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COUNCIL AGENDA

Membership: Councillor Ponsonby (Mayor)

Councillors Bains, Mrs Blackett, Bowerman, Briggs, Branson, Buckley, Carpenter, Cheshire, Cresswell, Davis, Fairhurst, Francis, Guest, Hart, Howard, Hughes, Keast, Kerrin, Lenaghan, Lloyd, Mackey, Patrick, Perry, Pike, Rees, Quantrill, Satchwell, Seal, Shimbart, Mrs Shimbart, Smith D, Smith K, Thomas, Turner, Wade, Weeks and Wilson

Meeting: Council

Date: Wednesday 26 October 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

18 October 2016

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

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PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Declarations of Interests

To receive any declarations of interests from Members.

3	Minutes	1 - 6
	To confirm the minutes of the last meeting held on 27 July 2016.	
4	Matters Arising	
5	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).	
6	Mayor's Report	7 - 10
7	Appointment of Chief Finance Officer	
	RECOMMENDED to full Council that, in accordance with section 151 of the Local Government Act 1972, Mr Craig Smith be appointed as the Council's Chief Finance Officer.	
8	Cabinet/Board/Committee Recommendations	
	To consider any recommended minutes from the Cabinet and any of the Boards or Committees (electronic links to committee reports are included).	
	8(A) Pay Policy Statement	
	To consider the following recommendation to Council arising from the meeting of the Joint Human Resources Committee held on 12 September 2016 (the agenda and reports for this meeting can be viewed via the following weblink):	
	https://havantintranet.moderngov.co.uk/documents/g10252/Public%20reports%20pack%2012th-Sep-2016%2016.30%20Joint%20Human%20Resources%20Committee.pdf?T=10	
	RECOMMENDED to full Council that the Pay Policy Statement for 2016/17 be approved and adopted.	
9	Leader's Report	11 - 12
10	Cabinet Lead Reports	13 - 20
11	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	

12 Questions Under Standing Order 23

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

13 Urgent Questions Under Standing Order 23

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

14 Notices of Motion

(A) To receive the following Motion proposed in accordance with Standing Order 14 by Councillor Perry and seconded by Councillor Davis:

“The Council notes the 2016 EU Referendum result in which Havant voted 62.4% in favour of leaving the European Union. This motion calls upon the Council to cease displaying the European Union Flag and remove reference to the European Union flag at the annual Mayor Making ceremony.”

(B) To receive the following Motion proposed by Councillor Francis under Standing order 14 and seconded by Councillor Perry:

“That the Council's Constitution be amended as follows:

Council Standing Orders

SO 23 Questions at Council

SO 23.2 Remove the words "Subject to Order 23.4"

SO 23.3 Remove the words "Subject to Order 23.4"

SO 23.4 Deleted”

15 Acceptance of Minutes

21 - 44

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

Scrutiny Board – 19 July 2016

Development Management Committee – 18 August 2016

Cabinet – 7 September 2016

Joint Human Resources Committee – 12 September 2016

Governance and Audit Committee – 21 September 2016

Licensing Committee – 28 September 2016

PART 2 (Confidential items - closed to the public)

None

GENERAL INFORMATION

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Internet

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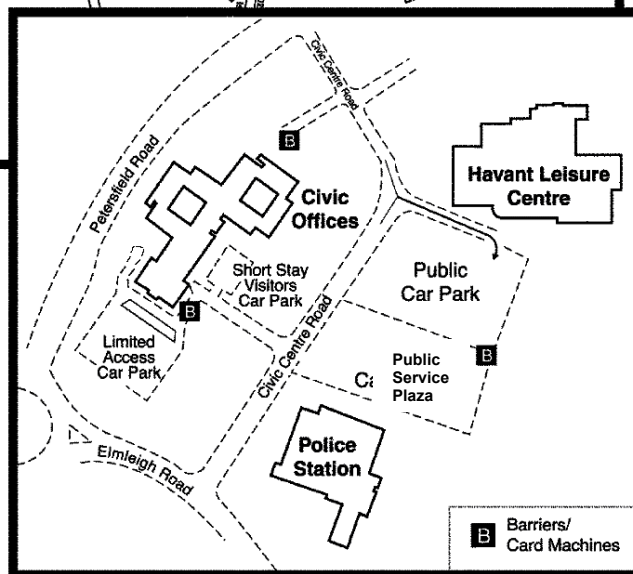
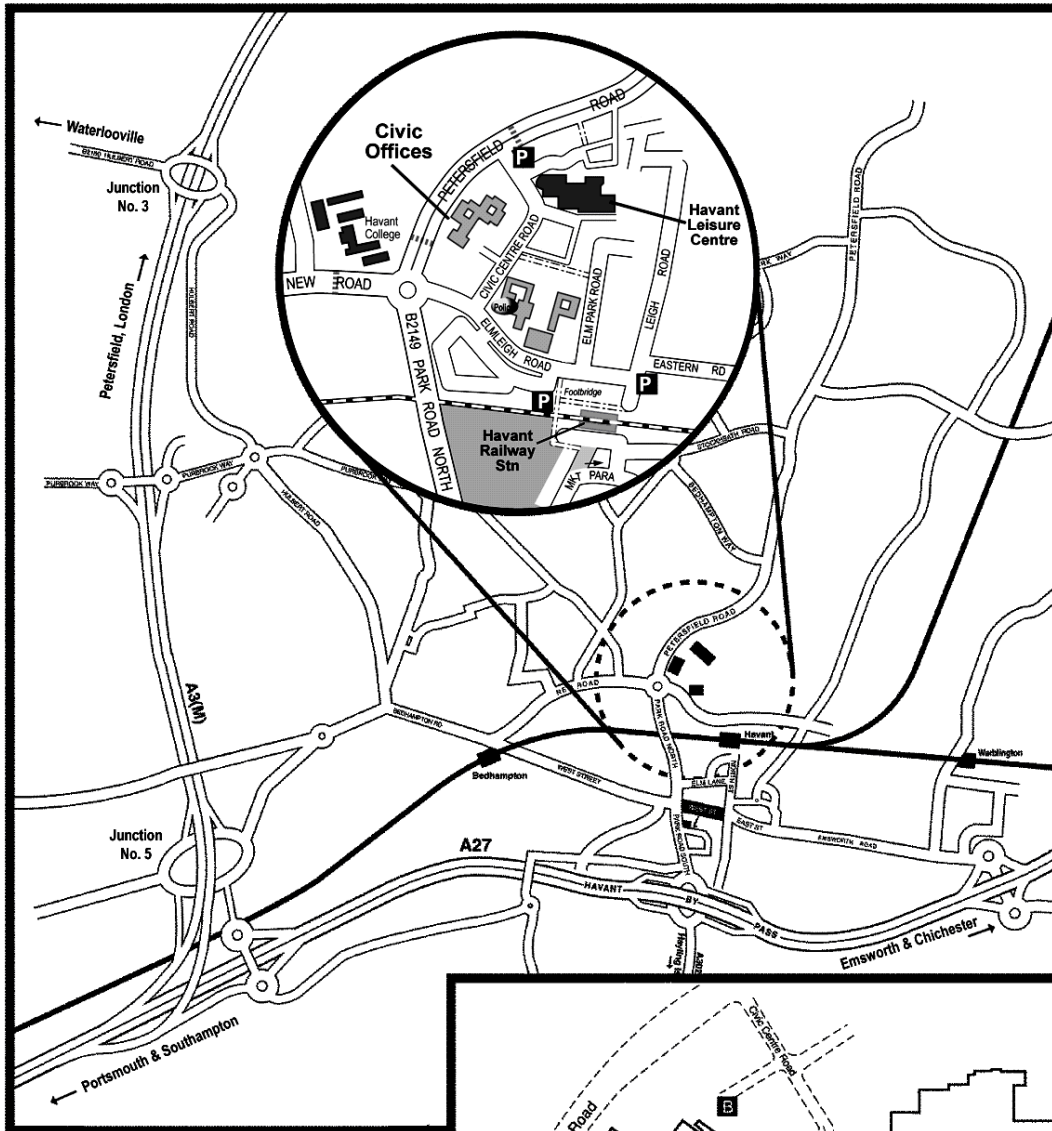
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Havant

