

HAVANT BOROUGH COUNCIL
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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, 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

Page

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

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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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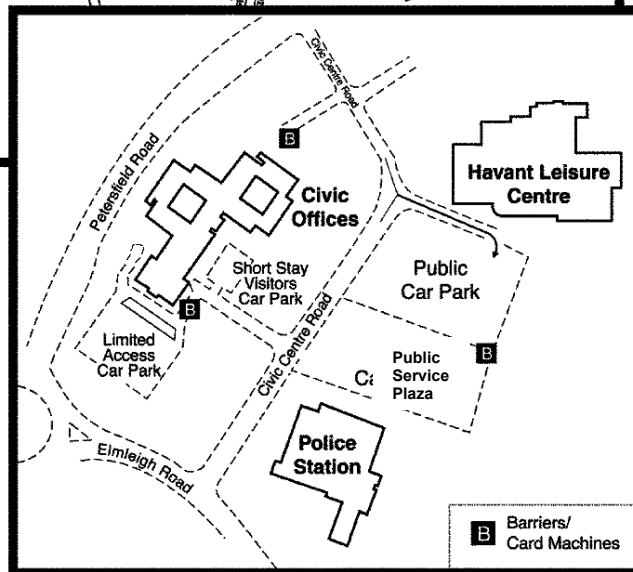
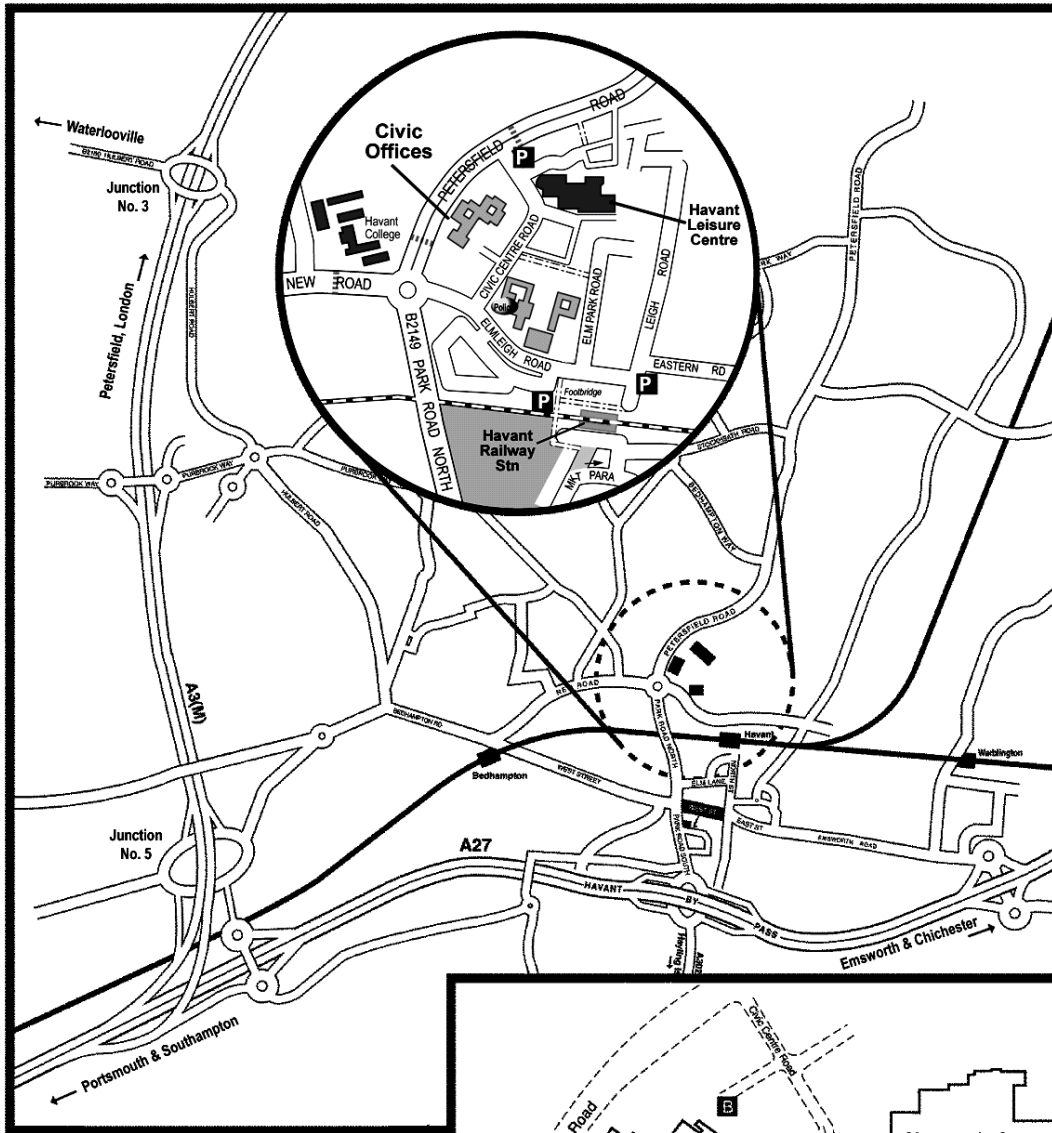
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Havant

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

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 17 February 2016

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, Gibb-Gray, Guest, Hart, 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, Pike, Rees and Satchwell

62 Apologies for Absence

Apologies for absence were received from Councillors Heard and Patrick.

63 Declarations of Interests

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

64 Minutes

The minutes of the Council meetings held on 9 December 2015 and 20 January 2016 were agreed as a correct record.

65 Matters Arising

There were no matters arising from the minutes.

66 Mayor's Report

There were no matters the Mayor wished to add to her published report.

67 Provisional Appointment of the Mayor 2016/17

Proposed by Councillor Cheshire and seconded by Councillor Branson it was

RESOLVED that Councillor Faith Ponsonby be provisionally elected as Mayor for 2016/17.

68 Provisional Appointment of the Deputy Mayor 2016/17

Proposed by Councillor Weeks and seconded by Councillor K Smith it was

RESOLVED that Councillor Mrs Elaine Shimbart be provisionally elected as Deputy Mayor for 2016/17.

69 Leader's Budget Speech

The Leader presented his budget speech to the Council focusing on the Council's ongoing strategic approach to driving financial sustainability and economic growth in the Borough through the implementation of alternative service delivery models to generate efficiency savings and potential income generation opportunities and the Prosperity Havant agenda.

In concluding his speech, the Leader was pleased to announce that, notwithstanding the current financial difficulties facing all local authorities and the ongoing reduction in the Government's revenue support grant, Havant Borough Council had, through prudent financial management, achieved a balanced budget for 2016/17 with no increase in its share of the Council Tax.

The Leader of the main opposition group was given an opportunity to reply to the Leader's speech and all members were given an opportunity to ask questions of clarification of the Leader.

70 Revenue and Capital Budget 2016/17

The Leader presented the 2016/17 Revenue and Capital Budget. Proposed by Councillor Cheshire and seconded by Councillor Briggs it was

RESOLVED that

- (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	£62.60
£41.73		£48.69	£55.64	
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.

During the course of the debate the Leader confirmed that the 2016/17 budget included funding for CCTV provision until the end of the current contract in June 2016, thereafter delivering a significant saving for the Council. The Scrutiny Panel was currently undertaking a review of CCTV and would be reporting back before the end of the current financial year on viability, alternative future options and an identification of potential alternative service efficiencies that could provide funding should the Panel be minded to recommend continuing CCTV provision beyond June 2016. The Leader also reported that he had written to the Police and Crime Commissioner seeking a financial contribution from the Police as the principal user of the CCTV service.

In accordance with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on this item was recorded as follows:

For the Proposal:

Councillor N Bains
Councillor G Blackett
Councillor J Branson
Councillor A Briggs
Councillor P Buckley
Councillor M Cheshire MBE
Councillor R Cresswell
Councillor M Fairhurst
Councillor B Gibb-Gray
Councillor D Guest
Councillor G Hughes
Councillor C Howard
Councillor D Keast
Councillor A Lenaghan
Councillor C Mackey
Councillor V Pierce Jones
Councillor T Pike
Councillor E Rees JP
Councillor C Satchwell
Councillor M Sceal
Councillor Mrs E Shimbart
Councillor G Shimbart
Councillor D Smith
Councillor K Smith
Councillor L Turner
Councillor P Wade
Councillor Y Weeks
Councillor M Wilson

Against the Proposal:

Councillor R Brown
Councillor R Cousins
Councillor B Francis
Councillor T Hart
Councillor G Kerrin
Councillor J Perry

Abstentions:

Councillor F Ponsonby

(A) Havant Energy Strategy

Councillor Guest presented a recommendation from the Cabinet meeting held on 3 February 2016 seeking approval of the draft Energy Strategy for Havant. Proposed by Councillor Guest and seconded by Councillor K Smith it was

RESOLVED that

- (1) the Energy Strategy 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.

72 Independent Remuneration Panel Report on Councillors' Allowances

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council received and considered a report and recommendations from the Independent Remuneration Panel on Councillors Allowances. The Panel had recommended a schedule of basic and special responsibility allowances for Councillors and the introduction of performance related arrangements for the basic allowance.

The Leader took the opportunity to record his thanks to the Panel for their comprehensive review and their independent report, which he had discussed with Councillors from all the political groups. During those discussions significant concern had been expressed about the viability of introducing performance related allowances for Councillors and, in particular, the difficulty of introducing an equitable mechanism for assessing performance in a political environment.

Based upon the feedback of discussions with Cabinet members and the wider Council membership, an alternative schedule of allowances, that would offer a reduction in overall costs as compared with the current scheme and that proposed by the Independent Panel, was circulated (Appendix B).

As an amendment to the Independent Panel's recommendation, it was proposed by Councillor Cheshire and seconded by Councillor Briggs that:

- (1) the scheme of allowances listed in the Column headed 'Cabinet Recommendations' and the supporting text set out in the paper labelled 'Appendix B' be agreed to take effect from 1 April 2016; and
- (2) the Council is not minded to implement performance related arrangements at the present time.

The vote having been taken and the amendment carried, the Mayor took a vote on the substantive motion and it was

RESOLVED that

- (1) the scheme of allowances listed in the Column headed 'Cabinet Recommendations' and the supporting text set out in the paper labelled 'Appendix B' be agreed to take effect from 1 April 2016; and
- (2) the Council is not minded to implement performance related arrangements at the present time.

73 Leader's Report

In addition to his published report, the Leader provided an update on the most recent discussions with the partners taking forward the Hampshire and Isle of Wight Devolution bid.

74 Cabinet Lead Reports

The Mayor gave the Cabinet Leads an opportunity to provide updates on their published reports.

Councillor Weeks reported that the pipeline development at Station Road, Hayling Island was now under construction.

75 Cabinet Leads and Chairmen's Question Time

The Cabinet Leads and Committee Chairmen answered questions in relation to their published reports.

76 Questions Under Standing Order 23

Questions submitted by Councillor Cousins to Councillor Briggs:

- (1) Would the PH agree it would be useful for all councillors to have a copy of the Norse Focus magazine?.

Norse are happy to make copies of "Focus" available to Councillors. For information Focus is published on a quarterly basis. Officers will also determine if Focus can be made available to members in an electronic format.

- (2) Noting the upgrading of the Alton MRF are there any plans to upgrade the Portsmouth MRF?

