

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



**Havant**  
BOROUGH COUNCIL

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More Prosperous

## 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, Satchwell and Quantrill

**Meeting:** Council

**Date:** Wednesday 13 April 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

5 April 2016

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

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### PART 1 (Items open for public attendance)

**1 Apologies for Absence**

To receive any apologies for absence

**2 Declarations of Interests**

To receive any declarations of interests.

**3 Minutes**

**1 - 10**

To confirm the minutes of the last meeting held on 17 February 2016

**4 Matters Arising**

To consider any matters arising from the minutes of the last meeting

**5 Mayor's Report**

**11 - 12**

**6 Public Questions under Standing Order 13.4(f)**

To receive questions from, and provide answers to, the public, provided they have been submitted in accordance with the requirements of Standing Order 13.4(f).

**7 Appointment of s151 Officer**

RECOMMENDED to full Council that, in accordance with section 151 of the Local Government Act 1972, Mr Simon Little be appointed as the Council's Chief Finance Officer.

**8 Appointments**

The Council to note the following appointments made by the Leader of the Council:

- (1) Councillor Narinder Bains to replace Councillor Mike Fairhurst as Cabinet Lead for Marketing and Development. This appointment took effect on 3 March 2016; and
- (2) Councillor Lance Quantrill appointed to the Licensing Committee and the Environment and Neighbourhood Quality Scrutiny Panel. These appointments took effect on 4 March 2016.

**9 Appointment of Honorary Aldermen**

**13 - 16**

**10 Leader's Report**

**17 - 18**

**11 Cabinet Lead Reports**

Circulated separately.

**12 Cabinet Leads and Chairmen's Question Time**

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

**13 Reports From the Scrutiny Board**

To consider the following report and recommendations arising from the Scrutiny Board meeting held on 29 March 2016:

**13a Councillor's Allowances**

**19 - 36**

The Scrutiny Board report is attached.

RECOMMENDED to full Council that the Councillors' Allowances Scheme be amended as follows:

“Havant Borough Council

Councillor Allowances 2016-2020

Position	Allowance
Basic Allowance (x38) (Incorporating a modernisation allowance of £461)	£5891
Leader (x1)	£14,800
Deputy Leader (x1)	£8,800
Cabinet Member (x4)	£8,140
Scrutiny Board Chairman (x1)	£5,920
<i>Development Management Committee Chairman (x1)</i>	£3,577
Licensing Committee Chairman (x1)	£2,960
Governance and Audit Committee Chairman (x1)	£1,480
Joint HR Committee Chairman (alternate years, rotating with EHDC) (x1)	£1,973
Scrutiny Leads (x5)	£2,500
Group Leader* (x2)	£600 - £2,400

A Councillor may only receive 1 SRA at a time

No more than 50% of the number of Councillors can receive an SRA

Joint HR Committee Chairman and Vice Chairman rotates annually with EHDC.

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

Band A	2-5 members	£600
Band B	6-10 members	£1,200
Band C	11-15 members	£1,800
Band D	16+ members	£2,400

Prior to the next programmed independent review, annual consideration of minor allowance changes will take into account any pay changes applied to staff salaries.

#### 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 17 February 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.”

(Areas changed are shown in italics)

#### **14 Notices of Motion**

To consider the following Notice of Motion proposed by Councillor J Perry and seconded by Councillor G Kerrin, submitted in accordance with standing order 14.

*“Due to the negative impact that EU directives such as the agency working time directive and EU procurement rules have on the ability and cost of Havant Borough Council to fulfil its obligations, this council agrees that Britain would be better off outside the European Union.”*

#### **15 Questions Under Standing Order 23.4(a)**

Questions to be received in writing not later than 48 hours before the meeting.

#### **16 Urgent Questions under standing order 23.4(b)**

Urgent questions to be received in writing not later than 2 hours prior to the start of the meeting

#### **17 Acceptance of Minutes**

**37 - 78**

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

Scrutiny Board held on 23 February 2016

Development Management Committee held on 25 February 2016

Governance and Audit Committee held on 2 March 2016

Cabinet held on 16 March 2016

Development Management Committee held on 17 March 2016

Scrutiny Board held on 22 March 2016

Licensing Committee held on 23 March 2016

Scrutiny Board held on 29 March 2016

## **PART 2 (Confidential items - closed to the public)**

None.

## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

### **Public Attendance and Participation**

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

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### **Emergency Procedure**

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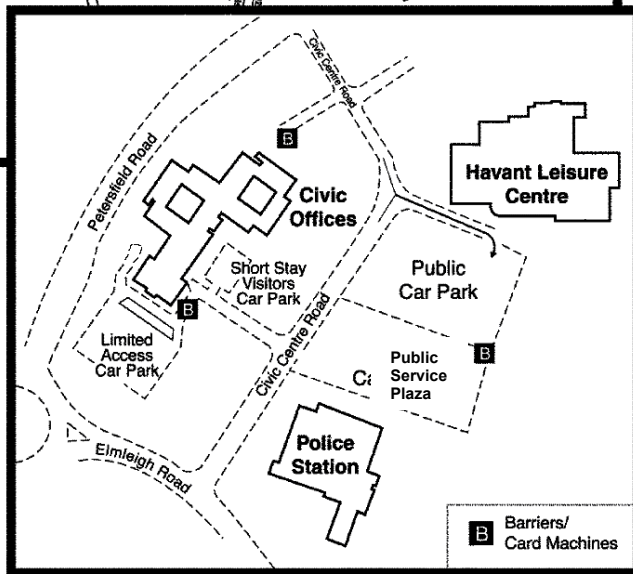
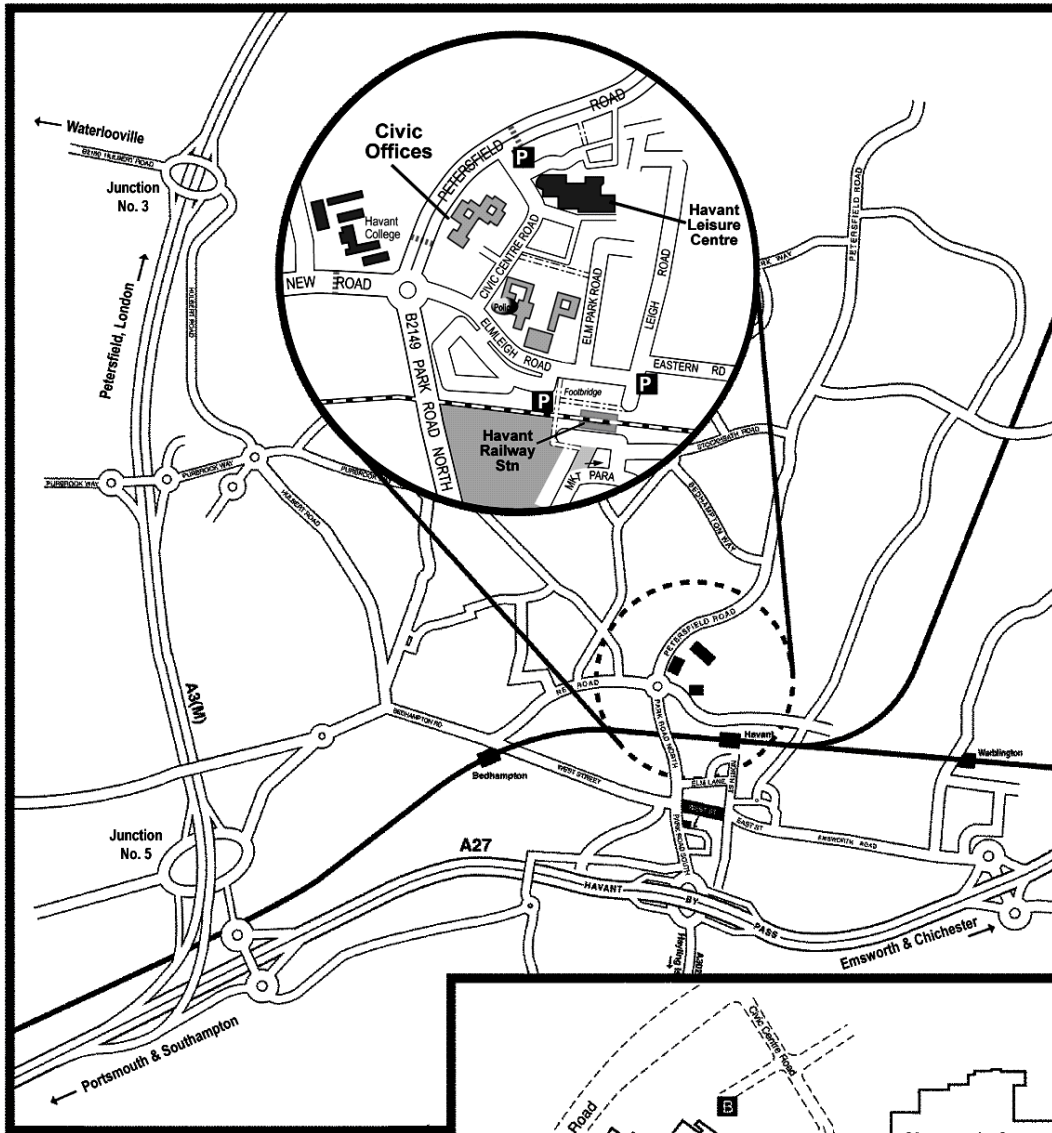
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# Havant

## 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