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 the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

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

Voting

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

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 27 July 2016

Present

Councillor Ponsonby (Mayor)

Councillors Mrs Blackett, Briggs, Buckley, Cheshire, Francis, Guest, Lenaghan, Mackey, Perry, Sceal, Shimbart, Mrs Shimbart, Smith D, Smith K, Howard, Turner, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Patrick, Pike, Rees, Satchwell, Carpenter, Davis, Lloyd and Thomas

1 Apologies for Absence

Apologies for absence were received from Councillors Bowerman, Branson, Fairhurst, Hart, Keast and Kerrin.

2 Declarations of Interests

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

3 Minutes

The minutes of the meeting, and the extraordinary meeting, of the Council held on 11 May 2016 were agreed as a correct record.

4 Matters Arising

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

5 Public Questions under Standing Order 13.4(f)

There were no public questions.

6 Mayor's Report

There were no questions in connection with the Mayor's published report.

7 New Councillors' Introductions

At the invitation of the Mayor, the newly elected Councillors Davis, Carpenter, Lloyd and Thomas were each given an opportunity to address the Council to briefly introduce themselves to the Council and set out their aspirations for the future.

8 Appointments to Committees and Sundry Appointments

The Leader presented a schedule of revised Committee and other appointments arising from changes to the political constitution of the Council since the last meeting.

Proposed by Councillor Cheshire and seconded by Councillor Wilson, it was:

RESOLVED that

- (1) the representation of the different political groups on the Council and the allocations of seats to each of those political groups into which the Council is divided as set out in Appendix A be approved; and
- (2) the appointment of Councillors to Committees and other sundry appointments, in accordance with the wishes of the political groups, as set out in Appendix B be approved.

9 Appointment of Members to the Five Councils Joint Scrutiny Committee

Councillor Cheshire presented a report to Council seeking appointments supporting the governance arrangements within the 5 Councils Contract.

Proposed by Councillor Cheshire and seconded by Councillor Sceal, it was:

RESOLVED that

- (1) Councillor Bains be appointed to the Five Councils Joint Committee; and
- (2) Councillor Buckley and Councillor Pike be appointed to the Five Councils Joint Overview and Scrutiny Committee.

10 Cabinet/Board/Committee Recommendations

(A) Review of the Closed Circuit Television System

Councillor Cheshire presented a recommendation to Council arising from the Cabinet meeting held on 8 June, when Cabinet had considered a report and recommendations from the Scrutiny Board following its review of Closed Circuit Television.

Proposed by Councillor Cheshire and seconded by Councillor K Smith, it was:

RESOLVED that the Council

- (1) agrees 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 the Office of the Police and Crime Commissioner/Hampshire Constabulary, together with a request for financial support; and
- (2) agrees 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.

(B) Proposed Changes to the current Licensing Act 2003 Policy

Councillor D Smith presented a recommendation from the Licensing Committee held on 15 June 2016 on changes to the Council's current Licensing Act 2003 Policy.

Proposed by Councillor D Smith and seconded by Councillor Hughes, it was:

RESOLVED that the Statement of Licensing Policy (as amended) be approved as Council policy, subject to the heading of Appendix 2 to the report to the Licensing Committee being amended to read "Responsible Authorities And Licensing Contacts".

(C) Parking Supplementary Planning Document

Councillor Cheshire presented a report and recommendation arising from the Cabinet meeting held on 20 July 2016. Proposed by Councillor Cheshire and seconded by Councillor Buckley, it was:

RESOLVED that the Parking Supplementary Planning Document be approved and adopted.

11 Reports From the Scrutiny Board

As Chairman of the Scrutiny Board for 2015/16, Councillor Branson presented the Board's Annual Report to Council, highlighting the key pieces of work undertaken, and the outcomes delivered, by the Board and its Panels during the course of the year.

Proposed by Councillor Branson and seconded by Councillor Mackey, it was:

RESOLVED that the Annual Scrutiny Board Report for 2015/16 be approved.

12 Leader's Report

In addition to his published report, the Leader announced that a pilot Councillor Community Grant scheme would be trialled during the Autumn, allowing Ward Councillors to award grant funding to support local community groups and projects. The scheme would be funded within the current year's budget through the significant efficiency savings achieved in-year and delivered across all services. Guidelines for Councillors would be circulated shortly and a review would be undertaken at the end of the pilot to inform any decision on formally embedding the scheme as part of next year's budget setting process.

13 Cabinet Lead Reports

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

Councillor Briggs provided a verbal update to Council on key current issues within his portfolio as Cabinet Lead for Operations and Environmental Services on the delivery of operational services and projects being taken forward under the new joint venture company with NORSE.

Councillor Guest was pleased to report the opening of new Marks and Spencer, Mothercare and Next retail outlets in the Borough.

14 Cabinet Leads and Chairmen's Question Time

The Mayor gave all members of the Council and opportunity to ask questions of the Leader and Cabinet Lead members in connection with their published reports. There were no questions for the Committee Chairmen.

15 Questions Under Standing Order 23

The Council received the following questions to Councillor Guest, submitted by Councillor Perry in accordance with Standing Order 23:

- (A)** "What actions will the cabinet lead take to ensure the safety of residents in HBC owned buildings and specifically for, but not restricted to the Hayling Island Community Centre (HICC) and the Emsworth Cricket Pavilion bearing in mind fire safety regulation compliance requirements."

In response, Councillor Guest gave an assurance that the Council fulfilled its legal obligations in relation to fire regulations on Council-owned buildings and that arrangements for managing buildings varied according to the agreed lease between the Council and its lessees.

- (B)** “Could the cabinet lead please identify how the necessary infrastructure improvements will be implemented to support the extra 11,000 homes that his party have identified and will plan to have built. Specifically: (a) how will traffic congestion be addressed on Hayling Island; the Belmont roundabout in Bedhampton and Havant Town Centre”. (b) how will the cabinet lead ensure that necessary improvements to both health centres and schools will be implemented.

In response, Councillor Guest reported that public consultation was now underway in relation to the Local Plan Housing Statement as the first step in positively planning for housing that had been identified as needed within the Borough and that all representations received would be given full consideration.

16 Urgent Questions Under Standing Order 23

There were no urgent questions.

17 Notices of Motion

The Mayor reported that two Motions had been received on notice in accordance with Standing Order 14.

