

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
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CABINET AGENDA

Membership: Councillor Cheshire (Chairman)

Councillors Wilson, Briggs, Guest, Bains and Turner

Meeting: Cabinet

Date: Wednesday 8 June 2016

Time: 2.00 pm

Venue: Hollybank Room, Public Service Plaza, Civic Centre Road,
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

31 May 2016

Contact Officer: Penny Milne 02392446234
Email: penny.milne@havant.gov.uk

PART 1 (Items open for public attendance)

1 Apologies for Absence

2 Minutes

To confirm the minutes of the last meeting held on 16 March 2016.

3 Matters Arising

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

4 Declarations of Interests

To receive and record any declarations of interest.

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5	Chairman's Report	
6	Cabinet Lead Delegated Decisions, Minutes from Meetings etc.	3 - 12
	To note the following minutes and decisions taken under the scheme of delegations to Cabinet Leads:	
	(1) Minutes of the Portchester Crematorium Joint Committee held on 14 March 2016; and	
	(2) Delegated decision – Spending of S106 funds collected for a specific purpose (under planning application APP/12/00966)	
7	Recommendations from the Scrutiny Board	
	To consider the following reports and recommendations from the Scrutiny Board:	
7a	Review of the Development Management Committee	13 - 38
7b	Review of Closed Circuit Television System	39 - 56
8	Review of Outside Bodies	57 - 126

PART 2 (Confidential items - closed to the public)

None.

GENERAL INFORMATION

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BOROUGH COUNCIL

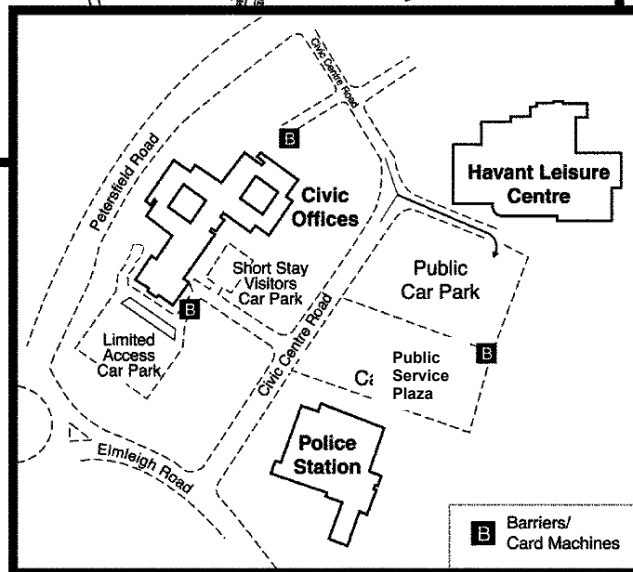
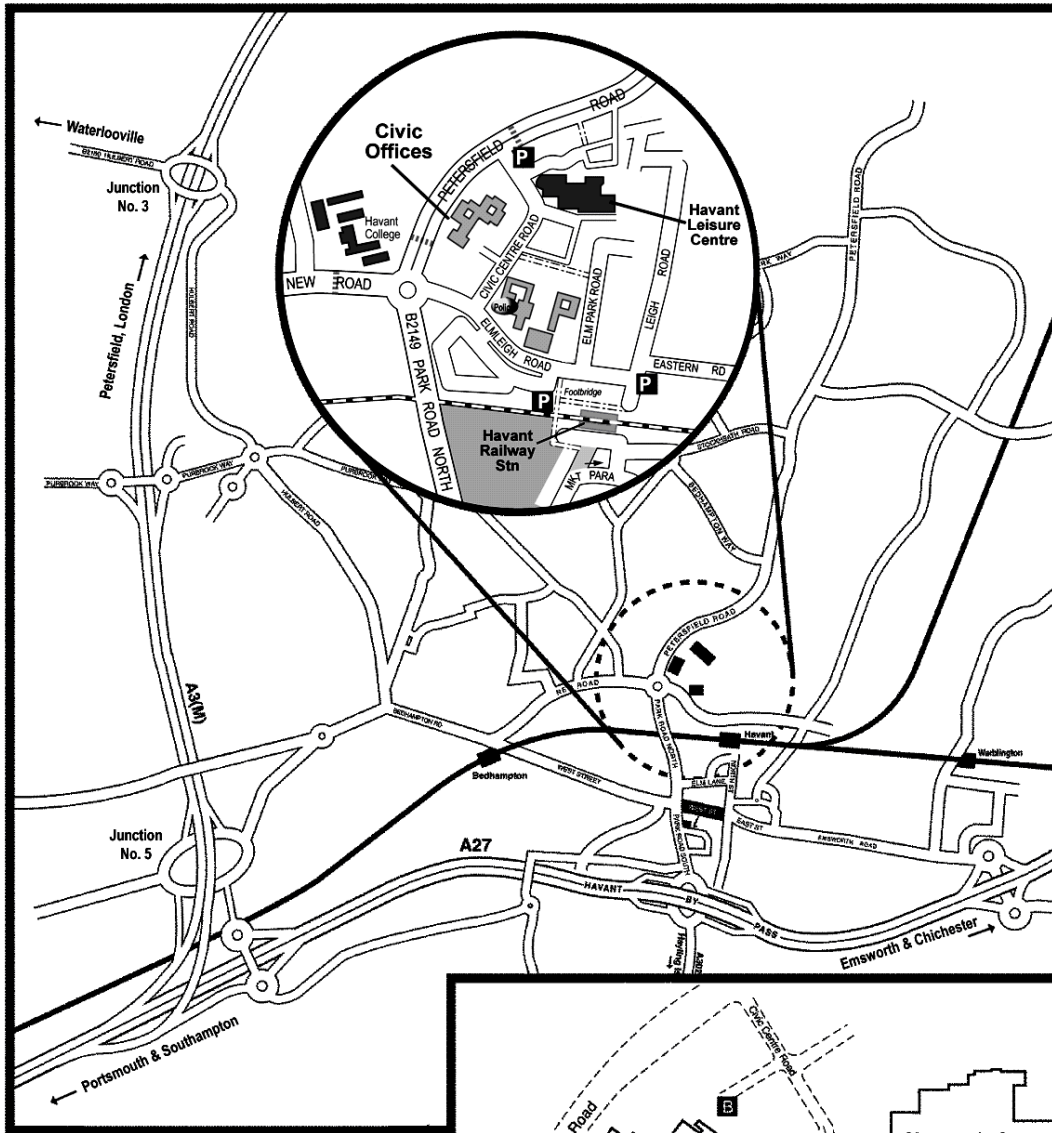
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- 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 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