Not at present – Hampshire County Council have commissioned "Atkins" a consultancy firm to examine the opportunities that the Alton refit presents. Results from this study are projected to be made available in the second quarter of 2016. If sustainable opportunities for whole system change are identified from the Atkins report, disposal authorities will present a plan based on them.

- (3) What is the current rate of recycling in the borough and what is the target rate?

The current recycling rate for the borough of Havant is 29.2%. The target rate is 45% (in line with central government targets). No Hampshire authority has achieved the central government target.

- (4) What recycling education is being undertaken in the borough at the present time – are we still going into schools?

Alongside other partners across Hampshire Havant Borough Council has withdrawn from the Recycle for Hampshire programme. This programme supported the ongoing education activity in schools in Havant Borough.

If recycling information through visitation was specifically requested by local schools or community groups Operational Services officers would be able to assist with this. However at present Havant Borough Council does not fund an active education programme.

77 Urgent Questions Under Standing Order 23

There were no urgent questions.

78 Reports From the Scrutiny Board

There were no reports from the Scrutiny Board.

79 Notices of Motion

There were no notices of motion.

80 Acceptance of Minutes

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

81 Exclusion of the Press and Public

A recommendation to exclude the press and public for the following item was put before the Council as the Cabinet report from which the recommendations arose was exempt from publication.

At the invitation of the Mayor, the Council's solicitor advised that this item of business related to the appointment of Committees under the Five Councils' Corporate Services Procurement and, in itself, did not require the press and public to be excluded from the debate.

Should any member be minded to refer to matters in the exempt report that were of a commercially sensitive nature, members were requested to indicate this before speaking, at which point the Council would be requested to consider passing a resolution to exclude the press and public.

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

On the advice of the Council's solicitor at minute 81 above, the press and public were not excluded during the debate for this item.

Councillor Fairhurst presented a recommendation arising from the Cabinet meeting held on 3 February 2016 setting out proposals for a Joint Committee and Joint Overview and Scrutiny Committee for the Five Councils' Corporate Services Procurement. The Council was now requested to approve the required amendments to its constitution.

At the Cabinet meeting held on 3 February, Councillor Jackie Branson had been invited to present the findings and recommendations of the Scrutiny Panel arising from its recent scrutiny review of the 5 Councils proposals, which had sought an assurance that the Panel would continue to be consulted on the proposals prior to entering into the contract. An amended recommendation to Council was tabled to reflect that discussion at Cabinet.

Proposed by Councillor Fairhurst and seconded by Councillor Branson it was

RESOLVED 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.

At the conclusion of the meeting the Leader was given an opportunity to express his gratitude to Jane Eaton for her considerable contribution to the work of the Council as its Section 151 Officer and Head of Governance and Logistics and, in particular, for the significant amount of work she had undertaken in progressing the 5 Councils Corporate Services Procurement project. On behalf of the Council the Leader wished Mrs Eaton well in her new position.

The meeting commenced at 5.00 pm and concluded at 7.13 pm

Agenda Item 5

Mayor's report to April 2016 Council

As I start to write this report, I am looking back on the previous 46 weeks of my Mayoral year. The highlights personally and I believe for our Borough, have been several things:-

Parading out of Mayor Making to the strains of Land of Hope and Glory. I have a wonderful photo capturing the moment. Some of the guests were singing along too.

The Armed Forces Week in June, which we amalgamated with the Waterlooville 200 celebrations. Watching the soldiers and red clad band members march onto our Plaza was a wonderful sight.

Walter our Holocaust survivor, who attended HMD 2016, what a wonderful gentleman, 92 years of age and as bright as a button. A very moving experience for us all listening to his life story.

The updating of the St Faith's War Memorial on 13/3/16. Thank you so much to the at least 13 members who gave up their Sunday morning to support Our Fallen and their families. What a wonderful day. The relatives were so pleased that Our Borough although so busy and aware of economic restraints, pulled out all the stops to make this happen. I'll let you into a little secret, there were I believe, several members of "The Regiment" there that day. They didn't announce themselves, anonymous young men in suits, but they were there. There were also standing all along the back of the church, young men in uniforms of the Royal Navy Boxing Team honouring their colleagues. Lots of uniforms, medals and pride in their comrades.

Thank you Members, Cabinet and Officers for the unstinting support for this initiative, a long hard road but worth every moment. I think we can all be proud of what we have achieved.

Our last fundraiser of this Mayoral year is The Classic Vehicle Run on Sunday 10/4/16. Hoping for good weather and turnout as is usual for this annual event. We will also have a Bottle Tombola at Fort Purbrook. Run by our friends of The Lions Clubs of Hayling and Havant, who have been so supportive of The Community Chest, both financially and by given us their time. A truly selfless organisation.

The Blog continues to prove popular, with hits from many dozens of countries. It is fascinating the interest that is being shown in our engagements. It really is the age of social media, Twitter, Facebook etc.

We are honoured to sending on behalf of the Councillors, Officers and residents of the Havant Borough, loyal greetings to HM The Queen on the occasion of her forthcoming 90th birthday.

I must thank the members of The Facilities Team and Anne Thurlow for their care and advice this year. They do all they can to make the year special for the current Mayor and for The Borough. I am sure I haven't been the easiest Mayor they have ever had, with my definite ideas of what I wanted the year to consist. But they have been alongside me all the way.

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NON EXEMPT

HAVANT BOROUGH COUNCIL

COUNCIL

13 April 2016

APPOINTMENT OF HONORARY ALDERMEN

Report by the Monitoring Officer

FOR DECISION

Cabinet Lead: Cllr Wilson – Governance and Logistics

Key Decision: N/A

1.0 Purpose of Report

1.1 To seek approval of an amendment to the criteria for appointing Honorary Aldermen.

2.0 Recommendation

RECOMMENDED that the criteria for appointing Honorary Aldermen, agreed by the Council on 13 December 2006, be amended and approved as follows:

- (1) any former Councillor considered for appointment to the Aldermanic Bench must have served for a minimum of eight years;
- (2) subject to (1) above, any former Councillor nominated must have given outstanding service to the Council over and above a Councillor's normal duties; (which normal duties are defined in the Council's Constitution at Article 2.3 (a)). In particular they must have
 - (a) been a Chairman for at least two years of a principal member-level body, that being of the Cabinet, the Overview and Scrutiny Board, the Regulatory Committees, and other such Committees established from time to time; or
 - (b) a member of the Cabinet for at least three years; or
 - (c) Mayor of the Borough; and/or
 - (d) given other outstanding service to the Borough.

3.0 Summary

3.1 Section 249 of the Local Government Act 1972 makes provision for conferring the title of Honorary Aldermen subject to the following:

NON EXEMPT

- (a) By resolution of not less than two-thirds of members voting at a specially convened meeting of the Council;
- (b) That, in the opinion of the Council, the person has rendered eminent service to the Council as a past member of the council, but who is not then a member of the Council.

3.2 At its meeting on 13 December 2006, the Council approved a the following additional criteria for the appointment of Honorary Aldermen, to be applied in conjunction with the provisions set out in 3.1 above:

1. in acknowledgement and recognition of the significance of an appointment to the Aldermanic bench, whilst there is no upper limit to the number of Honorary Aldermen there can be at any one time, the Council will not consider any proposal for an ex-member of the Council to be appointed until that person has ceased to be a member for one year;
2. any former Councillor considered for appointment **must** have served for a minimum of eight years;
3. ***always subject to (2) above***, any former Councillor nominated must have given eminent service to the Council over and above a Councillor's normal duties; (which normal duties are defined in the Councils Constitution at Article 2.3 (a)). In particular they must have
 - (a) been a Chairman for at least two years of a principal member-level body, that being of the Executive, the Overview and Scrutiny Boards, the Regulatory Committees, and other such Committees established from time to time; or
 - (b) a member of the Executive for at least three years; or
 - (c) Mayor of the Borough.

3.3 In recognising that, from time to time, there may be exceptional circumstances where the Council will wish to confer the title of Honorary Alderman upon a former Councillor who does not meet the criteria set out in 3.2 above but who has, in the view of the Council, otherwise rendered outstanding service to the Council over and above a Councillor's normal duties, it is therefore recommended that the Council considers amending the criteria to make provision for such an appointment to be made, should the Council be minded to do so in exceptional circumstances.

4.0 Implications

4.1 Resources:

An annual budget of £1,500 is set aside for the appointment of Honorary Aldermen.

4.2 Legal:

None arising directly from this item.

NON EXEMPT

- 4.3 **Strategy:**
None arising directly from this item.
- 4.4 **Risks:**
None arising directly from this item.
- 4.5 **Communications:**
None arising directly from this item.
- 4.6 **For the Community:**
None arising directly from this item.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:**
Not applicable

Appendices:

None

Background Papers:

Report to the Executive 6 December 2006 and Council Resolution 13 December 2006

Agreed and signed off by:

Head of Legal Services: 24 March 2016

Head of Finance: 5 April 2016

Contact Officer: Nick Leach
Job Title: Monitoring Officer
Telephone: 01730 234088
E-Mail: nick.leach@havant.gov.uk

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Cabinet Lead Reports – Full Council 13 April 2016

Councillor Mike Cheshire: Leader's Report

Finance and Corporate Strategy

Finance

Following the approval of the budget, the finance team have moved on to the next set of challenges as one of the busiest times of year approaches, namely the financial year end.

This part of the year has involved both internal and external audit carrying out their various audit processes, testing the financial structure and controls of Havant Borough Council. The importance of the audit process in the pre financial year end period has now been enhanced due to the shortened statutory deadlines required for completion of Local Authority final accounts over the next 2 years. In future, further audit assurance will be required during rather than after the financial year end to achieve a successful accounts sign off.

There has been a considerable amount of work involved in transferring data to our new Joint Venture Company with NORSE as well as providing financial advice, due diligence and support ahead of the final signing of the legal contract that took place on 23rd March 2016.

Work continues in relation to the 5 Districts project, and Councillors have had the opportunity to attend a seminar on this subject on the 16th March. There has also been a continuation of the development of the reporting processes for the new Civica financial system to enable Council officers to be able to receive financial information more easily and rapidly.

Combined Authorities – “Solent 8” (Eastleigh, Fareham, Gosport, Southampton, Portsmouth, IOW, East Hants and Havant)

Councillors have been electronically sent the Solent Combined Authority Deal, and a seminar on this subject was arranged for the 23rd March where Councillors were invited to ask questions and debate the issue. All written and verbal questions asked at this seminar have been answered.

Councillors will be aware that the Solent Deal was not announced by the Chancellor in the recent budget, but the Treasury and DCLG ministers are keen to continue to pursue the Solent Combined Authority Deal, and we are, collectively preparing ourselves to meet the Government's legislative time table that is detailed in the overall Deal.

The Leaders of HCC, New Forest, Test Valley and Winchester have all been communicated to formally by the Solent 8 authorities which has made it clear that they would be very welcome to attend any planned future meetings as they occur, and we await developments.

I will continue to provide written and verbal updates as and when they arise.

HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

Meeting Date 29 March
2016

Review of Councillor Allowances

Report by the Governance and Logistics Scrutiny
and Policy Development Panel

FOR RECOMMENDATION

Cabinet Lead: Councillor Wilson

1.0 Purpose of Report

1.1 The purpose of this report is to present a summary of the Governance and Logistics Scrutiny and Policy Development Panel's review of Councillor Allowances Scheme

2.0 Recommendations

2.1 The Scrutiny Board recommends to Council that the Councillors Allowances Scheme be amended as follows:

2.1.1 A modernisation allowance of £461 approved and subsumed into the basic allowance, making this allowance £5891;

2.1.2 A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added;

2.1.3 References to rotating the Chairman of the Development Management Committee be deleted; and

2.1.4 The Allowance for the Scrutiny Leads be reduced to £2500.

2.2 The Scrutiny Board include in the Work Programme for 2016/17 a review of the Special Responsibility Allowance Scheme (including a 6 month monitoring exercise of the number of meetings attended by Chairman of Committees and Boards)

3.0 Summary

3.1 The Panel considers that the Scheme of Members Allowances should be amended as follows:

- A Modernisation Allowance of £461 be approved and subsumed into the basic allowance
- A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added
- References to alternating the Chairman of the Development Management Committee being deleted
- The Allowance for the Scrutiny Leads be reduced to £2500

3.2 These changes represent a saving of £2343 from the previous scheme.

4.0 Introduction

4.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council on 17 February 2016 received and considered a report and recommendations from the Independent Remuneration Panel on Councillors Allowances. The Panel had recommended a schedule of basic and special responsibility allowances for Councillors and the introduction of performance related arrangements for the basic allowance.

4.2 To address concerns the Council had about the viability of introducing performance related allowances for Councillors and, in particular, the difficulty of introducing an equitable mechanism for assessing performance in a political environment, the Leader of the Council submitted an alternative schedule of allowances, that would offer a reduction in overall costs as compared with the current scheme, which was adopted by the Council.

4.3 The Council decided not to adopt the recommendations of the Independent Remuneration Panel but to agree to the alternatives recommended by the Leader of the Council.

4.4 Following this meeting concern was raised that, without consultation with the Scrutiny Board, the Council had agreed to a scheme of allowances that:

- Resulted in a significant reduction in the allowances that could be claimed by a majority of members of the Council
- Agreed to the removal of the special responsibility allowance for the Chairman of the Development Management Committee
- Implied a change to the workings of the Development Management Committee

4.5 The Chairman of the Scrutiny Board requested this panel to review the schedule of allowances agreed by Council on 17 February 2016 with the aim of submitting its findings and recommendations to the meeting of the Council to be held on 13 April 2016.

5.0 Membership of the Panel

5.1 Councillors Wade (Scrutiny Lead), Branson (Scrutiny Board Chairman), Brown, Buckley, Cresswell, Hughes, Sceal, Shimbart, Keast and K Smith.

6.0 Panel's Brief

6.1 The Panel was asked to review the 2016/2020 Members' Allowances' Scheme with particular reference to:

- i The amount of Basic Allowance that should be payable to elected Members
- ii the scope of other allowances and expenses
- iii The scope and level of the Special Responsibility Allowance for the Chairman of the Development Management
- iv the role of the Chairman of the Development Management Committee

7.0 Considerations

7.1 In arriving at their decisions, the Panel considered several factors:

- There has been a Council pay freeze since 2007
- The changes to the workload of the Development Management Committee
- The advice of the Councillor Commission's that:

Remuneration should be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so. Councillors should be compensated for their work and that compensation should have regard to the full range of commitments and complexity of their roles

8.0 Method of the Review

8.1 In arriving at its recommendations, the Panel specifically took into account the following range of evidence:

- Any changes in roles and responsibilities of Members since the previous review
- The views of Members, both written and oral
- Advice from the former leader of the Council, Honorary Alderman Gillett
- Scope and level of allowances payable in comparable authorities, namely other Hampshire district councils and all district councils that responded to the South East Employers Organisation 2015 and 2016 surveys of members' allowances
- Other relevant supporting material such as the guidance from OPDM, the meetings schedule of the Council and its committees

9.0 Witnesses

9.1 Witnesses who gave evidence to the Panel were:

- Honorary Alderman Gillett

10.0 The Historical Pattern

- 10.1 Since 1974 there has been change from a view that councillors should only be entitled to some expenses to an allowance system.
- 10.2 The 1986 Committee of Inquiry into the Conduct of Local Authority Business enunciated criteria for a system of remuneration, which is still relevant today:
- the 'system should be simple to operate and understand, and not susceptible to faulty claims'. They felt that this argued against the attendance and financial loss allowances.
 - the 'system should not encourage the proliferation of meetings or councillors spending more time on council business than is necessary', arguing against the attendance allowance.
 - the level of remuneration should relate to 'the non-manual worker at the average male wage if he worked one day per week', a benchmark currently recommended by the Local Government Association and widely adopted as a result.
 - the 'system should recognise that some councillors have much greater calls on their time than others (depending on their responsibilities)'
 - allowances 'should be available as of right to all councillors meeting the statutory criteria for payments', i.e. local discretion should be limited; and
 - the 'levels of allowances should be regularly reviewed'.
- 10.3 The Government response to this change in attitude has been a series of legislation which has culminated in The Local Authorities [Members' Allowances] Regulations 2003 which require the Council to prepare a scheme for the payment of allowances to its members (a summary of the legislative changes are set out in Appendix A).

11 The Basic Allowance Rate

Background

- 11.1 Every councillor, irrespective of any particular office he or she may hold on the Council, is entitled to the same level of basic allowance. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Current situation

- 11.2 The basic rate for members has not changed since 2007.
- 11.3 The Panel benchmarked the current Basic Allowance against that paid in district councils in Hampshire and the South East. This was done to find out whether the Havant Borough Council Basic Allowance had fallen behind that paid in peer authorities in Hampshire.

Table 1: Basic Allowances Payable in Hampshire Councils

District Council	BA
Basingstoke & Deane	£6,736
East Hampshire	£4,500
Eastleigh	£6,178
Fareham	£6,674
Gosport	£5,862
Hart	£3,885
New Forest	£6,027
Rushmoor	£4,750
Test Valley	£6,452
Winchester	£5,580
<i>Havant</i>	<i>£5,350</i>
Mean (2014/15)	£5,636
Median (2014/15)	£5,862
SEE 2015/16 Survey (Mean)	£6,182

As Table 1 (above) shows, the Havant Borough Basic Allowance is lower than a majority of other district councils in Hampshire (2015/16) and the average for districts in the South East, which suggests that there is a case for the basic allowance to be increased.

- 11.4 Consequently, the Panel agrees to the Basic Allowance being increased to £5430 subject to the modernisation allowance detailed below being subsumed into this allowance.

12 Telephones/Information Technology Allowances.

- 12.1 The Members Allowances Scheme adopted by the Council on 17 February 2016 removed that Broadband and Telephone Allowances. The scheme indicates that the Broadband Allowance is incorporated within the Basic Allowance. However, the Basic Allowance has not been increased to reflect the loss of the broadband or telephone allowances
- 12.2 Prior to 17 February 2016, the allowances scheme provided for a Telecommunications and Information Grant of £371 per annum (£30.92 per month), additional to the Basic Allowance in recognition of the amount of money Members spend on telephone bills for council-related calls. The Council also made a monthly contribution (£7.50) to each Member for a broadband connection at their home to download Council papers, totalling £90 per annum. Prior to the introduction of the Hants Net IT system Councillors were also provided with laptops. Both the Telecommunications and Information Grant and Broadband Allowance were paid automatically unless a Member requests not to have it.

12.3 These allowances were not intended to reimburse the full cost of broadband and/or telephone costs, but to assist in meeting a substantial proportion of these costs and to ensure that Members were supported in keeping in touch with their constituents and the Council.

12.4 Government guidance states:

“It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.”

12.5 Telephone and broadband are essential tools for Councillors enabling them to support their constituents and to undertake other work on behalf of the Council. Technology is forever changing and the Five Councils’ contract and Norse Joint Venture Scheme will require a modernisation of the Council’s IT technology which will also have an impact upon Councillors.

12.6 The Panel therefore considers that an allowance of £461 should be created to partially cover the costs likely to be generated by changes to Information Technology. The Basic Allowance agreed by the Council on 17 February 2016 is not sufficient to cover the majority of the councillor incidental expenses and will not encourage members of the public to become councillors.

Benchmarking

12.7 Table 2 shows that this Council is the only district council in Hampshire that provides an allowance for telephone calls. However, in terms of an allowance for IT, a majority of the other District Councils in Hampshire either pay a higher allowance or in the case of Eastleigh provide equipment and internet connection.

Table 2: IT & Telephone Allowances Payable in Hampshire Councils

District Council	BA	IT	Telephone
Basingstoke & Deane	£6,736	£0	£0
East Hampshire	£4,500	£200	£0
Eastleigh	£6,178	Computer and Internet Connection provided	£0
Fareham	£6,674	£0	£0
Gosport	£5,862	£25 per month max	£0
Hart	£3,885	£250	£0
New Forest	£6,027	£382 (included in basic Allowance)	£0
Rushmoor	£4,750	£385	£0
Test Valley	£6,452	Included as part of the basic allowance	£0
Winchester	£5,580	£0	£0
Havant	£5,350	£90	£371

Conclusion

- 12.8 The Panel considers that a Modernisation Allowance of £461 should be created to assist Councillors with the costs arising from the changes in technological changes in IT. This recommendation will enable a Councillor, who does not receive a Special Responsibility Allowance, to receive allowances up to £5891, which is between the average for other districts in Hampshire and the average for the other district councils in the South East.

Recommendation 1

The Councillor Allowances Scheme adopted by the Council on 17 February 2016 be amended as follows:

- **A modernisation allowance of £461 approved and subsumed into the basic allowance, making the basic allowance £5891.**

13 Special Responsibilities Allowances (SRAs)

- 13.1 Special Responsibility Allowances are paid where members of the Council have significant additional responsibilities, over and above the generally accepted duties of a councillor. Only one special responsibility allowance is payable to any individual councillor irrespective of the number of positions they may hold in the Council.

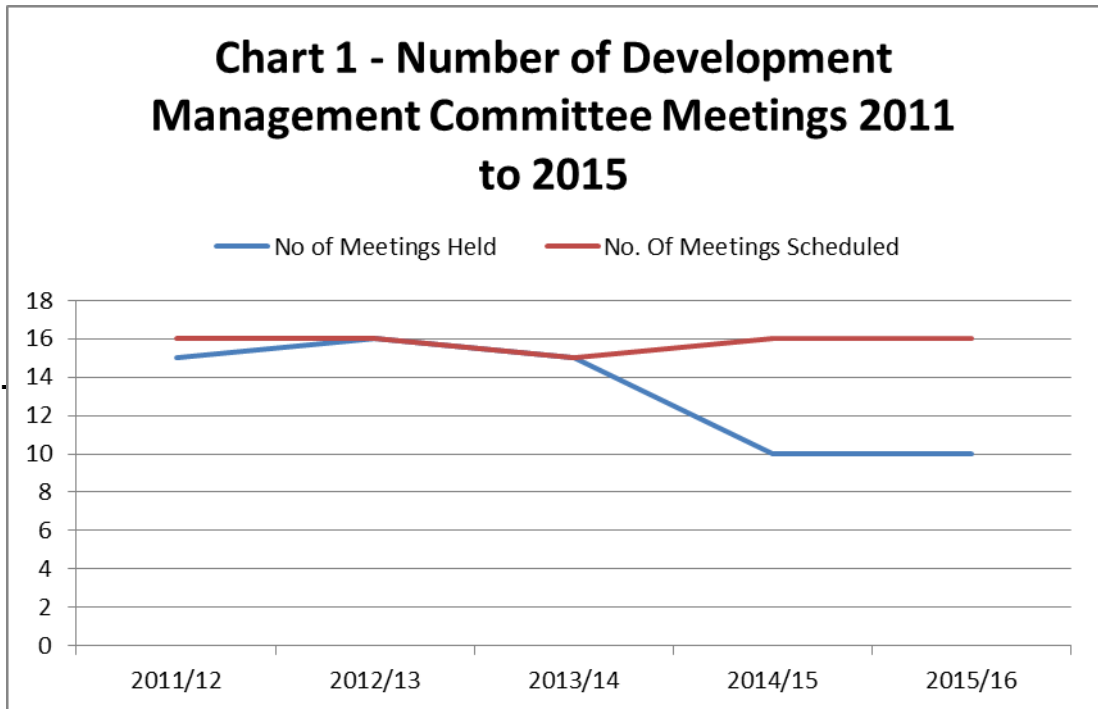
Chairman of the Development Management Committee (DMC)