- (A)** Proposed by Councillor Hughes and seconded by Councillor Cheshire, it was:

RESOLVED that

(1) this Council notes:

- (a) the obligations its owes to the Armed Forces community within Havant borough as enshrined in the Armed Forces Covenant; that the Armed Forces community should not face disadvantage in the provision of services and that special consideration is appropriate in some cases, especially for those who have given the most;
- (b) the absence of definitive and comprehensive statistics on the size or demographics of the Armed Forces community within Havant borough. This includes serving regular and reserve personnel, veterans, and their families;
- (c) that the availability of such data would greatly assist the council, local partner agencies, the voluntary sector, and national Government in the planning and provision of services to address the unique needs of the Armed Forces community within Havant borough; and that

- (2) in light of the above, this council moves to support and promote the Royal British Legion's call to include a new topic in the 2021 census that concerns military service and membership of the Armed Forces community. We further call upon the UK Parliament, which will approve the final census questionnaire through legislation in 2019, to ensure that the 2021 census includes questions concerning our Armed Forces community.

(B) Proposed by Councillor Satchwell and seconded by Councillor Patrick, it was

RESOLVED that

- (1) the Council places on record its sincere thanks and appreciation to all the officers and temporary employees supporting election processes, who ensure that democracy is upheld in the Borough of Havant. Their diligent work, commitment in often difficult situations and the very long hours worked, should be appreciated and recognised; and
- (2) a formal vote of thanks on behalf of the Borough of Havant be recorded.

18 Acceptance of Minutes

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

The meeting commenced at 5.00 pm and concluded at 6.19 pm

Mayor's Report to Havant Borough Council - 26th October 2016

Almost halfway through the Mayoral year, it continues to be a great joy to be able to share in so much that goes on for residents of the Borough, especially on days which are special to them. One in particular was hosting in the Parlour the 100th birthday of one of our brave soldiers, Gerry Rayner, who, with no family of his own, has been befriended by SSAFA and the Royal British Legion. In WW2 he had served in Africa, Malta and the Italian campaign, telling me he had marched 1000 miles up the spine of Italy pursuing the retreating Germans. I hope I can be as active as him if I live as long. I also had had a birthday celebration in August, shared with nearly 200 residents, who attended the Celebration of Age in the events suite. We are so fortunate to have many groups, such as the Men's Shed, Walking Football and Good Neighbours to keep residents healthy and happy into old age. I am grateful to Community First, Churchill Retirement Homes, the Methodist Homes for the Aged, and the Forties Tea Rooms who helped with this event, as well as the many groups and Angel Radio who gave so freely of their time.

Continuing my statistical analysis from last July, during these relatively quiet 13 weeks of summer I have had 77 formal engagements, and additionally 33 informal (such as my continuing programme of visiting places of worship) as well as 32 meetings planning future events. Of these 91 days, there have been 23 free of any Mayoral commitments – so was able to dash up for 4 days to North Wales via Nottingham to help our daughter settle into her new home. In this period, 280 hours has been spent on Mayoral duties – sometimes for over 10 hours or more without a break. The Deputy Mayor, Cllr Elaine Shimbart, has been always ready and willing to step in when there is a clash of engagements and I am really grateful to her, and also Cllr Leah Turner, who has had to be called upon too.

Michael is sometimes not able to accompany me, but he always enjoys being with me, and continues to bring his own special humour to these events, joining in with gusto and dancing at every opportunity! We particularly enjoyed dancing the Sailors' Hornpipe with Wayne Sleep on the new Hayling ferry as we made the ceremonial crossing to Portsmouth and back. Other residents have accompanied me sometimes, and it is good to share the honour with them!

This period has seen many holiday-makers coming to visit our lovely Borough. It was brilliant to see so many keen enthusiasts at the National Watersports Festival, especially as they included my cousins-in-law. My sister-in-law was concerned to see a photo of her cousin laid out on a treatment bed, but I had found him enjoying a special electric massage after his strenuous day windsurfing! It was good to see his grand-daughter among many young people receiving a prize. Continuing my series of walks to hidden beauty spots of the Borough, we showed off the lovely walk to Langstone Harbour from Bedhampton

in August, St Clare's Copse in Warren Park in September and Hurst Wood this month. I am most grateful for the support of Cllr Beryl Francis and Cllr Paul Buckley for leading these last two walks. Not only has it been good to be out in the sunshine, but I continue to wonder at the beautiful places that we can find in every part of the Borough. We are so fortunate to have such lovely woodlands and waterside walks to enjoy, but I am sad that we encounter very few residents on these walks, nearly all of them dog-walkers.

Thanks to the open and welcoming attitude of our Council, we are now attracting more national and international events. We need to encourage our hoteliers to encourage these groups to involve the council. The U3A National finals of petanque were held at Mill Rythe on Hayling Island and I was fortunate to be able to attend and present the prizes.

It was lovely to welcome visitors from across the country and I hope we can spread the word that the Mayor is always delighted to attend and welcome visiting groups to our Borough.

I also attended the opening session of the 8th European Cobra Meeting, their first one in the UK, with visitors – and about 80 of their distinctive cars – from across the UK, as well as Holland, Germany, France, and the Czech Republic. The organiser had looked at other places, but Havant had been the most helpful and welcoming.

I was especially delighted that the first Havant 10k Run that I have long wished for, took place on September 25th. It attracted sufficient runners from Portsmouth and neighbouring areas so that Havant Athletic Club will now make it a regular part of its calendar on the last Sunday every September. I will be getting into training to run it next year! The runners this year all commented on the outstanding beauty of the route, so word will get round, and hopefully it will become part of the training for the thousands taking part in the Great South Run at the end of October, bringing people to our Borough. I am grateful not only to Pete Spencer and the Havant Athletic Club for organising this, but also for the support of Park Community School, including the Head Teacher, Chris Anders, who ran it himself! It was disappointing that only two councillors came to support this inaugural Run.

Standing out in this period too, have been the outdoor fetes and fairs which thousands of residents and visitors enjoy. The 3 Churches Fete on Hayling was great fun... not only did I find a pair of evening shoes for a bargain price, but I had a go on the rowing machine brought down by the Langstone Cutters to encourage new members to join them in the camaraderie of this healthy sport for all ages. I know only too well how hard our residents work to stage these events, as I have been very involved in the organisation of the Emsworth Horticultural Show (as well as the Leigh Park Carnival) for many years. I am most grateful to them all, as well as for the support of our new Norse team in the depot for their enthusiastic enabling of these and other events. Thankfully for the

Emsworth Show, the sun shone this year, after two years of rain which had almost wiped out the event. Emsworth is unique in the Borough in maintaining its traditional Horticultural Marquee, and the skills exhibited in gardening, flower arranging, photography and crafts by both young and old, were awe-inspiring.

My visits to our schools started again with the new term, and it has been good to share key moments in their life. Purbrook Park School now has an excellent new teaching block, and the Head Boy and Girl showed Michael and me round the brand new classrooms - we are looking forward to seeing the final stage opened in the Spring. Havant College can be rightly proud of their state of the art classrooms we saw at the beginning of September, with its use of modern computing technology to enhance the learning opportunities. We have also seen democracy in action in two schools with their elections to their school councils. It was good, too, to meet parents and girls, including my neighbours, from our Borough at the Prizegiving held by Portsmouth High School. Just recently Park Community School hosted superbly the first Mayor's Proms Fashion Show, supported by two new shops in the Borough, Mousetrap who supplied some stunning gowns and Astares, which I had only opened in September, providing some trendy suits, for the young men and women students to model.