Agenda Item 6

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Havant on Monday 14 March 2016 at 2.00 pm.

Present

Fareham Borough Council

Councillor Sue Bell
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright (Vice-Chairman)

Havant Borough Council

Councillor Yvonne Weeks (Standing deputy)

Portsmouth City Council

Councillor Lee Mason

Apologies for Absence (AI 1)

Councillor Tony Briggs (Chairman) engaged on other council business, and Councillors David Guest (Havant BC); Ken Ellcome and Ron New (Portsmouth CC)

Welcome to New Member – Councillor Lee Mason (Portsmouth CC), and Councillor Yvonne Weeks (Havant BC) (standing deputy)

**(Councillor Dennis Wright in the chair
in the absence of Councillor Tony Briggs)**

673 Declarations of Members' Interests (AI 2) – None

674 Minutes of the Meeting held on 14 December 2015 (AI 3)

RESOLVED that the minutes of the meeting held on the 14 December 2015 be signed as a correct record.

675 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

676 Clerk's Items (AI 5)

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members during January 2016, there was support for the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application had now been submitted, with the support of the Rowans Hospice who were consulted.

RESOLVED that the action taken be noted.

677 Risk Management Strategy (AI 6)

(TAKE IN REPORT OF THE TREASURER)

In submitting the report members' attention was drawn to the principal changes that had been made to the strategic and operational risk registers previously approved in March 2015.

In considering the report members were advised that the Crematorium's Business Continuity Plan had also recently been reviewed to check that its content and procedures were up-to-date.

RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

678 Engineer and Surveyor's Report – Planned Maintenance and Building Works Progress Report (AI 7)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

679 Manager and Registrar's Report (AI 8)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions arising from his report, the Manager and Registrar reported that, as anticipated, there had been a slight reduction in the number of cremations at Portchester.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest - None

680 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from the report, the Horticultural Consultant mentioned the complementary remarks that had been received from visitors to the gardens following Mothers' Day.