- 13.2 The allowance scheme adopted by the Council on 17 February 2016 removes the allowance for the Chairman of the Development Management Committee and indicates that DMC Chairman will be appointed at each meeting from among the Committee membership on a rotating basis, to be nominated at the previous meeting.
- 13.3 The Panel considers that the Chair of the Development Management Committee is a high profile position in the Council. Planning in particular is an issue that attracts public attention and there is a need to have a single Chairman to keep abreast of current developments in planning law and regulations. The Development Management Committee is the first and in most cases sole point of reference for planning applications that are in any way contentious. As such, the Committee is scheduled to meet every four weeks, plus associated site visits. In particular, the Chairman attends briefings with Officers and the Cabinet Lead. Therefore, the Panel has serious concerns that the failure to appoint a single Chairman will lead to disruption and confusion to the proceedings of this Committee to the detriment of the Council. The SEE Survey of member Allowances 2015/16 shows that all other District Councils in the South East have a full time Chairman for their Planning Committees.
- 13.4 The Panel agrees to the deletion of the post of Vice Chairman of the Development Management Committee as this Committee has operated without a Vice Chairman since the end of July 2015 without any disruption to the proceedings of the Committee.

Recommendation 2

The Scheme of Councillors Allowances adopted by the Council on 17 February to delete all references to a rotating Chairman of the Development Management Committee.

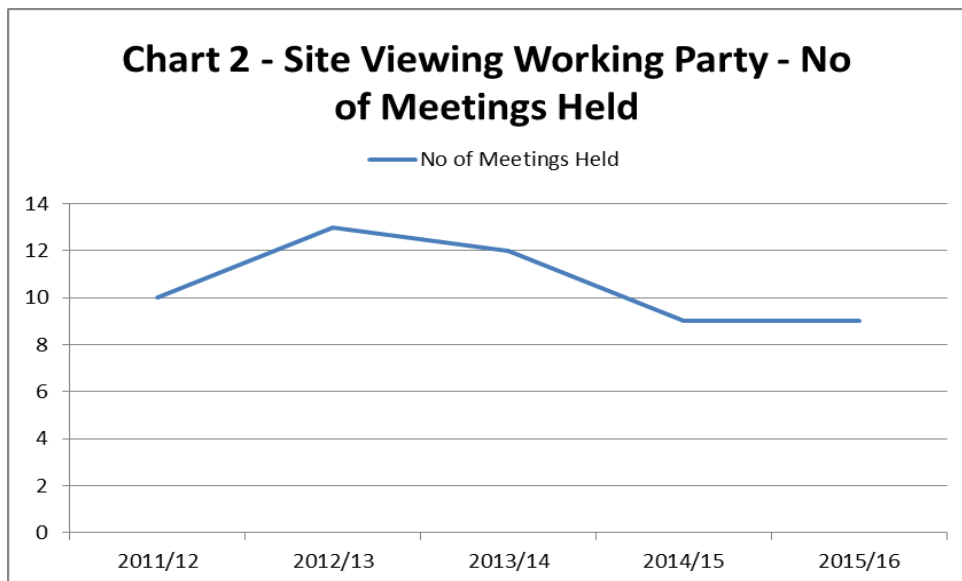
- 13.5 In view of the high profile of the Chairman of the Development Management Committee, the Panel consider that it the post should receive a Special Responsibility Allowance. In 2007, the SRA for the Chair of the Development Management Committee (DMC) was set at 30% of the Leader's SRA i.e. £5,920 and there have been no increases since that date. The SEE survey of allowances shows that in 2015/16 the average SRA for Chair of Planning in SE district councils is £5,318, while for the Hampshire district councils it is currently £5,400, with the median SRA being £5,160. The SRA for the Chair of the DMC is slightly higher than peers in comparable Hampshire district councils. However, it is noticeably above that paid to peers in comparable regional districts.
- 13.6 The Committee has seven members with standing deputies. The number of meetings has declined since the Council removed the right of third parties to ask for applications to be referred to the Committee and the powers delegated to officers were expanded in 2012 .These changes have resulted in a reduction in the number of Committee meetings* as shown in Chart 1.



* The figures are based on the meetings held in each financial year. 2015/16: two further meetings are scheduled for this year.

13.7 The average length of meetings has reduced by 35% since 2011/12 from an average of 2 hours in 2011/12 to 1.3 hours in 2015/16.

13.8 The DMC is supported by the Site Viewing Working Party (SVWP). The role of the SVWP is to familiarise themselves with a site's characteristics before making a recommendation on a planning application or other matter scheduled to be considered at a future meeting of the DMC: the changes in the call in procedure and delegated powers have also resulted in a reduction of the number of meetings of this Working Party.



- 13.9 The Panel is of the view that although the post still satisfies the requirements for a Special Responsibility Allowance, the frequency and length of meetings no longer justifies the level of allowance set previously. Based on the number of Committees, Chairman Briefings and Site Viewing Working Party meetings the Chairman was expected to attend in 2015/16 the allowance per meeting was calculated as follows:

Scheduled Number of meetings	48
Allowance	£5920
Allowance per meeting	£124

A logarithmic trendline to forecast the number of meetings likely to be held in the next years predicts that the number of meetings over the next four years will be as follows:

Years	2016/17	2017/18	2018/19	2019/20
No. of Meetings	30	29	28	27

The average number of meetings over these four years is predicted to be 29 meetings a year. Therefore, it is considered that the Chairman's allowance should be £3577 (the previous allowance per meeting x the predicted average number of meetings per year for the next four years)

Recommendation 3

The Scheme of Councillors Allowances adopted by the Council on 17 February 2015 be amended as follows:

A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added

13.10 Special Responsibility Allowances for Scrutiny Leads

- 13.11 The five Lead Members of the Scrutiny Panels each receive a SRA at the same level that was previously paid to the Vice Chairs of the Scrutiny Boards, which is £1,081. The SEE survey of allowances shows that in 2014/15 the average SRA for Vice Chairs of Scrutiny Boards in SE district councils was £4,156, while for the Hampshire district councils it is currently £704, with the median SRA being £737.

- 13.12. The Panel acknowledges that under the previous scheme the Scrutiny Leads may have been under remunerated in relation to their peers, particularly as the scrutiny reviews are now conducted by the Scrutiny Panels. The scheme approved by the Council on 17 February 2016 set an allowance of £3,157 to be financed from the savings made by the removal of the allowance for the Chairman of the Development Management Committee. The agreed level is significantly higher than the average for Hampshire and the South East. The Panel acknowledges that the work of a Scrutiny Lead is greater than the work of a Vice Chairman of a Scrutiny Board and this should be reflected in the

allowance given to this post. However, it is also felt that the duties and responsibilities of this post are lower than that of a Chairman of the Licensing Committee. The Panel agreed that the allowance of £2500 recommended by the Independent Remuneration Panel is more appropriate

Recommendation 4

The Scheme of Councillors Allowances adopted by the Council on 17 February 2015 be amended as follows:

A Special Responsibility Allowance for Scrutiny Leads be amended to read £2500

14.0 Overview of Special Responsibility Allowances

- 14.1 During the review, concerns were raised that the levels of responsibilities and allowances paid for some roles had changed since the levels of responsibilities were first agreed. The Panel considers that the number of meetings held should be monitored for the next six months and following this exercise, the Governance and Logistics Panel be requested to undertake a review with the aim of establishing a fresh approach to the way special responsibility allowances are calculated.

Recommendation 5

The Scrutiny Board be recommended to include in the Work programme for 2016/17 a review of the Special Responsibility Allowance Scheme (including a 6 months monitoring exercise of the number of meetings attended by Chairman of Committees and Boards)

15.0 Implications

15.1 Resources:

Although the recommendations will reduce the savings set out in the report submitted to Council on 17 February, they still represent a saving of £2,343 from the 2012/16 scheme.

15.2 Legal:

The relevant regulations make it clear that before a Council makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel. This means that a Council can amend such a scheme as long as it has had regard to the IRP recommendations even if that the IRP report is relatively old.

15.3 Strategy: (Priorities)

The scheme of allowances supports the Council's strategic framework by ensuring payments to councillors are reflective of their roles and responsibilities. It will help to ensure allowances are set at a level that facilitates suitably able, qualified, and representative people standing as candidates for Council (and their retention and development once elected).

15.4 Risks: (Environmental, Health & Safety and Customer Access Impact Assessment)

N/A

15.5 Communications:

N/A

15.6 For the Community:

The scheme of remuneration should contribute to vigorous and healthy local democracy. If local democracy is to prosper people must have choice. Choice means having candidates for Council membership who have different backgrounds and life experiences. Remuneration of elected Members is one means to achieve that end.

15.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:

See 13.3 and 13.6

15.8 Consultation (to advise who has been consulted)

Hon. Alderman Gillett (former leader of the Council)

Appendices:

Appendix A – Legislative Background

Appendix B – Comparison with other District Councils in Hampshire

Background Papers:

Report of the Independent Remuneration Panel 2016
The Local Authorities (Members Allowances)(England) Regulations 2003
South East Employers' Members Allowances Surveys 2014/15 and 2015/16
Councillor Commission – Members Remuneration
OPDM Guidance – Part One: Members' Allowances

Agreed and signed off by:

Head of Legal Services: (date)
Head of Finance: (date)
Relevant Head of Service: (date)
(Cabinet Reports Only)Portfolio Holder (EHDC) Cabinet Lead (HBC) Please delete as appropriate

Contact: Councillor Wade
Title: Scrutiny Lead for Governance and Logistics
Telephone: 07544 178860
E-Mail: peter.wade@havant.gov.uk

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Legislative background

1974-1981

Under the Local Government Act 1972, Councillors were entitled to claim Attendance, Travelling and Subsistence Allowances when undertaking approved duties such as attendance at official meetings and acting as the representative of the City Council on a range of other bodies. Rates were set by central government.

1981-1991

Under the Local Government Planning and Land Act 1980, an additional allowance in the form of a Special Responsibility Allowance was introduced. This could be paid to Councillors who undertook additional roles such as Leader of the Council, Chairs of Committees or Leaders of Opposition Groups. Cost had to be contained within a ceiling set by central government.

1991-1995

Under the Local Government and Housing Act 1989, a further allowance in the form of a Basic Allowance was introduced. This had to be paid equally to all Councillors and was designed to reflect the standard role expected of all Councillors. Rates were set locally and had to be included within a ceiling for attendance, basic and special responsibility allowances set by central government.