I particularly enjoy events where I open something, especially new businesses and shops in the Borough – in this period I have opened a new Vets, a new Pet Shop and a new Funeral Parlour, as well as 2 new life-saving defibrillators, one in North Hayling and a second in Leigh Park.

Some of my visits to smaller groups have been really rewarding. We enjoyed meeting children at two of the children's homes in the Borough, together with their neighbours and staff. It is good to know that there is such support available, especially in gradually enabling these young people to become independent as they prepare to leave Council care, which can be the start of a really difficult time for them. We really appreciated the efforts put in by small groups of volunteers like the Friends of Hermitage Stream, who put on their first Fun Day in August and the Waterlooville events team.

Michael and I continue to enjoy the music and arts in the Borough – I was so impressed by the talent shown by our youngsters of the Urban Vocal Group last month, that I am hoping a Havant Music Festival will be born next Spring ... watch this space! It was with huge pride that I was able to show off to my fellow Civic heads, some of the exciting developments happening here, including seeing the emerging buildings at Dunsbury Hill Business Park, a new small industry in Waterlooville, the new facilities at Park Community School as well as a new gym in Leigh Park I had opened in August, the Scalectrix and Music Fusion at the Spring, and the work of the Pastoral Centre and the new business ventures in Emsworth which keep that community thriving. Our return visits to their districts have been giving me ideas, too.

Anne Thurlow and Neill Payne, as well as the rest of the Facilities team, together with help from the PR and economic teams, are strong in their support of all that I am trying to achieve – even when I come up with new ideas like the Havant Music Festival! I am hoping by the end of November to have some exciting events for 2017 in place. Meanwhile the Quiz at the end of this month has been fully booked for the last 3 weeks, and there will be limited places for the Indoor Triathlon in Waterlooville Leisure Centre on November 26th. I hope, too, that all councillors will support the Remembrance Sunday services across the Borough as we remember the huge sacrifices made during WW1. I will be leading a group of residents (at no cost to the council taxpayers) across to France for a weekend at the beginning of April to visit the Battlefields of the Somme and will lay a wreath on behalf of the Borough at the Thiepval Memorial – at least one other councillor has already indicated their interest in joining me... any others are welcome, but do book your place soon! And remember with Christmas coming, we have the Christmas Coffee morning on December 14th, for your special gifts. My Charity Christmas Ball is on December 22nd and will start the Festive holiday with a swing, so please come and enjoy it with me and some of my family and friends.

Faith Ponsonby
18/10/16

Cabinet Lead Reports – Full Council 26 October 2016

Councillor Mike Cheshire: Leader's Report

Finance and Devolution

Finance

I am please to advise you that our Councillor Locality Grant scheme is now live and I look forward to hearing about how it has helped your communities later in the year. This is being funded through the savings being achieved by our officers, through our in-year targets.

Following the annual external audit of the Statutory Accounts, we were pleased to receive clean audit from our auditors, Ernst & Young. Our audited final accounts are now live online. The accounts can be found at :
<https://www.havant.gov.uk/council-budgets-and-spending/statement-accounts>

The closing of accounts process is due to be conducted earlier next year due to the statutory requirement for all councils to have their accounts signed off by 31st May. This is to take place for the 2017/18 financial year onwards, and next year end will effectively be in preparation for this change.

Moving on to the current financial year, we are currently forecasting an end of year position of around a £0.500M surplus. This means we should not need to drawdown from reserves as planned when setting the 2016/17 budget. The forecast has been arrived at by the finance team supporting each Head of Service with their Budget position to arrive at a financial forecast and then collating this into the forecast for the whole Authority.

During this financial year Havant BC has agreed to fund some of the costs of repairing the 'Emsworth Wall' by Emsworth Railway Station, which we are able to do without impacting on services or drawing down from revenue reserves, but will clearly benefit our residents in that area in having a solution to what has been an ongoing problem.

Over the next few months we are conducting our Budget setting exercise for the 2017/18 financial year and Medium Term Financial Plan which covers the next 5 years. We are doing this with Havant in a healthy and sustainable position, through our hard work, however we are always vulnerable to Central Government changes in Policy.

We await the outcome of recent changes to the Business Rate valuations which may impact on 2017/18 funding assumptions and the outcome of the consultation on '100% Business Rates Retention'. We will take a prudent view on the outcome of these events as part of the budget setting process.

We are also engaging with our new partners, Norse, Capita and Vinci as part of the new working arrangements for service delivery and innovative ways of working. Further developments will take place in this area for the rest of the financial year and beyond.

Devolution

Councillors will be aware that they have been updated on all devolution matters on the 12th October 2016. As a reminder, the autumn statement is due on the 23rd Nov. If a combined authority is approved by Central Government it will be at this time.

Cabinet Lead Reports – Full Council 26 October 2016

Councillor Narinder Bains - Cabinet Lead for Marketing, Business Development and 5 Councils

Communications

Serving You:

Havant Borough Council's magazine is currently being written and designed and distribution will start on 14th November and will take two weeks to reach homes.

57,400 copies are printed with 56,500 being delivered through letterboxes and the remainder being sent to community centres, information points etc.

Approximately 600 people have signed-up to receive the magazine electronically.

Councillors' newsletter:

A councillors' newsletter for Havant councillors has been reinstated and is proving a useful and timely updates to councillors.

Press releases:

A press release about councillors' community grants has been issued so councillors may get enquiries about this from community groups.

Promotion of a project to protect 1,700 homes on Hayling Island – and this was followed up by That's Solent TV.

Social media and website

Gearing up for 'Our Day'

Preparing material for the Local Government Association's 'Our Day'(#OurDay). This is a yearly tweetathon for local government to show what it does in a typical day.

Last year, more than 8,500 people who work in local government took part and told the world what they do in a working day to support their local communities. A total of 18,000 tweets were sent.

Last year both East Hampshire and Havant contributed to a total of 36,072 tweets using the hash tag #OurDay.

Havant tweeted 14 times with the most popular tweet being details of Chief Executive, Sandy Hopkins' day shadowing the Street Cleansing team in Havant.

Social media

Social media and use of the council website are playing an ever increasing role in how the council communicates with the public.

In September, for instance, the website had **31,561** sessions (engaged users) accessing **101,512** service pages. The table below shows the pages residents were frequently visiting during September.

Page Title					
1	Home page	12,036 (11.86%)	6	Council Tax Information 2015-2016	2,183 (2.15%)
2	Contact us	4,216 (4.15%)	7	Local Plan	2,071 (2.04%)
3	Planning services	3,446 (3.39%)	8	Bin Collection	1,957 (1.93%)
4	Planning applications and planning decisions	2,944 (2.90%)	9	Pay for it	1,666 (1.64%)
5	Rubbish and Recycling	2,342 (2.31%)	10	Getting around Havant	1,639 (1.61%)

Local plan 2036 social media campaign

Throughout August and September, Havant Borough Council ran a paid for social media advertising campaign on Facebook to increase resident engagement with the Havant Borough Local Plan 2036. The campaign ran from Thursday 11th August to Wednesday 7th September and was targeted towards all local residents who lived within a 10 mile radius of Havant. The purpose of the campaign was to encourage residents to visit the local plan section of the HBC website which had all the relevant information.