RESOLVED that the report be received and approved.

681 Portchester Crematorium Insurance Tender (Exempt Item) (AI 11)

Before considering this item the Joint Committee -

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

(TAKE IN EXEMPT REPORT OF THE TREASURER)

The Treasurer advised the Joint Committee on tenders received for the insurance of Portchester Crematorium and the award to Allianz Insurance plc and ACE AUM from 1 April 2016.

RESOLVED that the report be received and noted.

682 Date of Next Meeting (AI 12)

It was noted that the next meeting of the Joint Committee will be at 2pm on Monday 13 June 2016 in the Town Hall, Gosport.

The meeting concluded at 2.20 pm.

Chairman

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HAVANT BOROUGH COUNCIL

Delegated Decision by Cabinet Lead

**Decision By: Cabinet Lead for Economy,
Planning and Built Environment**

**Spending of S106 Funds collected for a specific purpose (under
Planning Application APP/12/00966)**

Report by: Louise Weaver

Key Decision: No

1.0 Purpose of Report

1.1 Councillor Turner has requested that we consider 'ring fencing' funds from APP/12/00966 which have been partly collected/are due to be paid in respect of the planning consent for Land North of Goldring Close. This report looks at the background to this request and seeks approval from the Cabinet Lead to permit the contributions collected/due in respect of play space to be used for this purpose.

2.0 Recommendation

2.1 Authority be given for the expenditure of funds totalling £39,530 to be spent on the refurbishment of the play equipment at Hayling Park through 'Play Parks for Hayling'. £19,765 available now with a further identical sum due in 2016/17 plus any interest accrued. In the event of there being a surplus when the project is complete then the funds be taken forward for the refurbishment of other play areas on the Island.

3.0 Summary

3.1 It is considered that 'Play Parks for Hayling' should be given authority to spend developer contributions collected specifically for Hayling Island Play Space. They are considered by officers to be a suitable body for this purpose and have had proven experience with the recent successful refurbishment of Mengham Park.

3.2 The refurbishment of Hayling Park would be in accordance with the priorities established in the Open Spaces Plan Review.

3.3 Richard Wood, Senior Leisure Officer, Community Team would assist with this project and retain overview.

3.4 Political assent to the ring fencing of these funds is needed from Councillor

Guest.

4.0 Subject of Report

- 4.1 The group 'Play Parks for Hayling' have recently completed refurbishment of Mengham Park. This was funded in part from developer contributions with match funding. There is a surplus of circa £11-12K to be taken forward to the next project. The Play Parks for Hayling Group comprises PC Debbie SurrIDGE, Councillor Turner and Councillor Lenaghan. Councillor Turner proposes that the funds collected in respect of the Goldring Close Development are ring fenced for refurbishment of Hayling Park and added to the existing surplus.
- 4.2 Given their history with Mengham Park, 'Play Parks for Hayling' in liaison with Richard Wood would be a suitable body to trust the spending of the proposed funds. Simon Little, Service Manager (Finance), has had involvement in establishing the validation of this group in the past when arranging bridging finance for the Mengham Park Project.
- 4.3 Table 4 of the Open Spaces Plan Review (November 2012) is a starting point for establishing priorities with spending of play space monies. This document is out of date and officers are currently drafting a new Play Pitch/Built Leisure Strategy. However, for the time-being the most suitable document to establish priority of spending is the 2012 Open Spaces Plan Review.
- 4.4 Officers have considered Table 4 and agree that Hayling Park Play Space as a 'destination' play space located on the south of the island would be a key space for improvement and a suitable site to spend Play Space Funds collected in respect of Goldring Close. This action would effectively use all the remaining capital historical play space funding for Hayling. This would not necessarily preclude the prioritisation of other projects however these projects would need alternative sources of funding.
- 4.5 Ultimately there is a developer contribution sum of £39,530 due particularly in respect of Hayling Island Play Space under APP/12/00966 (Goldring). To date 50% has been received (£19,765), with the remaining 50% due on occupation of 65th dwelling. This is anticipated to occur in 2016/17.

