and funding, and report back to Cabinet by 1 April 2016.

217 Capital Funding for New Parking Meters

Councillor Briggs presented a report seeking approval for the release of Capital funding to allow for the procurement of new parking meters across the Borough.

RESOLVED that the full amount of funding £201,168 is released to allow the procurement of parking meters as set out in Option 4 set out in the report.

218 Parking Supplementary Planning Document

Councillor Guest presented a report setting out the outcome of the Supplementary Planning Document (SPD) consultation which, on adoption, would replace the current Residential Parking and Cycle Provision SPD which was adopted on 22 March 2010 and the Non-Residential Parking Standards in the Local Plan (Core Strategy).

Cabinet members debated the proposals, however significant concern was expressed that the standards for parking provision set out in the report could not be considered as adequate and Cabinet was therefore minded not to recommend the draft SPD to Council for approval.

RESOLVED that the Parking Supplementary Planning Document be not recommended to Council for approval.

219 Havant Energy Strategy

Councillor Guest presented a report setting out a draft Energy Strategy for onward recommendation to Council for approval.

RECOMMENDED to full Council that

- (1) the Energy Strategy for Havant set out in Appendix 1 to the report be approved and;
- (2) the Next Steps highlighted in section 4.4 of the report be agreed.

220 Exclusion of the Press and Public

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following items as:-

- (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The reports to be considered were exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

221 Environmental Health Delivery Model

(This item was taken in camera)

Councillor Briggs presented an exempt report setting out the proposed delivery model for Environmental Health where East Hampshire District Council and Havant Borough Council form a joint Venture to deliver Environmental Health functions for both Councils.

RESOLVED that

- (1) Havant Borough Council works towards a Joint Venture with East Hampshire District Council to deliver the Environmental Health function for both Councils;
- (2) the current service restructure creates a shared leadership team with a shared Service Manager and shared Team Leaders. Below Team Leader staff will remain direct employees of each Council to reflect demand within that Council's boundaries;
- (3) Havant Borough Council uses the £14,422 savings released from the proposed Team Leader structure to offset the cost of investing in staff; and
- (4) Havant Borough Council increases the Environmental Health salary budget by £11,060 in order to address identified service deficiencies.

222 5 Councils' Corporate Services procurement - Contract Award Report

(This item was taken in camera)

Councillor Fairhurst presented an exempt report setting out the outcome of the Corporate Services Tendering exercise and recommending award of the contracts. The report also outlined the proposed joint arrangements for the management of the contracts. Cabinet was asked to approve the finalisation of a new Inter-Authority Agreement for the life of the new contract and to recommend to full Council the constitutional changes necessary to introduce a new Joint Committee and Joint Overview and Scrutiny Committee.

Councillor Jackie Branson as Chairman of the Scrutiny Board was invited to join the meeting and present the findings and recommendations of the Scrutiny Panel arising from its recent scrutiny review of the 5 Councils proposals, which sought an assurance that the Panel would continue to be consulted on the proposals prior to entering into the contract.

(A) RESOLVED that Cabinet:

- (1) Agrees the award of Lot 1 and Lot 2 services on the following basis:
- (i) Designates Capita as the preferred bidder for Lot 1 of the 5 Councils new joint corporate services contract commencing 1 October 2017 and delegates authority to the Chief Executive to implement the services as set out in paragraph 4.3.1, including the option of an earlier start date for some or all of the services, if this offers best value to the Council;
 - (ii) Designates Vinci as the preferred bidder for Lot 2 of the 5 Councils new joint corporate services contract commencing 1 October 2017 and delegates authority to the Chief Executive to implement the services as set out in paragraph 4.4.1 including the option of an earlier start date for some or all of the services, if this offers best value to the Council;
 - (iii) Authorises the Chief Executive in consultation with the Cabinet Lead for Marketing & Development, to agree final terms and complete the new corporate services contract documents and authorises the Monitoring Officer to enter into the contracts and any other necessary agreements;
 - (iv) Agrees to enter into an Inter-Authority Agreement with the four partner councils substantially in the form attached (Appendix 1 to the Cabinet report) and delegates to the Chief Executive authority to finalise the terms of the agreement and to enter into the agreement;
 - (v) Agrees to the establishment of a joint client team, based on the principles established (Appendix 2 to the Cabinet report), and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead for Marketing & Development, to seek any minor changes to the Inter-Authority Agreement as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council; and
 - (vi) Agrees that the 5 Districts Procurement Scrutiny Panel is consulted before commencement dates for the contracts for Lots 1 and 2 are agreed with the successful bidders.
- (B) RECOMMENDED** to full Council that the following be approved:
- (1) To establish a Joint Committee in accordance with the details outlined in Appendix 3 to the Cabinet report and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead for Corporate Services, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council; and

- (2) To establish a Joint Overview and Scrutiny Committee with details outlined in appendix 4 to the Cabinet report and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead, in consultation with the 5 Councils Procurement Scrutiny Panel, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council.

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(This item was taken in camera)

RESOLVED as set out in the restricted minute.

The meeting commenced at 2.00 pm and concluded at 3.20 pm

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Chairman