The paid for advert was displayed on **50,768** Facebook accounts generating **2,071** website clicks. There was also a non-paid for advert on Facebook which was displayed on **6,025** Facebook accounts generating **253** website clicks. This emphasises the benefit it offers of paying for social media advertising in that its outreach and ability to engage with residents is far greater.

In total the adverts were displayed on **56,793** Facebook accounts generating **2,324** website clicks.

The campaign was our greatest success to date.

Other

Filming

We have had three crews in the borough, all on Hayling.
 An ITV Drama to be screened early in the new year.
 The Channel 4 series The Undateables
 A programme called Impossible Engineering for the BBC

Beachlands

In preparation for transferring to '5 Councils', cash will no longer be accepted after 1st November at the offices at Beachlands. Throughout the summer staff have explained

to customers about the change which means only card payments will be accepted for goods and services.

Innovation Hub

As part of the 5 Councils service, Havant Borough Council has taken a lead role across the Councils to implement a new service – the Innovation Hub. The service, provided by Capita, acts as a catalyst for change and transformation for the 5 Councils Partnership. The first few business cases are under development, and will be presented for approval in the usual way for each Council, should we wish to implement. Also within the Innovation Hub, there is an Insight and Analytics service, which will provide an Open Data Platform for the 5 Councils Partnership. This means that more information about the performance of the Council will be available online, and there will be greater availability of data to inform decision making. This new platform will be implemented early next year.

Other business

- The implementation of the new services to South & Vale District Councils is progressing as planned.
- The procurement service commenced on 1st September and the new processes have bedded in well.
- We continue to prepare for the commencement of the next services for Havant which are Licensing and land Charges on 1st January 2017.
- The LGC have requested an article from HBC on the partnership and new contract arrangements which I am contributing towards as this will be written from a Councillors view.

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Communities

Sport and Leisure

Simon Hasted has recently joined the Community Team on two year fixed contract as a Community Officer. (Sport and Leisure) He will be line managed by the Senior Leisure Officer.

The Front Lawn Recreation Ground Project continues on schedule, as this report is being written, three bids from potential operators are being evaluated. A formal management organisation is expected to be appointed by 28/10/16. The appointed operator will become responsible for the management and maintenance of the site, with a 10 year lease arrangement. The contractor to lead the construction is expected to be appointed by 1/11/16.

The overall project is working towards a completion date of August 2017.

A Hayling Island Park Tennis Pilot scheme was agreed at Cabinet on 7/9/16. The Community Team have been working in partnership with the Lawn Tennis Association, who have provided a level of investment for this project. This will enable the tennis facilities at Hayling Park to be maintained to a high standard whilst generating an income. It is hoped that this partnership will develop further to secure investment in further park tennis sites across the Havant Borough.

The Hayling Island Skate Park has now been refurbished with funds raised locally by the Community Group Play Parks for Hayling. PP4H were supported by the Sport and Leisure Community Officer throughout the procurement process. In a really good example of joint working. It is hoped this investment will prolong the life of the skate park which is a well used facility by local young people.

Community Development

An update to the Armed Forces Covenant was submitted to Cabinet Briefing on 12/10/16. Cllr Gary Hughes worked closely with the Community Team to produce this. The MOD's Careers Transition Partnership who provide resettlement advice for those leaving the Royal Navy, Royal Marines, Army and Royal Air Force, have invited Cllr Hughes to open the South Coast Employment Fair at the AGEAS Bowl This is on 20/10/16 and it is expected over 60 companies will attend, to meet a large number of excellent potential employees. Service leavers with much to offer these employers.

Communication

The Community Team's Facebook and Twitter accounts along with resident E Mailing lists, are proving both cost effective and popular. We now reach over 50,000 residents a week through social media. Many local residents, Community Groups and Charities rely on us to on pass on their information across the Borough.

Hampshire Sport IOW (now rebranded as EnergiseMe) have commissioned the Community Team to undertaken consultation in the Leigh Park wards, targeting residents in 40-65 year age range. The survey focuses on physical activity and exercise. The target was 300 responses which has been exceeded, by a variety of face to face and online methods.

The Havant Borough Youth Conference will take place on 10/3/17. The theme next year will be "Inspiring You." It will again include the Councillor Question and Answer Session and an "Approved by You" voting activity.

The Councillor Grant Scheme has now been launched, enabling HBC Councillors to distribute £1,000 between local groups and projects. The Events Officer will monitor the administration of the applications and expenditure.

Transformation and Supporting Troubled Families

Work is ongoing on the two year "Transformation Project" funded by 7 key partners. Whilst developing different and more efficient ways of delivering services, it is reenergising key partnerships under one Locality Board.

Supporting Troubled Families is currently in phase 2 and there are currently 54 families receiving support with a range of issues.

Housing

Q2 Development. In this quarter there were 87 units completed. These comprised of:-

36 Affordable Rented
6 Intermediate Rented
16 Rent to buy
4 Shared Ownership
25 Help to Buy

Total after the first 2 quarters - 144

Following Cabinet approval of the spend of Affordable Housing Developers Contributions , an initial meeting has been held with the potential landlord of a property. This will be converted and used to support some of those homeless in our Borough. A very positive meeting, but a long way to go yet.

During the quarter 17 households were placed into B&B. A number of these households were deemed to be intentionally homeless, (meaning they have become homeless due to their own actions) spending a considerable time in B&B. This meant they remained in B&B while investigations and reviews were carried out.

325 successful prevention interviews were carried out in Q2. This means that the household approached us as potentially homeless but the team were able to work with the customer ensuring that they did not go into either temporary accommodation or B&B. Our annual target of these is 1000.

Cabinet Lead Reports – Full Council 26 October 2016

Councillor Michael Wilson: Cabinet Lead for Governance and Organisational Development

Terms and Conditions Phase 2

The terms and conditions review has sought to develop a modern, flexible and attractive package for staff, which is competitive and links performance and reward. Following consultation with staff and collective agreement with Unison, all elements of the review other than Performance Related Pay will be implemented by April 2017. Following consideration of consultation feedback, Performance Related Pay (PRP) for staff outside Management Team will now not be implemented before April 2018, to allow time to address points arising from the staff consultation.

Five Councils

The HR Team continue to support the transition to the new arrangements under the Five Councils initiative, including ensuring a smooth transition for existing Council staff transferring as part of new service delivery arrangements. This includes a programme of briefings for staff affected.

The Council's transactional Human Resources service will transfer to Capita in February 2017, and work is underway with Capita to ensure a smooth transition. The Council will retain a strategic HR function.

Organisational Development Strategy

A programme of all staff briefings were undertaken in October, led by the Chief Executive and Directors to brief staff on Corporate Strategy, Council priorities and the role of the Organisational Development Strategy to support this work.

Democratic Services

The Democratic Services team have been working diligently to streamline the Scrutiny process and has made significant progress with this work. Presently there are two major on-going pieces of Scrutiny work involving the budget and sheltered housing provisions within the borough. The Scrutiny panels have been working to align their work programmes with the corporate objectives.