5.0 Implications

- 5.1 **Resources:** The project will be financed by funds specifically collected for this purpose, by 'Play Parks for Hayling' under the supervision of Richard Wood in the Community Team, authorisation to allocate these funds will be made by the Community Infrastructure Officer to Finance. Management of the funds and requests for expenditure will be met through existing resources.
- 5.2 **Legal:** Evidence of expenditure needs to be provided to the Community Infrastructure Officer to fulfil the terms of the S106 agreement dated 04/06/2013.
- 5.3 **Strategy:** The project supports the priorities of Economic Growth and Environmental Sustainability.
- 5.4 **Risks:** If the funds are not spent by 30/10/2020, then the funds may be at risk of being returned to the developer.

5.5 **Communications:** Not applicable at this time although press releases may be necessary during/post refurbishment of the play area.

5.6 **For the Community:** Improved play facilities for Hayling Park.

Agreed and signed off by:

Team Leader: *David Hayward (24/02/2016)*

Finance: *Al Tottle (22/02//2016)*

Legal: *Sara Bryan (26/02//2016)*

Executive Head of Services: *Julia Potter (26/02//2016)*

Portfolio Holder: *Councillor David Guest (2/4/2016)*

Contact Officer: Louise Weaver

Job Title: Community Infrastructure Officer

Telephone: 446545

E-Mail: louise.weaver@havant.gov.uk

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Spending of S106 Funds collected for a specific purpose (under Planning Application APP/12/00966)

2. **PURPOSE OF DECISION**

'Ring fencing' of funds from APP/12/00966 which have been partly collected/are due to be paid in respect of the planning consent for Land North of Goldring Close. This report looks at the background to this request and seeks approval from the Cabinet Lead to permit the contributions collected/due in respect of play space to be used for this purpose.

3. **DECISION MADE BY:** Cabinet Lead for Planning, Economic Development and the Built Environment

4. **DECISION:**

Authority be given for the expenditure of funds totalling £39,530 to be spent on the refurbishment of the play equipment at Hayling Park through 'Play Parks for Hayling'. £19,765 available now with a further identical sum due in 2016/17 plus any interest accrued. In the event of there being a surplus when the project is complete then the funds be taken forward for the refurbishment of other play areas on the Island

5. **DOCUMENT CONSIDERED:** Spending of S106 Funds collected for a specific purpose (under Planning Application APP/12/00966)

Decision Status	Date of Decision Made	Call In Expiry Date
Recommendations Approved (subject to call-in)	22 April 2016	28 April 2016

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NON EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

8 June 2016

**Review of the Development Management Committee
Recommendations of the Scrutiny Board**

Cabinet Lead: Councillor Guest

Key Decision: No

1.0 Purpose of Report

- 1.1 At its meeting held on 22 March 2016, the Scrutiny Board considered a report (Appendix A) from the Planning and Economy Scrutiny and Policy Development Panel, setting out its findings and recommendations following a scrutiny of the Development Management Committee.

2.0 Recommendations

- 2.1 The Development Management Committee be retained in its current form;
- 2.2 The red card procedure be retained in its current form;
- 2.3 Planning reports for major and minor developments have an executive summary at the beginning of the report; and
- 2.4 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.

Appendices

Appendix A – Report of the Planning and Economy Scrutiny and Policy Development Panel

Implications

As set out in Appendix A

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HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

**Meeting Date 22 March
2016**

Review of the Development Management Committee

**Report by the Planning and Economy Scrutiny
and Policy Development Panel**

FOR RECOMMENDATION

1.0 Purpose of Report

1.1 The purpose of this report is to present a summary of the Planning and Economy Scrutiny and Policy Development Panel's review of the Development Management Committee (DMC).

2.0 Recommendations

2.1 The Scrutiny Board recommend to Cabinet that:

2.1.1 The Development Management Committee be retained in its current form.

2.1.2 The red card procedure be retained in its current form.

2.1.3 Planning reports for major and minor developments have an executive summary at the beginning of the report; and

2.1.4 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.

3.0 Summary

3.1 The Panel concluded that overall the Development Management Committee is operating in an efficient and effective manner.

3.2 However, a number of improvements have been identified which focus on improving the format of the reports which should reduce printing costs and lead to more focussed debates at meetings.

4.0 Membership of the Panel

4.1 Councillors K Smith (Scrutiny Lead), Perry (Deputy Lead), Gibb-Gray, Satchwell, and Mrs Blackett.

5.0 Panel's Brief

5.1 The Panel was requested to review the Development Management Committee processes to ensure that they are fit for purpose.