1995-2001

Under the Local Authorities [Members' Allowances] Amendment Regulations 1995, the government gave Councils the discretion to determine or amend a Scheme for the payment of Members Allowances. In the words of the then Environment Minister the change was designed to encourage people with a wide range of backgrounds, experience and skills to serve as Councillors and to allow local authorities to give more adequate remuneration to those Councillors with special responsibilities.

2001-2003

Under the Local Government Act 2000, Councils were required to draw up proposals to adopt one or other of 3 possible models of governance. This Act also abolished attendance allowance.

The Local Authorities [Members Allowances] Amendment Regulations 2001 required Councils to establish and maintain an Independent Remuneration Panel to make recommendations on the level of basic and special responsibility allowances paid to Councillors under its chosen model of governance. The Council must have regard to the Panel recommendations

before making or amending its Allowances Scheme . These Regulations also gave Councils the power to pay Childcare and Dependant Carer Allowances.

2003 -14

The Local Authorities [Members' Allowances] Regulations 2003 came into force on 1 May 2003. They required Councils to make a New Allowances Scheme on or prior to 31 December 2003.

The Regulations extended the scope of an Allowances Scheme that can be determined locally. In addition to Basic, Special Responsibility and Childcare/Dependant Carers Allowances, a Council can now:-

- Decide the basis on which Councillors can opt to join the Local Government Pension Scheme.
- Pay a Co-optee Allowance to Co-opted Members [in place of entitlement to claim Financial Loss Allowance].
- Determine arrangements for the payment of travelling and subsistence allowances or expenses.
- Set up a process for withdrawal of allowances if a Councillor is wholly or partially suspended.
- Establish the basis for any backdating and review of indicators used to calculate annual adjustments of allowance rates.

The Council must still have regard to the recommendations of an Independent Remuneration Panel before it can set up or amend its Members Allowances Scheme. The Council can choose to accept the recommendations in whole, in part or not at all. On pensions the Council cannot go beyond the recommendations made by the Panel.

2014 –

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 These regulations remove access to the LGPS from 1 April 2014 for councillors and elected mayors in England and for the Mayor of London and members of the London Assembly, with the following exceptions:

councillors, elected mayors, the Mayor of London and members of the London Assembly who were members of the LGPS on 31 March 2014 will retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).

The changes do not affect councillors in Wales and they retain ongoing access to membership of the LGPS1.

Appendix B

Council Name	Population	Basic Allowance for 2014/15	Total No of Councillors	Planning Committee Chair	Deputy Chair of Scrutiny Board
Basingstoke & Dean Borough Council	172,000	6,736	60	5,615	562
East Hampshire District Council	117,000	4,500	44	4,150	692
Eastleigh	124,000	6,178	44	LAC Chair – 3,264	653
Fareham Borough Council	113,613	6,674	31	10,012	834.3
Gosport Borough Council	84,287	5,862	34	4,362	0
Hart District Council	90,000	3,885	33	3,128	781
Havant Borough Council	120,700	5,350	38	5,920	0
New Forest District Council	177,791	6,027	60	5,330	0
Rushmoor Borough Council	96,800	4,750	39	5,160	0
Test Valley Borough Council	114,171	6,452	48	4,851	1291
Winchester City Council	120,000	5,580	57	7,605	0

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Minute Volume

Cleaner, Safer,
More Prosperous

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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 23 February 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Howard, Wade and Ponsonby

Councillors Patrick, D Smith and Weeks were invited to join the meeting during Minute 52.

47 Apologies

There were no apologies for absence.

48 Minutes

The Minutes of the meeting of the Scrutiny Board held on 26 January 2016 were agreed as a correct record and signed by the Chairman subject to the following amendment:

Minute 45

2nd paragraph to read:

“The Board noted that the higher level of penalty charge for car parking in Appendix G should read £70 and £7. The Board queried discrepancies in the Beachlands Car Parking Charges”

49 Matters Arising

There were no matters arising.

50 Declarations of Interests

There were no declarations of interests.

51 Chairman's Report

The Chairman thanked members for their time and work in the Norse, 5 Councils' Contract and CCTV projects.

The Chairman advised the Board that an extraordinary meeting of the Scrutiny Board would be arranged to deal with outstanding reports and the recommendations of the CCTV Scrutiny Panel.

52 Safeguarding - Report of the Community Scrutiny and Policy Development Panel

The Board received a report from the Community Scrutiny and Policy Development Panel, setting out its findings and recommendations following a review of Safeguarding Children, Young Children and Vulnerable Adults Policy.

Members of the Scrutiny Panel presented and answered questions in connection with their report to the Board. Councillor Weeks was also invited to join the meeting during consideration of this report.

The Board held a detailed discussion on issues raised by Councillor Bains, which were circulated prior to the meeting and on the feasibility of undertaking DBS checks for all Councillors. Notes of the Police and Crime Panel held on 22 and 29 January 2016 were also circulated at the meeting.

In response to questions raised by members of the Board, the Board was advised that:

- (a) It was understood that the Disclosure and Barring Service advised against Councils requiring all its councillors to undertake a DBS check: checks should only be undertaken for councillors who had a role relating to vulnerable persons
- (b) Central Government was offering each District Council £10,000 per annum to fund the PREVENT Agenda. It was proposed that the District Councils in Hampshire poll this funding so the Council could benefit from economies of scale. It was not known how much funding unitary authorities would receive;
- (c) The training packages for Safeguarding training was being reviewed;
- (d) The letting policies included leases; and
- (e) Community First provided training for voluntary groups

The Board considered that in addition to the recommendations contained in the report:

- (a) the Council's letting policies should be amended to include the statutory responsibilities introduced by the Prevent Agenda;
- (b) the Council's policies be amended to include the statutory responsibilities relating to missing, exploited and trafficked children;
- (c) the Council amend the training for taxi and private hire drivers/operators to include Child Exploitation awareness; and

- (d) the feasibility of undertaking DBS checks for all councillors be investigated

It was therefore RESOLVED that:

- A. the Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the requirements of the Modern Slavery Act 2015.
- B. the Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the impact of the Prevent Agenda.
- C. all councillors shall undertake the e-learning “Basic Safeguarding Awareness “ Course to ensure that all councillors are aware of their role in this area.
- D. a councillor training session be arranged to ensure that all councillors are aware of the safeguarding policy and their role in this area.
- E. the Council’s policies be amended to include the statutory responsibilities relating to missing, exploited and trafficked children
- F. the Council’s letting policies be amended to include the statutory responsibility introduced by the PREVENT Agenda.
- G. the on line safeguarding report form be made more accessible to staff and councillors
- H. the Council consider amending the training for taxi and private hire drivers to include Child Sexual Exploitation awareness
- I. the feasibility of all councillors undertaking a DBS check be investigated
- J. a progress report be submitted to the Board within six months.

53 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 matters for inclusion in the Board’s work programme.

RESOLVED that the review into traffic congestion in the Borough be extended to include an investigation into the problems caused by heavy goods vehicles using inappropriate routes across the Borough.

The meeting commenced at 5.00 pm and concluded at 6.00 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 25 February 2016

Present

Councillor Buckley (Chairman)

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

86 Apologies for Absence

There were no apologies for absence.

87 Minutes

The Minutes of the meeting of the Development Management Committee held on 14 January 2016 were agreed as a correct record and signed by the Chairman.

88 Matters Arising

There were no matters arising

89 Site Viewing Working Party Minutes

The Minutes of the meeting of the Site Viewing Working Party held on 23 February 2016 were received.

90 Declarations of Interest

There were no declarations of interests.

91 Chairman's Report

The Chairman had nothing to report.

92 Matters to be Considered for Site Viewing and Deferment

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

93 Deputations

- (1) Mr Millett (Applicant's agent) – Application APP/15/01397 - High Street, Emsworth (Minute 93b)

- (2) Councillor Cresswell (ward councillor) – Application APP/15/01397 - High Street, Emsworth (Minute 93b)

- (3) Mr Comlay (objector) – Application APP/14/01225 – Market Parade Development Site, Market Parade, Havant (Minute 93a)

- (4) Ms Ann Buckley (objector) - APP/14/01225 – Market Parade Development Site, Market Parade, Havant (Minute 93a)

- (5) Mr Pattenden (objector) - APP/14/01225 – Market Parade Development Site, Market Parade, Havant (Minute 93a)

- (6) Ms Cutts (applicant's agent) and Mr Adams (developer) – APP/14/01225 – Market Parade Development Site, Market Parade, Havant (Minute 93a)

93a APP/15/01397- 10-12 High Street, Emsworth, PO10 7AW

Proposal: Change of use from vacant class A2 unit to mixed class A1/A3 coffee shop.

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

The Committee was addressed by the following deputees:

(1) Mr Millett, who, on behalf of the applicants supported the proposal for the following reasons:

- (a) The retail element of the high street would remain strong
- (b) The change of use is in line with Planning Policy
- (c) The property had remained empty for over a year and a change of use would allow for new retail opportunities which would add to the vitality and vibrancy of the area.
- (d) The signage for the proposed retailer would be sympathetic to the street scene.

(2) Councillor Creswell who supported the application for the following reasons:

- (e) The proposed change of use would be beneficial to the community and surrounding area.
- (f) The new retailer would add to the vibrancy of the area and fill an otherwise empty unit.
- (g) The retail element of the high street had suffered over the last 2 years and would need to grow to aid the regeneration of the area.

In response to a question raised by a member of the Committee, the officers advised that issues of market competitions and details of the retailer for the unit were not a matter for consideration.

The Committee discussed this application together with the views raised by the deputees. The Committee considered that the proposal would not be out of character with the street scene. The Committee also considered that the proposal would not have a detrimental impact on neighbouring businesses. It was therefore

RESOLVED that Application APP/14/01182 be granted permission subject to the conditions set out in the officer's report.

Proposal: Outline application with all matters reserved for demolition of existing buildings and redevelopment of site to erect up to 130No. apartments and 1126m² of ground floor commercial/retail space (Use Classes A1-A5 and B1(a)) and associated service access and 58 private residential basement parking spaces (indicative height of building between five and thirteen stories).

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 included:

- (a) Details of an update proposal
- (b) Details of additional representations received since the agenda was published
- (c) Details of updated recommendations
- (d) Information requested by the Site Viewing Working Party which detailed the Hampshire County Council Response to Traffic Consultations and the impact the Development would have on traffic management.

The Committee was advised by officers that the proposed designs were indicative and not a final approved design of the development.

The Committee was addressed by the following deputees:

- (1) Mr Comlay who objected to the proposal for the following reasons:
 - (a) There was a significant amount of opposition from members of the local community.
 - (b) The indicative plans by reason of height and bulk were not sympathetic to the character of the area.
 - (c) The Car Parking provisions were not sufficient to accommodate the large number of vehicles that would likely come with a high number of inhabitants.
 - (d) The proposed development would be in breach of the Local Development Order for Market Parade and would make further regeneration of the area difficult. Awaiting the completion of the LDO would be more beneficial to Market Parade.
- (2) Ms Buckley who objected to the proposal for the following reasons:

- (e) The proposal is out of character, bulky and overdevelopment of the site
 - (f) The proposal does not make any provisions for affordable housing.
 - (g) The proposal does not detail how the dwellings will be managed and maintained.
 - (h) The site plan will impact the conservation area to the east of the site.
- (3) Mr Pattenden who objected to the proposal for the following reasons:
- (i) The high number of inhabitants in a densely populated tower block would be detrimental to the quality of life of the residents.
 - (j) The high number of dwellings and additional retail units would overburden the highways and car parking facilities
 - (k) The work of the Local Development Order would provide a better basis for regeneration of the Town Centre. The proposal was premature.
- (4) Ms Cutts who spoke in support of the proposal for the following reasons:
- (l) Regeneration of the Market Parade Development site had proved problematic in the past; the proposal was sustainable development.
 - (m) Similar proposals had proved beneficial and successful in similar areas.
 - (n) The type of development targets a specific demographic whose needs are otherwise not met by the housing provisions in the local area.
 - (o) The proposal would add vibrancy and vitality to the area and work to the benefit of its regeneration.
 - (p) Environmental Benefits of the proposal include replacing an otherwise run down and empty unit with a more desirable unit.