The Councillor Development Panel has been established. The panel is a cross party working group, inclusive of all political parties, with membership reflecting the diverse roles and responsibilities of the wider Council Membership. The purpose of the panel is to develop and oversee the implementation of an Action Plan for achieving accreditation under the South East Employers Charter for Elected Member Development. The panel will take the lead on implementing the Councillor Development Strategy in

seeking to ensure that all Councillors are equipped to deliver the Councils statutory and corporate objectives and priorities.

Elections

Work is underway on the annual canvassing returns with a view to publishing the Register of Electors on the 1st December 2016. Since the introduction of Individual Registration the workload has increased to ensure the maximum number of registrations. The general registration rate achieved is 97% however, to date the level is 83% and the team are working to increase this percentage. Individual registration was introduced as an anti-fraud measure, as returns are matched with resident's individual dates of birth and National Insurance numbers. The cause of the reduction in returns is unclear, but could be as a result of electors not understanding the requirement to register annually and believing that they are already on the register, particularly after the recent referendum. Alternatively, it could be electoral fatigue and general apathy.



Minute Volume

Cleaner, Safer,
More Prosperous

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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 19 July 2016

Present

Councillor Buckley (Chairman)

Councillors Carpenter, Fairhurst, Mackey, Patrick, Shimbart, Wade, Ponsonby and Hart (Standing Deputy)

72 Apologies

Apologies for absence were received from Councillor Pike, Francis, D Smith and Hughes.

73 Minutes

The minutes of the meeting of the Scrutiny Board held on 23 February 2016 were agreed as a correct record and signed by the Chairman subject to the following amendment:

Minute 48

7th line to read:

“Appendix G should read £70 and not £7.”

The minutes of the meeting of the Scrutiny Board held on 7 June 2016 were agreed as a correct record and signed by the Chairman.

74 Matters Arising

In response to a question, members were advised that a progress report on the recommendations set out in the Safeguarding report (Minute 52/02/2016) would be submitted to the next quarterly meeting of the Communities and Housing Scrutiny and Policy Development Panel.

75 Declarations of Interests

There were no declarations of interest.

76 Chairman's Report

The Chairman reported to the Board that the feedback received from the Scrutiny Leads Panel meeting of 12 June 2016 and the first quarterly meetings of the Scrutiny Panels had been positive.

77 Success Criteria

The Scrutiny Board were requested to agree the success criteria for the scrutiny function for 2016/17. The Chairman informed members that the baseline provided had been based on the previous year's performance and there was scope to meet and exceed the targets.

It was RESOLVED that the Scrutiny Board agree the success criteria for 2016-2017 as set out in Appendix A to these minutes.

78 Scrutiny Board Business Plan

The Chairman invited the Leader of the Council to address the Scrutiny Board. The Leader of the Council thanked the Board for their work in aiding policy development and reminded those present that all Panel members should contribute to the Panel's work.

The Chairman and the Leader of the Council reminded Scrutiny Leads to highlight any issues with member involvement at the earliest opportunity.

The Scrutiny Board were requested to consider the Scrutiny Board Business Plan, which set out the current and future reviews being undertaken by the Scrutiny Panels.

The Chairman informed the Board that the provisional dates for Scrutiny Board meetings were likely to change in order to fit in with the report timescales.

It was RESOLVED that the Scrutiny Board Business Plan be agreed.

The meeting commenced at 5.00 pm and concluded at 5.40 pm

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Chairman

Measuring success - performance indicators for the Scrutiny Board 2016/2017

Target 1 – Critical Friend Challenge – to provide a constructive, robust and purposeful challenge to those responsible for policy development and decision-making		
Performance Indicator	Target 2016/17	How Monitored
% of items on the Work Programme taken from the Forward Plan / Cabinet Business Plans	33%	Quarterly
No. of reviews undertaken as a result of discussions with Cabinet Lead	2	Quarterly

Target 2 – To challenge Council policies and undertake reviews as appropriate		
Performance Indicator	Target 2016/17	How Monitored
No. of Policy / Service Reviews undertaken annually by each Panel / Board	1 by each Panel	Quarterly
% of recommendations accepted by Cabinet or Council	70%	Quarterly

Target 3 - To Complete Each Review Within Timescale and Monitor the Outcomes		
Performance Indicator	Target 2016/17	How Monitored
No. of reviews to be undertaken each year	5	Quarterly
% of reviews completed within the timescale of the project	80%	Quarterly
No. of meetings a Panel should hold for each review	4	Quarterly
% of reviews followed up	100%	Quarterly
% of recommendations accepted by Council or Cabinet which are implemented	100%	Quarterly

Target 4 - Reflecting the voice and concerns of the public and its communities		
Performance Indicator	Target 2016/17	How Monitored
% of reviews on the Work Programme suggested by the public or undertaken in response to issues raised through surveys, comments or complaints from the public	2%	Quarterly
No. of external people involved in the Scrutiny	2	Quarterly

process		
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Target 5 - Taking the lead and owning the Scrutiny process		
% of meetings attended by members (for which they were required to attend)	70%	Quarterly
% of members involved in training on scrutiny	60%	Quarterly
% of members that have a good awareness of the role of scrutiny and their role in the scrutiny process	50%	Annual Survey

Target 6 – To increase awareness and participation of Overview and Scrutiny by other stakeholders and the public		
No. of visits to the authority's Scrutiny web pages	200	Annual
No. of external reviews of outside organisations	1	Annual

HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 18 August 2016

Present

Councillor Perry (Chairman)

Councillors Buckley, Hughes, Keast, Patrick, Quantrill and Satchwell

36 Appointment of Chairman

It was RESOLVED that Cllr John Perry would be Chairman for the meeting of the Development Management Committee.

37 Apologies for Absence

There were none.

38 Minutes

It was RESOLVED that the minutes of the meeting held on 7 July were agreed as a correct record and signed by the Chairman.

39 Matters Arising

There were no matters arising.

40 Declarations of Interest

There were no declarations of interest relating to matters on the agenda.

41 Chairman's Report

The Chairman advised the committee of the Development Consultation Forum taking place on 1st September regarding South Leigh Park House. Members of the committee were asked to attend.

42 Matters to be Considered for Site Viewing and Deferment

There were no items considered for Site Viewing or deferment.

43 Deputations

The Committee had received no requests to make a deputation.

44 APP/16/00707 - War Memorial, St Faiths Church, West Street, Havant, PO9 1EH

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

In response to a question raised by the committee, officers advised that the reason the application had returned to the committee 6 months after the initial permission was granted was due to the applicant investigating alternative resolutions to the quality of the plaque wording to accord as closely as possible with the conditions initially approved.

The committee discussed the application and agreed in principle the importance of having War Memorial plaques displayed within the Borough as a means of honouring the lives of those lost through conflict, in a way that was reasonable and practical.

It was therefore

RESOLVED that the Head of Planning Services be authorised to grant permission for Application APP/16/00707 subject to the following condition:

1. The font size to be used on the plaques shall match that used on other World War II commemorative plaques on the War Memorial; the font style shall be 'Copperplate Gothic Bold'.

Reason: in the interest of the architectural and historic interest of the listed building and having due regard to Policy CS11 of the Havant Borough Local Plan (Core Strategy) 2011, Policy DM20 of the Havant Borough Local Plan (Allocations) 2014 and the National Planning Policy Framework 2012.