5.2 The driver for the Panel's work had been the continuing pressure on resources together with the need to deliver effective and consistent planning decisions.

6.0 Scope of the Review

6.1 The Panel agreed to focus its attention on the need for a Development Management Committees and its processes particularly in the knowledge of the resources pressures and increasing service demands.

7.0 Method of the Review

7.1 The principle methods used to undertake the review were:

- interviews with a range of Council officers and the Cabinet Lead
- Visits to Chichester City Council, West Sussex County Council, Southampton City Council and Hampshire County Council
- Searches on the internet into the report formats used by other Councils

8.0 Witnesses

8.1 Witnesses who gave evidence to the Panel were:

- Julia Potter, Executive Head (Planning and Economy)
- Andrew Biltcliffe, Executive Manager, Planning Services
- Councillor Guest, Cabinet Lead for Planning and Economy

9.0 Key Findings

The Development Management Committee

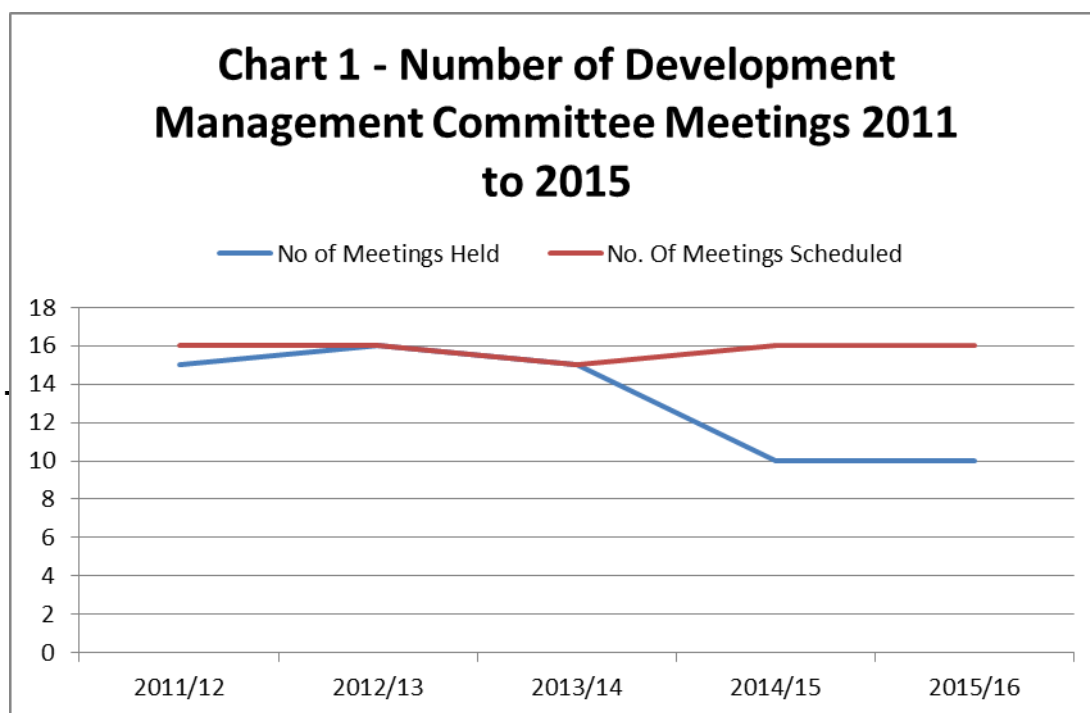
9.1 The Development Management Committee's central function is to deal with applications for planning permission and the conduct of planning appeals. A majority of applications are determined by the officers under delegated powers leaving the Committee to deal with:

- Applications by employees and councillors
- Applications on Council owned land
- Applications referred to the Committee by councillors ("Red Carded")
- Contentious Applications referred to it the Executive Head of Planning and Economy

9.2 Planning applications are varied and range from small proposals, for example, an extension to a private house, to large proposals, such as a new superstore or housing development.