- (5) Mr Adams supported the comments made by Ms Cutts and added that the development would be highly beneficial to the regeneration of the Market Parade area. He also added that the proposal would act as a catalyst for wider regeneration.

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

- (1) The applications was outline permission with all matters reserved and therefore the design was not final.
- (2) The proposal did fall within the Conservation area to the East of Market Parade due to a reappraisal of the Conservation area in 2007. This was to include the Star Public house which had since been demolished.
- (3) The Supplementary Planning Document on parking confirms that in Havant Town Centre which has a high transport sustainability could be appropriate for a zero car parking standard. The proposal had provided a 0.45 rate and subject to satisfactory conditions Hampshire County Council had raised no objection.

The Committee discussed this application in detail together with the views raised by the deputees. Although one member of the Committee expressed concern that the car parking provisions would have a detrimental impact on the highways, transport and car parking in the area, the majority of the Committee considered that the proposal was acceptable and would have beneficial impact on the regeneration of the area. It was therefore

RESOLVED that Application APP/15/00511 be granted permission subject to the following conditions:

- 1 The completion of a third-party viability assessment of the application to establish the scope of the development to make contributions towards affordable housing and sustainable transport measures;
- 2 The completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 in a form satisfactory to the Solicitor to the Council to secure the following terms:

- (a) Occupancy of the development to be on the basis of a Private Rented Scheme model;
 - (b) Affordable housing contribution (subject to outcome of third-party viability assessment);
 - (c) Waste and servicing management plan to manage the timing of deliveries and refuse collection;
 - (d) Sustainable Transport Contribution (subject to outcome of third-party viability assessment)
 - (e) Commitment to provide funding on request for a Traffic Regulation Order to manage any overspill parking in the town centre;
 - (f) Progression of a Traffic Regulation Order to remove on-street parking to accommodate the site access and associated visibility splays;
 - (g) Provision of a Full Travel Plan with monitoring fees, approval fees and bond;
 - (h) Employment and Skills Plan (or contribution equivalent) in respect of build phase;
 - (i) Mitigation package in the form of a contribution to the Solent Recreation Mitigation Project, as set out in paragraph 7.38 of the officer's report.
- 3 Application for approval of reserved matters must be made not later than the expiration of one year beginning with the date of this permission and the development must be begun not later than whichever is the later of the following dates:
- (a) The expiration of three years from the date of this permission; or
 - (b) The expiration of two years from the final approval of the reserved matters, or in the case of approval on different dates, the final approval of the last such matter to be approved.

Reason: To comply with the requirements of Section 92 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 4 The approval of the Local Planning Authority shall be obtained in respect of the following reserved matters before the development first takes place - the access; appearance; landscaping; layout; and scale.

Reason: The application is granted in outline only under the provisions of Article 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and details of the matters referred to in the condition have not been submitted for consideration.

- 5 Unless otherwise agreed in writing with the Local Planning Authority, the apartments hereby approved shall be designed such as to achieve the minimum space standards as set out in the Department for Communities and Local Government 'Technical housing standards - nationally described space standard' (March 2015).

Reason: To deliver high quality development as part of this high density scheme, and having due regard to Policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 6 A Building Research Establishment Environmental Assessment Method (BREEAM) pre-assessment estimator shall form part of the reserved matters submission for the development hereby permitted. The pre-assessment estimator shall demonstrate that the development will attain a minimum BREEAM level of 'very good'. Prior to the first occupation of the development, a post-construction BREEAM assessment and certificate, demonstrating that the 'very good' level has been achieved, shall be submitted to, and approved by, the local planning authority unless otherwise agreed in writing.

Reason: To ensure that the development is carried out in accordance with Policy CS14 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 7 No development hereby permitted shall commence until plans and particulars specifying the alignment, width, gradient and type of construction proposed for all individual accesses thereto (including all relevant horizontal cross and longitudinal sections and sight lines) have been submitted to and approved in writing by the Local Planning Authority. The implementation of the same shall be completed in full accordance with such plans and particulars as are thus approved by the Authority.

Reason: To ensure that they are constructed to satisfactory standard and having due regard to policies CS16 and CS20 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 8 No part of the development hereby approved shall be brought into use or occupied until the approved access and any proposed crossing of the highway verge and footway have been laid out and constructed in accordance with the details approved by the Local Planning Authority.

Reason: In the interests of highway safety and having due regard to Policies CS16, CS20 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011.

- 9 No development hereby permitted shall commence until a Construction Traffic Management Plan, to include details of provision to be made on site for contractor's parking, construction traffic access, the turning of delivery vehicles and lorry routeing as well as provisions for removing mud from vehicles and a programme of works has been submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented before the development hereby permitted is commenced and retained throughout the duration of construction.

Reason: In the interests of amenity and highway safety and having due regard to Policies CS16, CS20 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011.

- 10 No development shall take place until the applicant has secured the implementation of a programme of archaeological assessment in accordance with a Written Scheme of Investigation that has been submitted to and approved in writing by the Planning Authority. This assessment shall take the form of trial trenching across the site.

Reason: To assess the extent, nature and date of any archaeological deposits that might be present and the impact of the development upon these heritage assets; and having due regard to Policy CS11 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 11 No development shall take place until the applicant has secured the implementation of a programme of archaeological mitigation of impact, based on the results of the trial trenching, in accordance with a Written Scheme of Investigation that has been submitted to and approved in writing by the Local Planning Authority.

Reason: To mitigate the effect of the works associated with the development upon any heritage assets and to ensure that information regarding these heritage assets is preserved by record for future generations, and having due regard to Policy CS11 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 12 Following completion of archaeological fieldwork a report shall be produced in accordance with a programme to be first agreed in writing with the Local Planning Authority, including where appropriate post-excavation assessment, specialist analysis and reports, publication and public engagement.

Reason: To contribute to knowledge and understanding of the past by ensuring that opportunities are taken to capture evidence from the historic environment and to make this publicly available, and having regard to Policy CS11 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 13 The development shall proceed in accordance with the ecological enhancement measures detailed within the submitted Extended Phase 1 Habitat Survey (EcoSupport, June 2015) unless otherwise agreed in writing by the Local Planning Authority.

Reason: To protect, maintain and enhance biodiversity in accordance with the Wildlife & Countryside Act 1981, National Planning Policy Framework 2012, NERC Act 2006 and Policy CS 11 of the Havant Borough Local Plan (Core Strategy) 2011.

- 14 Construction of the development shall not commence until details of the proposed means of foul sewerage disposal have been submitted to, and approved in writing by, the Local Planning Authority in consultation with Southern Water. The development shall thereafter be carried out in accordance with the approved details.

Reason: In order to secure satisfactory foul water disposal from the site, and having due regard to Policies CS15 and CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 15 Infiltration systems for surface water disposal shall not be used for this development. Prior to the commencement of development, details of the proposed means of surface water sewerage disposal shall be submitted to, and approved in writing by, the Local Planning Authority in consultation with Southern Water, the Local Lead Flood Authority and Portsmouth Water. The approved details shall include a schedule of operational and preventative maintenance for surface water drainage structures, pumps, or separators required for either a) the proper operation of the system to its design flow rates, or b) for the effective retention of pollutants to prevent downstream release. Parties responsible for observing the maintenance plan shall be clearly identified within the plan, and the plan shall be implemented as approved.

Reason: The site lies within the groundwater Source Protection Zone 1c for the Havant and Bedhampton Springs, a critical public drinking water supply. Drinking water supplies are at risk from any pollutants which enter the ground, including increased turbidity. Furthermore the approved outline drainage strategy includes critical infrastructure that requires regular maintenance to ensure its effective operation (to prevent flooding &/or downstream pollution). It will therefore need to be demonstrated that the surface water drainage scheme will protect groundwater and drinking water supplies in accordance with National Planning Policy Framework paragraph 109. and Havant Borough Local Plan (Core Strategy) 2011 policy DM10.

- 16 Prior to the commencement of any specific phase of development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority), an assessment of the risks associated with the proposed means of undertaking groundworks and construction shall be submitted to and approved in writing by the Local Planning Authority in consultation with Portsmouth Water. The assessment shall be undertaken by competent persons, and the findings presented as a written report.

The assessment may comprise separate reports as appropriate, but unless specifically excluded in writing by the Local Planning Authority, shall include;

- 1) An assessment of the local geological succession, sufficient to determine whether the principal aquifer (Source Protection Zone 1c) falls within the likely vertical range of proposed excavations or foundations (including piling);

2) The result of an appropriate assessment of risks based upon (1) in relation to proposed construction depths, methods & materials. Where potentially unacceptable risks are identified, a risk-based appraisal of construction method options and clearly defined proposals for mitigation of the identified risks;

3) Contractors method statement(s) in accordance with mitigation proposals (2); and

4) Where deemed necessary, a scheme to appropriately monitor the impact of construction activity upon groundwater and/or surface waters, including details in respect of necessary stakeholder liaison.

All elements shall be adhered to unless agreed in writing by the Local Planning Authority

Reason: The site lies within the groundwater Source Protection Zone 1c for the Havant and Bedhampton Springs, a critical public drinking water supply. Deep excavations, boring, piling or any other foundations using penetrative methods can result in risks to potable supplies both from turbidity, and by creating migration pathways for pollutants &/or contaminants. It must therefore be demonstrated that the proposed construction methods will not result in any unacceptable adverse impacts upon controlled waters. The condition is imposed having due regard to Havant Borough Local Plan (Core Strategy) 2011 policy DM10 and the National Planning Policy Framework 2012.

- 17 Prior to the commencement of any specific phase of development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority and notwithstanding any assessment provided with the planning application), an assessment of the nature and extent of contamination at the site, whether originating from within or outside the curtilage, shall be submitted to and approved in writing by the Local Planning Authority. The assessment shall be undertaken by competent persons, and the findings presented as a written report.

The assessment may comprise separate reports as appropriate, but unless specifically excluded in writing by the Local Planning Authority, shall include;

1) A site investigation based on The Soils Ltd. Phase 1 Desk Study Ref: 14981/DS (June 2015); to provide sufficient data and information to adequately identify & characterise any physical contamination on or affecting the site, and to inform an appropriate assessment of the risks to all receptors that may be affected, including those off site.

2) The results of an appropriate risk assessment based upon (1), and where unacceptable risks are identified, a Remediation Strategy that includes;

- (a) appropriately considered remedial objectives;
- (b) an appraisal of remedial &/or risk mitigation options, having due regard to sustainability, and;
- (c) clearly defined proposals for mitigation of the identified risks.

3) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the Remediation Strategy are complete, identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.

All elements shall be adhered to unless agreed in writing by the Local Planning Authority.

Reason: The site lies within the groundwater Source Protection Zone 1c for the Havant and Bedhampton Springs, a critical public drinking water supply. Having due regard to policies DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and DM17 of the Havant Borough Local Plan (Allocations) 2014, contamination may be present at or in the immediate vicinity of the site as a result of both previous & current land uses (&/or activities) that could pose a risk to controlled waters.