45 Nomination of Chairman

It was RESOLVED that Cllr Lance Quantrill be nominated as Chairman for the next meeting of the Development Management Committee.

The meeting commenced at 5.00 pm and concluded at 5.13 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 7 September 2016

Present

Councillor Cheshire (Chairman)

Councillors Bains, Turner and Wilson

21 Apologies for Absence

Apologies for absence were received from Councillors Briggs and Guest.

22 Minutes

RESOLVED that the minutes of the meeting of the Cabinet held on 20 July 2016 were approved as a correct record.

23 Matters Arising

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

24 Declarations of Interests

There were no declarations of interest.

25 Chairman's Report

The Chairman reports that discussions were ongoing with partners in relation to devolution and other key current issues.

26 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following delegated decision be noted:

(1) Traffic Regulation Order London Road (Outside Nos. 9-19), Cowplain.

27 Recommendations from the Scrutiny Board

None at this meeting.

28 Councillor Grant Scheme

Councillor Cheshire presented a report proposing the establishment of a Community Grants Scheme at Havant Borough Council for Councillors to spend on local issues. Cabinet members welcomed the proposal as a valuable opportunity for local ward Councillors to engage with local community and voluntary groups to support community projects in their area.

RESOLVED that:

- (1) A Community Grants Scheme be approved for grants of either £100 or £200 up to a maximum of £1,000 each year for each Councillors;
- (2) Councillors be permitted to allocate the entire £1,000 to an organisation, group or event; and
- (3) Approval of any final details of the administration of the scheme be delegated to the Head of Communications and Community Engagement in consultation with the Cabinet Lead and Section 151 Officer.

29 Encouraging Inward Investment in Havant Borough through Business Rates Incentives

In the absence of Councillor Guest, the Leader presented a report to Cabinet seeking approval for a scheme to offer discretionary Business Rate incentives to new build developments to secure major inward investment, employment growth, new business floor space and long term revenue growth in Havant Borough.

Confirmation was given that the proposals, if agreed by Cabinet, could help to facilitate local business expansion, as well as encourage inward investment, for those businesses that met the criteria of the scheme.

The Monitoring Officer also confirmed that, as the proposals were within budget and in line with the Council's Corporate Strategy objective to support local business, this decision fell within the remit of the Cabinet.

RESOLVED that the policy as set out in the report be approved as a means to facilitate business growth and inward investment in Havant Borough.

30 Park Tennis Provision - Hayling Island Pilot

Councillor Turner presented a report to Cabinet seeking approval for a pilot scheme to initiate works that would change the way tennis courts were managed and invoke a public charge for usage which would link with the Council's Personalisation Project if successful.

Cabinet members were supportive of the proposal as a means to improve and develop tennis facilities for local residents, working with the Lawn Tennis Association.

RESOLVED that

- (1) the officers be authorised to implement a Park Tennis Pilot Project on Hayling island;
- (2) Hayling Island tennis courts be changed from an open access provision to a self-funded bookable facility; and
- (3) The Pilot Project be reviewed with a view to implementing the Scheme across the whole Borough within the next 2 years.

31 Developers' Contributions for Affordable Housing

Councillor Turner presented a report to Cabinet seeking approval for a set of both principles, and specific projects which Developers' Contributions for Affordable Housing, collected through the planning system, could be spent. Cabinet members were supportive of the proposal in principle and in relation to the specific project referred to in the report, as a means of reducing the need for short-term B&B placements.

RESOLVED that

- (1) the procedure for spending Developers' Contributions for Affordable housing, as set out in Appendix A to the report:
- (2) approval be given to spend Developers' Contributions for:
 - (a) up to £150,000 per project;
 - (b) up to £50,000 per affordable housing unit; and
 - (c) up to £25,000 funding for staff resources, feasibility or enabling work per project is delegated to the Head of Housing in consultation with the Cabinet Lead for Communities and Housing; and
- (3) approval be given to use the Developers' Contributions budget to increase staff resources if required.

32 Charter for Elected Member Development - Appointment of Councillor Development Panel

Councillor Wilson presented a report to Cabinet seeking the appointment of a Councillor Development Panel under the South East Employers scheme for achieving Charter for Elected Member Development accreditation.

Councillor Wilson also proposed the following revised recommendation in relation to paragraph 2.3:

“2.3 that the Cabinet appoints members to sit on the Councillor Development Panel for 2016/17 in accordance with the Terms of Reference.”

RESOLVED that

- (1) a Councillor Development Panel be established to oversee implementation of the Councillor Development Strategy, the Councillor Training and Development Programme and an Action Plan for taking forward accreditation under the South East Employers Charter for Elected Member Development;
- (2) Terms of Reference for the Panel be agreed as set out in Appendix A to the report; and
- (3) the following Councillors be appointed to sit on the Councillor Development Panel in 2016/17 in accordance with its terms of reference:

Councillors M Wilson, G Shimbart, J Perry, J Branson, L Bowerman, B Francis and D Lloyd.

33 Exclusion of the Press and Public

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

(i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 1 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and

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

The report to be considered was exempt under Paragraph 1 (Information relating to any individual).

34 Dangerous Wall, 97-109 North St, Emsworth

In the absence of Councillor Guest, the Leader presented an exempt report to Cabinet advising on the status of the dangerous wall at 97-109 North Street, Emsworth and recommending that the wall be replaced by the Council.

RESOLVED as set out in the restricted minute.

The meeting commenced at 2.00 pm and concluded at 2.52 pm

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Chairman

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EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 12 September 2016

Present

Councillor Jackie Branson (Chairman)

East Hampshire District Council

Councillors: Carter (Vice-Chairman), Glass, Evans and Thomas

Havant Borough Council

Councillors: Lenaghan and Perry

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fairhurst, Lloyd, Noble, Saunders and Wade.

2 CONFIRMATION OF MINUTES

The minutes of the meeting held on 9 February 2016 were agreed and signed as correct records.

3 TERMS AND CONDITIONS UPDATE

The terms and conditions review sought to develop a modern, flexible and attractive package, which would be competitive and clearly linked reward with performance.

The formal consultation for Phase Two of the review into staff terms and conditions had been concluded and the results discussed with Unison.

The majority of the concerns raised related to the introduction of performance related pay (PRP). To address these concerns and to ensure that the performance review process would be robust enough to support the implementation of PRP, the Executive Board had decided not to progress the PRP proposals until further consultation had been undertaken with Unison and other models of PRP explored. As a result PRP would not be introduced before April 2018 and would be subject to further consultation before being implemented.

Proposals relating to annual leave, redundancy, voluntary flexible benefits, and death in service gratuity had been agreed with Unison and would move forward for implementation. Details of the policies would be submitted to future meetings of the Committee .

In response to questions raised the Committee noted that:

- (a) a level of protection for eight years had been built into the scheme enabling members of staff to freeze their existing benefits if the proposals were less beneficial to the members of staff compared to their existing benefits;
- (b) new members of staff would be subject to the new terms of conditions; and
- (c) The Council had entered into a collective agreement with Unison so any matter agreed through this process was binding on Unison and non Unison members. The proposed changes to terms of conditions that had been agreed with Unison would therefore be introduced without the need for further consultation with individual members of staff.

4 PAY POLICY

The Committee received a report providing an overview of Section 38(1) of the Localism Act requiring local authorities to produce a Pay Policy Statement for 2016/17..

A separate Pay Policy Statement had been prepared for each Council and was circulated for review by the Committee.

RECOMMENDED to full Council that the Pay Policy Statement for 2016/17 be approved and adopted.

5 SOCIAL MEDIA POLICY

The Committee considered a report setting out an amended Social Media Policy which gave greater emphasis on good practice and using social media to promote the Council's work.

The Committee discussed the policy in detail and considered that the policy should be regularly monitored and reviewed to ensure that use of social media during work times were not abused.

RESOLVED that the policy as submitted be approved and implemented across East Hampshire District and Havant Borough Councils subject to the policy being regularly reviewed and monitored.

6 CODE OF CONDUCT

The Committee considered a report attaching a new code of conduct for staff across East Hampshire District Council and Havant Borough Council.

Members of the Committee were advised that if they had additional matters they wished to be considered for inclusion in the code of conduct to forward them to the Human Resources Team.

RESOLVED that the submitted policy be approved and implemented across East Hampshire District and Havant Borough Councils.

7 HUMAN RESOURCES PANEL

RESOLVED that:

- (a) Councillor Carter be appointed to the East Hampshire District Council's Appeals Panel for 2016/17; and
- (b) Councillors Branson and Perry share the appointment to Havant Borough Council's Appeals Panel for 2016/17.

The meeting commenced at 4.30 pm and concluded at 5.25 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 21 September 2016

Present

Councillor Smith K (Chairman)

Councillors Davis, Lenaghan and Mackey

54 Apologies

Apologies for absence were received from Councillor Pike and Rees.

55 Minutes

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 29 June 2016 be approved as a correct record.

56 Matters Arising

The Committee were informed that the NORSE JVC would have its own audit processes as it is a separate legal entity to the Council. The Committee was also informed that the process of reporting corporate risks was under review and would be included in future meetings.

57 Declarations of Interest

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

58 Chairman's Report

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

59 External Audit Results Report 2015/16

The Committee consider the Audit Results Report for the year ended 31 March 2016 presented by Ernst and Young LLP. Emma Bryant and Andrew Brittain of Ernst and Young LLP joined the meeting for the debate on this item and answered members' questions in connection with the report.

The Audit Results Report summarised the findings from the 2015/16 audit. The Committee were informed that two unadjusted audit differences had been identified relating to the cashflow statement and the collection fund, which management had chosen not to adjust. The Committee were also advised of the significant audit risks that had been identified and the assurances given for these risks.

Ernst and Young passed on their thanks to the Council's staff for their assistance during the course of their work.

RESOLVED that

- 1) the Audit Results Report for the year ended 31 March 2016 from external auditors be noted; and
- 2) the rationale for two unadjusted audit differences relating to the cashflow statement and the collection fund be endorsed.

60 Statement of Accounts and Letter of Representation 2015/16

The Corporate Accountancy Team Leader presented the Committee with the Statement of Accounts 2015-2016 and the Letter of Representation.

The Statement of Accounts detailed the Council's financial position against budgets in 2015/2016, while also outlining arrangements for 2016/2017 onwards. The Letter of Representation set out the Council's response to the external auditors and explanation of uncorrected audit differences.

RESOLVED that;

- 1) The Committee agreed the Statement of Accounts for 2015/16, that the Chairman certified the approval by signing page 20 of the accounts and S151 Officer certified the approval of the Accounts by signing page 20 and page 27 of the Accounts; and
- 2) The Committee agreed the draft Letter of Representation, and the Chairman of the Committee and S151 Officer signed the letter.

61 Internal Audit Progress Report

The Committee considered the Internal Audit Progress Report 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 Committee were informed the work of Internal Audit was on track and there were no significant issues to be highlighted at this stage.

RESOLVED that the Internal Audit Progress Report be noted.

62 Local Government Ombudsman (LGO) - Annual Review Letter 2016

The Committee considered the Local Government Ombudsman's Annual Review Letter 2016.

RESOLVED that the content of the report be noted.

63 Monitoring Officer's Update

The Monitoring Officer informed the Committee that the review of the Constitution was on-going to ensure it remained fit for purpose. The Committee were also informed that there were currently no outstanding Code of Conduct complaints.

The meeting commenced at 5.00 pm and concluded at 5.47 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 28 September 2016

Present

Councillor Smith D (Chairman)

Councillors Mrs Blackett, Bowerman, Cresswell, Fairhurst, Hart, Howard, Keast, Kerrin, Pike, Ponsonby, Shimbart and Wade

50 Apologies

Apologies for absence were received from Councillors Hughes and Thomas.

51 Minutes

The Minutes of the meeting of the Licensing Committee held on 15 June 2016 were agreed as a correct record and signed by the Chairman.

52 Matters Arising

There were no matters arising.

53 Declarations of Interests

There were no declarations of interests.

54 Chairman's Report

The Chairman reported details of a successful prosecution against a licensed driver for operating an unlicensed vehicle and displaying an expired plate.

55 Charges for Taxis and Private Hire Licensing

The Committee considered a report from the licensing officer setting out the proposed charges for taxi and private hire licensing for the financial year 2017/18.

The Licensing Officer advised that he would take steps to ensure that the hackney carriage and private hire trades were aware of the proposed changes and of their rights to make representations in relation to these proposals.

The Committee agreed in principle to the proposed changes. However concern was expressed that due to some errors in the staffing costs submitted, the proposed changes might not properly reflect the costs to the Council. It was therefore

RESOLVED that:

- (a) authority be delegated to the Licensing Officer, in consultation with the Chairman, to approve the proposed taxi and private hire licensing for 2017/18 charges for advertising for public comment; and
- (b) in the event of no representations being received in response to the advertised charges referred to in (a) above, Full Council be RECOMMENDED to implement the new charges for the financial year commencing 1 April 2017

56 Hackney Carriage Unmet Demand Survey

The Committee considered a report from the Licensing Officer outlining the findings of the unmet demand survey for hackney carriages which was conducted in June and July 2016.

The survey concluded that there was some evidence of unmet demand at certain times but that there was spare capacity in the hackney carriage fleet to meet this demand without the need to issue additional hackney carriage plates. The Committee was advised that if the Committee was minded to retain the current limit of forty hackney carriages, the Licensing Officer proposed to discuss with the trade ways of improving the hackney carriage service to meet this unmet demand.

The Committee discussed the survey and options available to the Council following this survey and voted on all three possible options. The majority of the Committee considered that the current limit should be retained for the next twelve months and that the hackney carriage service be reviewed during this period with the results being reported to this Committee for consideration on whether to increase the number of hackney carriage plates. it was therefore

RESOLVED that:

- (a) the current limit of forty hackney carriage plates be retained for the next twelve months;
- (b) the hackney carriage service be monitored over the next twelve months to identify improvements in the use of the current hackney carriage fleet to meet the unmet demand identified in the 2016 unmet demand survey; and
- (c) the Committee reconsider the hackney carriage limit in 2017 in light of the results of the monitoring exercise referred to in (b) above

The meeting commenced at 5.00 pm and concluded at 6.04 pm