- 18 Prior to the occupation of any relevant part of the permitted development, any verification report required in accordance with condition 14 above shall be submitted to and approved in writing by the Local Planning Authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan, and must demonstrate that site remediation criteria have been met. Where longer-term monitoring of pollutant linkages is identified as being necessary, the report shall clearly set out plans for monitoring, provision for maintenance, relevant triggers and contingency actions (a “long-term monitoring and maintenance plan”). The long-term monitoring and maintenance plan shall be implemented as approved.

Reason: The site lies within the groundwater Source Protection Zone 1c for the Havant and Bedhampton Springs, a critical public drinking water supply. Having due regard to policies DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and DM17 of the Havant Borough Local Plan (Allocations) 2014, contamination may be present at or in the immediate vicinity of the site as a result of both previous & current land uses (&/or activities) that could pose a risk to controlled waters.

Cllr Terry Hart requested that his vote against the proposal be noted.

The meeting commenced at 5.00 pm and concluded at 7.20 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 2 March 2016

Present

Councillor Smith K (Chairman)

Councillors Shimbart (Standing Deputy), Mackey, Hart, Perry and Pike

34 Apologies

Apologies for absence were received from Councillor Rees and Councillor Pierce-Jones.

35 Minutes

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 2 December 2015 be approved as a correct record.

36 Matters Arising

There were no matters arising.

37 Declarations of Interest

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

38 Chairman's Report

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

39 External Audit Papers

The Committee considered three papers presented by Ernst and Young LLP. Ian Young and Emily Farley of Ernst and Young LLP joined the meeting for the debate on this item and answered members' questions in connection with the reports.

The Governance and Audit Committee Progress Report provided an overview on the final position against the Council's 2014/15 audit plan, and the initial plans for the 2015/16 audit.

The Annual Certification Report 2014-15 summarised the results of Havant Borough Council's 2014-15 claims.

The Local Government Audit Committee Sector Briefing covered some of the current issues facing the Local Government sector.

The external auditors highlighted the shortening time periods for both producing accounts and in carrying out the audit going forward, and that work was under way to ensure these shorter timeframes are met. The Committee was advised to review the governance process in light of these shorter deadlines.

RESOLVED that the Governance and Audit Committee Progress Report 2015, Annual Certification Report 2014-15 and Local Government Audit Committee Sector Briefing from external auditors be noted.

40 Internal Audit Progress Report 2015-16 (January 2016)

The Committee considered a paper presented by Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership, who joined the meeting for the debate on this item and answered members' questions in connection with the report.

The paper provided an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and an overview on the status of 'live' reports.

RESOLVED that the Internal Audit Progress Report 2015-16 be noted.

41 Internal Audit Plan 2016-17

Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership presented the Committee with Havant Borough Council's Internal Audit Plan 2016-17.

The Plan aimed to assure the Committee that the framework of internal control, risk management and governance is appropriate and operating effectively, and that risks to the achievement of the Council's objectives are identified, assessed and managed to a defined acceptable level.

During the debate, an error in the report was highlighted in relation to the transfer of ICT services to the new 5 Districts contract. The reference in Appendix 1 of the report to be amended to read "It is anticipated that ICT will be transferred to a new 5 Councils contract from October 2017 or earlier".

RESOLVED that the Internal Audit Plan 2016-17 be approved subject to an amendment to Appendix 1 in relation to the transfer of IT services to the new 5 Districts Contract to read:

"It is anticipated that ICT will be transferred to a new 5 Councils contract from October 2017 or earlier. Audit involvement is required early in the process to ensure the transition plans are robust and comprehensive."

*Governance & Audit Committee (2.3.16)***42 Internal Audit Charter 2016-17**

Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership presented the Committee with the Internal Audit Charter for 2016/17.

The Committee were advised that the Charter formally defines the internal audit activity's purpose, authority and responsibility in line with the Public Sector Internal Auditing Standards.

During the course of the discussion, an assurance was given that the Committee would receive an update at its next meeting on the extent of the roles and responsibilities of internal audit in relation to the NORSE JVC post-implementation.

RESOLVED that the Internal Audit Charter 2016-17 be approved.

43 Quarterly Update on Corporate Risks from the Executive Board

The Committee considered a report from the Executive Head for Governance and Logistics providing an update on the highest corporate risks reviewed by the Joint Executive Board on 9 February 2016.

RESOLVED that the most serious corporate risks reviewed by the Joint Executive Board on 9 February 2016 be noted.

44 Monitoring Officer's Update

The Monitoring Officer informed the Committee that there were currently no outstanding Code of Conduct complaints. The Committee was also informed that the Constitution was currently being amended to reflect the recent Senior Management Resourcing Review.

At the conclusion of the meeting, the Chairman took the opportunity to thank Jane Eaton on behalf of the Committee for her support and contribution to the work of the Committee and wished her well for the future.

The meeting commenced at 5.00 pm and concluded at 5.44 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 16 March 2016

Present

Councillor Cheshire (Chairman)

Councillors Wilson, Briggs, Guest, Weeks and Bains

224 Apologies for Absence

There were no apologies for absence.

225 Minutes

The minutes of the Cabinet meeting held on 3 February 2016 were agreed as a correct record.

226 Matters Arising

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

227 Declarations of Interests

There were no declarations of interest.

228 Chairman's Report

The Chairman welcomed Councillor Narinder Bains to the Cabinet as new Cabinet Lead for Marketing and Development.

The Chairman also welcomed Miss Pheaby Martin from Crookhorn College supporting the Cabinet as part of her period of Work Experience with Democratic Services.

229 Recommendations from the Scrutiny Board

229a Safeguarding

Councillor Weeks introduced a report from the Economy and Communities Scrutiny Panel on Safeguarding.

At the invitation of the Cabinet, Councillor Lenaghan, as Scrutiny Lead, presented the Panels findings arising from its review of Safeguarding and, in particular in the context of the Prevent Agenda and Modern Slavery. Councillor Lenaghan took the opportunity to thank all those who had contributed to the review including presentations from the Police and the Home Office. Councillor Lenaghan also recommended that all councillors undertake the in-house e-learning course on Safeguarding.

Proposed by Councillor Weeks and seconded by Councillor Wilson it was:

RESOLVED that the following be approved:

1. the Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the requirements of the Modern Slavery Act 2015;
2. the Safeguarding Children, Young People and Vulnerable Adults Policy be amended to reflect the impact of the Prevent Agenda;
3. all councillors shall undertake the e-learning “Basic Safeguarding Awareness” Course to ensure that all councillors are aware of their role in this area;
4. a councillor training session be arranged to ensure that all councillors are aware of the safeguarding policy and their role in this area;
5. the Council’s policies be amended to include the statutory responsibilities relating to missing, exploited and trafficked children;
6. the Council’s letting policies be amended to include the statutory responsibility introduced by the PREVENT Agenda;
7. the on line safeguarding report form be made more accessible to staff and councillors;
8. the Council consider amending the training for taxi and private hire drivers to include Child Sexual Exploitation awareness;
9. the feasibility of all councillors undertaking a DBS check be investigated; and
10. a progress report be submitted to the Board within six months.

The meeting commenced at 2.00 pm and concluded at 2.10 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 17 March 2016

Present

Buckley (Chairman), Hart, Heard, Keast, Satchwell and Guest (Standing Deputy)

94 Apologies for Absence

Apologies were received from Councillors Patrick and Howard.

95 Minutes

The Minutes of the Meeting of the Development Management Committee held on 25 February 2016 were agreed as a correct record and signed by the Chairman.

96 Matters Arising

There were no matters arising.

97 Site Viewing Working Party Minutes

The Minutes of the meeting of the Site Viewing Working Party held on 10 March 2016 were received.

98 Declarations of Interest

There were no declarations of interest.

99 Chairman's Report

The Chairman reported that a Development Consultation Forum was scheduled for 31 March 2016 to discuss 3 Portsmouth City Council Allocations sites in the Borough. These sites were located at Blendworth Crescent, Holybourne Road and Kingsclere Avenue.

The Chairman also advised the Committee that the Scrutiny Board would be considering a report on the arrangements of the Development Management Committee and this report was available for inspection.

100 Matters to be Considered for Site Viewing and Deferment

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

101 Deputations

(1) Mr D Rayner (objector) – Application APP/15/01235 – Land adjacent Woodcroft Primary School, Woodcroft Lane, Waterlooville PO8 9QD

(2) Councillor G Shimbart (ward Councillor) – Application APP/15/01235 – Land adjacent Woodcroft Primary School, Woodcroft Lane, Waterlooville PO8 9 QD

102 APP/15/01235 - Land adjacent Woodcroft Primary school, Woodcroft Lane, Waterlooville, PO8 9QD

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

Proposal: Outline application for residential development for 43 residential dwellings with access off Woodcroft Lane and emergency access off Eagle Avenue with all other matters reserved.

The Committee considered the written report and recommendations of the Head of Planning Services to grant permission.

The Committee was addressed by the following deputees:

(1) Mr D Rayner who objected to the proposal for the following reasons:

(a) The proposed access to the site would have a detrimental impact on the parking on Woodcroft Lane by removing the layby in situ. Vehicles would continue to park on Woodcroft Lane, rather than the replacement layby, resulting in the turning of vehicles being problematic.

(b) The TRO introduced on the highway were not properly enforced and therefore additional TROs would not alleviate traffic management problems.

(c) The proposed access would not provide sufficient sight lines for residents entering the road and could be dangerous to the public.

(d) The proposed emergency access via Eagle avenue would provide a more desirable route for residents into the development site and satisfy concerns for parking and safety in Woodcroft Lane.

Development Management Committee (17.3.16)

- (2) Councillor G Shimbart who, with the Chairman's approval, requested the Committee be reshown images of the approved junction change at Milton Road and Lovedean Lane.

Councillor Shimbart objected to the application for the following reasons:

- (e) The approved change to the junction at Milton Road and Lovedean Lane would not be a practical solution to traffic management concerns and would create issues with public safety.
- (f) The emergency access to the development site could be altered to accommodate residential use.
- (g) The commercial businesses operating in the area had exacerbated the parking situation on Woodcroft Lane and the proposed access would cause further detriment.

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

- (1) The approved junction change at Milton Road and Lovedean Lane formed part of a separate application and had been approved in principle. This junction change would undergo safety audits prior to being installed.
- (2) Schools were under no obligation to provide on street or on site parking for parents.
- (3) The application had included indicative plans of the development layout, the committee were to consider the proposed access change with all matter reserved.
- (4) Retaining the layby in Woodcroft Lane would not provide a sufficient sight line to the proposed access to satisfy the safety concerns of Hampshire Highways. The removal of the layby was in the interest of public safety.
- (5) The difference in level between Eagle Avenue and the Development Site meant that access from Eagle Avenue was impractical. The difference in gradient meant a significant area of the development site would be lost to accommodate the access route.

The Committee discussed this application together with views raised by the deputies. Some members of the committee raised concerns over the impact the proposed access route would have on the parking and traffic management in Woodcroft Lane. Members also commented on the usefulness and enforceability of TROs within the area.

The Committee discussed that the proposal was in line with National and Local Frameworks and that the Highway Authority were satisfied with the application and provisions for public safety. One members of the committee expressed that development site also fell within the Allocations Plan for the Borough and there were no material grounds for refusal and found the proposal acceptable. It was therefore

RESOLVED that the Head of Planning Services be authorised to grant outline consent for application APP/15/01235 subject to the conditions set out in the officer's report.

The meeting commenced at 5.00 pm and concluded at 6.04 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 22 March 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Mackey, Perry, Shimbart, Smith K, Wade, Hughes (Standing Deputy) and Ponsonby

Councillor Mrs Blackett attended during Minute 57

54 Apologies

Apologies for absence were received from Councillor Howard and Councillor Lenaghan.

55 Declarations of Interests

There was no declarations of interest.

56 Chairman's Report

There were no matters that the Chairman wished to report to the Board.

57 Review of the Development Management Committee

The Board were given an opportunity to consider and comment upon the Review of the Development Management Committee Report. The Scrutiny Panel for Planning and Economy introduced the recommendations and answered member's questions in connection with the report.

The main areas covered in the discussion were:

1. The red card procedure and members' awareness of the procedure.
2. The costs to the Council of red-carding applications.

3. The appeals procedure and the costs to the Council and applicant.

It was RESOLVED that the Scrutiny Board recommend to Cabinet that;

- (i) The Development Management Committee be retained in its current form;
- (ii) The red card procedure be retained in its current form;
- (iii) Planning reports for major and minor developments have an executive summary at the beginning of the report; and
- (iv) Shorter planning reports be produced for applications that have been previously considered by the Development Management Committee. Such reports to only contain details relevant to the decision to be made by the Committee.

The meeting commenced at 5.30 pm and concluded at 5.53 pm

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Chairman

THE BOROUGH COUNCIL OF HAVANT

At a meeting of the Licensing Committee held on 23 March 2016

Present

Councillor Smith D (Chairman)

Councillors Bains, Cresswell, Francis, Kerrin, Pike, Ponsonby, Shimbart and
Quantrill

32 APOLOGIES

Apologies for absence were received from Councillors Gibb Gray, Howard, Hughes, Pierce Jones, Sceal and Wade.

33 MINUTES

The Minutes of the meeting of the Licensing Committee held on 23 March 2016 were agreed as a correct record and signed by the Chairman.

34 MATTERS ARISING

There were no matters arising.

35 DECLARATIONS OF INTERESTS

There were no declarations of interests.

36 CHAIRMAN'S REPORT

The Chairman advised that since the last meeting of the this Committee, a meeting of the Licensing Sub Committee had been held to determine an application for an Adult Gaming Centre at The White Hart, 1 East Street, Havant. He advised the Committee that despite press coverage of this meeting, the Sub Committee had acted in a fair and proportionate manner and in making its decision had taken into account all material representations made by the applicant and the objectors: moral and ethical objections could not be applied in accordance with the Guidance to Licensing Authorities. He thanked Councillors Hughes and Shimbart, the other members of the Licensing Sub Committee, for their assistance in making the decision

37 REQUEST FOR VEHICLE ADVERTISING AND LICENCE PLATE DISPLAY EXEMPTION - DRIVING MISS DAISY

The Committee considered an application from Driving Miss Daisy for:

- (i) permission to display advertising graphics; and
 - (ii) an exemption from the requirements to a display licence plate
- on their private hire vehicles.

The Chairman outlined the Committee's procedure for dealing with this application.

The applicant was given an opportunity to address the Committee in support of her application and answered members' questions.

The Committee was advised that the applicant considered that car graphics, apart from branding purposes, were an important visual aid for the customers who would use the service, the majority of whom were elderly, with a proportion having dementia and/or sight issues.

The applicant, licensing officers and members of the public left the meeting during consideration of the application and were invited back into the meeting to receive the Committee's decision.

The Committee considered that in view of the special needs required by the applicant's potential customers it was appropriate for their vehicles to be distinctly decorated with the applicant's "Daisy" logo. The Committee also considered that in view of the distinctive graphics to be displayed on the vehicle(s), there was no need to also display a licence plate. It was therefore

RESOLVED that:

- (A) permission be granted for Driving Miss Daisy to display advertising graphics on their private hire vehicles licensed by the Council and
- (B) the requirement to display a licence plate on Driving Miss Daisy's private hire vehicles licensed by this Council be waived.

38 FILM CLASSIFICATION - "FEAR ITSELF"

(the film was viewed by Councillors D Smith, Bains, Cresswell, Francis, Kerrin, Ponsonby and Shimbart before the meeting commenced)

The members of the Committee, who had viewed the film prior to the meeting, considered a report requesting a film classification rating for the film "Fear Itself" for exhibition at appropriately licensed venues within the Borough.

RESOLVED that the film "Fear Itself" to be shown within the Borough of Havant be awarded an 18 age restriction rating.

39 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the public be excluded from the meeting during consideration of the minutes headed and numbered as below because:

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 this 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

in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute 40 Private Hire Vehicle Driver's Licence
(Paragraphs 1 to 3)

40 REVIEW OF DRIVER'S LICENCE

(this minute was taken in camera)

The Committee was requested to consider whether the licensed driver IS continued to be a fit and proper person to hold a Hackney Carriage/Private Hire Driver's Licence.

The relevant legislation stated that a district council shall not grant a licence "unless they are satisfied that the Applicant is a fit and proper person to hold a driver's licence".

There was no statutory definition of "fit and proper person" but case law suggested that the issue of whether an applicant was a fit and proper person should be approached by proper consideration of the objectives of the licensing regime. These objectives were intended to ensure that, so far as possible, those licensed to drive private hire vehicles were:

- safe drivers with good driving records and
- adequately experienced and
- sober and
- mentally and physically fit and
- honest and
- not persons who would take advantage of their employment to abuse or assault passengers and
- not persons who would take advantage of their employment to engage in criminal activity.

The Committee was advised of its powers under Section 61 of the Local Government (Miscellaneous Provisions) Act 1976.

The Chairman outlined the Committee's procedure for dealing with the possible revocation of a Hackney Carriage/Private Hire driver's licence.

The Licensing Officer presented her confidential report to the Committee.

Driver IS was given an opportunity to address the Committee in support of his case and answered members' questions.

The licensee and the licensing officers left the meeting during consideration of the application and were invited back into the meeting to receive the Committees decision.

The Committee considered that the conduct of the licensee was such that a vulnerable person was taken advantage of and as such the licensee was not regarded as a "fit and proper" person. The Committee was of the view that the safety of the public could not be guaranteed if the licence was restored. It was therefore

RESOLVED that the licence be hereby revoked.

The meeting commenced at 6.00 pm and concluded at 7.40 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 29 March 2016

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Howard, Wade, Hughes (Standing Deputy) and Ponsonby

58 Apologies

Apologies for absence were received from Councillors Heard and K Smith

59 Declarations of Interests

There were no declarations of interest.

60 Review of Councillors Allowances

The Board was given the opportunity to consider and comment upon the Review of Councillor Allowances Report, following the Governance and Logistics Scrutiny and Policy Development's Panel review of the 2016-2020 Councillor Allowances Scheme.

The Scrutiny Panel Lead (Governance and Logistics) introduced the report and answered member's questions on the recommendations detailed. The Leader of the Council, Deputy Leader of the Council and Councillor Patrick were invited to take part in the debate.

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

1. The proposed Special Responsibility Allowance for the Development Management Committee (DMC) Chairman had been calculated using the previous allowance per meeting and the predicted average number of meetings per year for the next four years.
2. The Scrutiny Board wished to scrutinise and debate future allowance schemes prior to presentation at Full Council.
3. The Panel had considered the proposed rotating of DMC Chairman as an opportunity to train all DMC members to chair the meeting, but felt that as the Committee in particular attracts public attention and the Chair has a high responsibility role, DMC should have a static Chairman.

4. The Board discussed other options instead of a rotating Chairman for DMC, such as a 6-month appointment of DMC Chairman or giving other DMC members the opportunity to chair meetings with less contentious applications.
5. The Board suggested rotating the Chairman for Scrutiny, or giving Panel members the chance to chair Scrutiny Panel meetings which would enable Councillors to develop their chairing skills.

The recommendations set out in the report equated to an £80 rise in the Basic Allowance compared to the 2012-2016 Allowances Scheme.

It was RESOLVED that;

- a) the Council be recommended to amend the Councillor Allowances Scheme 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
Development Management Committee Chairman (x1)	£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.”

- b) that the 2016/17 Work Programme include a review of the Special Responsibility Allowance Scheme (including a 6 month monitoring exercise of the number of meetings attended by Chairman of Committees and Boards).

61 Review of CCTV

The Board was given an opportunity to consider and comment upon the Review of Close Circuit Television (CCTV) Report, following the CCTV Scrutiny Panel's review of the Council's current CCTV system.

The Scrutiny Panel Lead (CCTV) summarised the report and answered member's question on the recommendations presented to the Board. The Leader of the Council, the Deputy Leader, the Neighbourhoods Development Team Leader and Councillor Pike joined the Board for the debate on this item.

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

1. Changes in regulations on surveillance meant that many of the current CCTV cameras would fail a Public Interest Assessment.
2. The Panel's main concern was the CCTV coverage of the Borough's Town Centres, but the current system was not effective at covering this and there had been an increase in private surveillance since the Council's systems were deployed.
3. There was a dissenting view that the current system was still effective and that all alternative systems should be investigated before the current system was decommissioned.
4. There was no provision in the 2016/17 budget for CCTV.
5. The Council had contacted the current Police and Crime Commissioner regarding the continued provision of CCTV and no response had been received. The Council would pursue a response from the in-coming Commissioner following the election.

6. The Council would be liable to legal action if decommissioned CCTV cameras remained in situ, as they give the public the expectation that surveillance is still being carried out.
7. There was the potential to sell equipment to cover some of the decommissioning costs.
8. Discussions had already started with the Meridian Centre regarding the future use of the CCTV cameras attached to the Centre.

The Board discussed both the main and dissenting recommendations given and considered the points raised in the debate.

It was RESOLVED that;

- (a) The Cabinet be advised that the Scrutiny Board reluctantly, after much consideration, accepts that the current CCTV system no longer fulfils a majority of the original objectives, that some existing CCTV cameras may not meet the Surveillance Commissioner's 2013 code of practice and does not represent value for money for the residents of Havant Borough Council and should be discontinued.
- (b) Cabinet be recommended:
 - (i) To request the officers to investigate the feasibility of the Meridian Centre taking control of the Council's CCTV cameras currently attached to the outside of the Meridian Centre;
 - (ii) To seek to ensure that the CCTV system's cameras at the bus station be incorporated into the bus station's CCTV system;
 - (iii) To endorse a campaign to encourage business/shops to provide better coverage of their premises;

- (iv) To endorse a communication campaign to raise awareness of how safe it is to live in the Borough; and
 - (v) That in case crime and anti-social behaviour in the town centres increases to an unacceptable level in the future then alternative modern digital solutions be investigated forthwith.
- (c) That the Cabinet be requested to recommend to Council to:
- (i) Agree to actively consider providing a financial contribution commensurate with other authorities, if in the future a requirement for a modern, digital, fully integrated, centrally monitored CCTV system be generated by a Office of Police and Crime Commissioner/Hampshire Constabulary together with a request for financial support; and
 - (ii) Agree that developers and their architects be encouraged to provide for the security needs of future occupiers when designing a new building or altering a current building in Town Centres.
- (d) The Scrutiny Board be recommended to review the situation in June 2017.

The meeting commenced at 4.30 pm and concluded at 5.42 pm

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Chairman