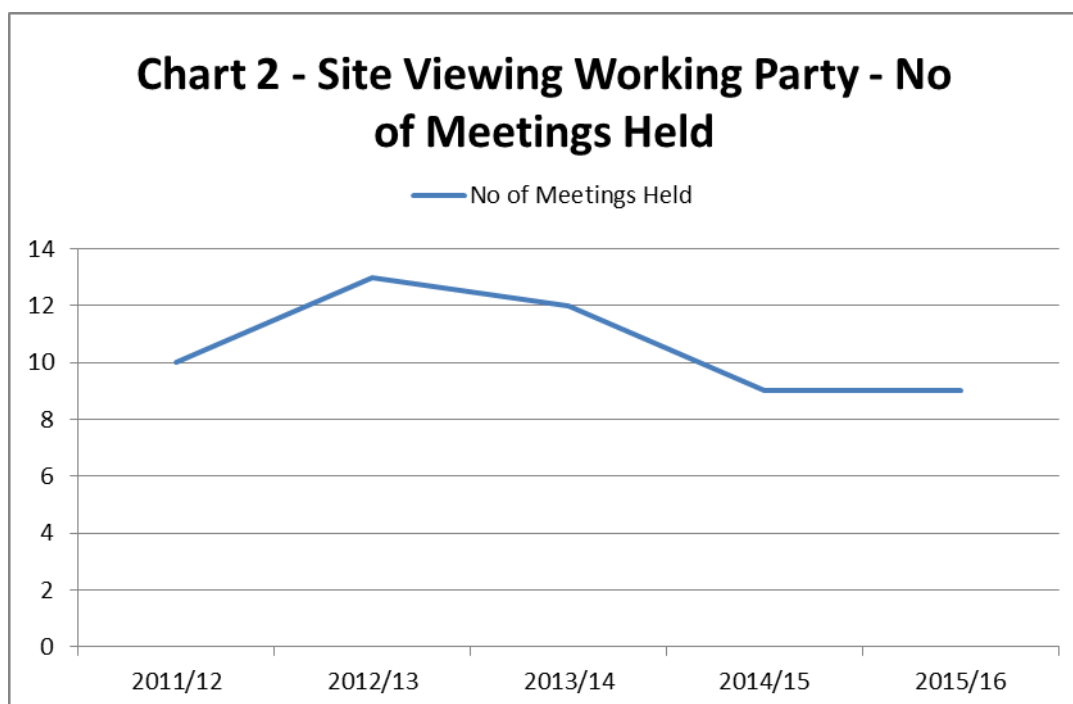
9.3 The committee also has an enforcement role in ensuring that planning conditions are complied with and that unacceptable development which has taken place without the necessary planning permission is removed or ceased, and is responsible for the protection and preservation of trees.

9.4 The Committee has seven members with standing deputies. The number of meetings has declined since the Council removed the right of third parties ask to 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.

9.5 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 has also resulted in a reduction of the number of meetings of this Working Party.



The Future of The Development Management Committee

- 9.6 The Panel considered the future of the DMC and in particular the following three options:

Dissolving the Committee and Delegating Authority to Determine all Applications to the Officers

- 9.7 The majority of planning applications are currently determined by officers under delegated powers. A complete transfer of authority would still enable the public and councillors to be involved in the decision making process. However, there would be no transparency in the planning decision making system, particularly on large and contentious planning applications.
- 9.8 The Panel considers that there is a need to balance democracy with costs and this option would not adequately involve the public in decisions on contentious and large applications. Therefore, the Panel does not consider this an acceptable option.

Creating a Single Regulatory Committee to deal with all the Regulatory Functions of the Council

- 9.9 The Committee discussed retaining the existing level of officer delegation and merging the DMC and the Licensing Committee into a single Regulatory Committee.
- 9.10 The benefits of this option would be:

- A potential reduction in the number of meetings
- A potential reduction in meeting costs (the six Licensing Committees will form part of the 16 DMCs)
- Ensure that the decision making process is transparent for contentious and large planning applications

9.11 The disadvantages would be:

- The size of planning meetings would revert back to its previous size of 15 members, which in a earlier review was considered inefficient and costly (the Licensing Act 2003 requires that the committee dealing with licensing functions should be at least 8 members with a maximum of 15. Advice from Licensing consultants recommend that licensing committees should have at least 15 members to cope with the licensing hearings)
- The meeting would require members to be highly skilled in planning and licensing
- There would be an increase in costs due to longer meetings and an increase in attendance by officers
- A large part of licensing Committees are held in camera
- Members of the public would have to wait for lengthy periods before the applications they have an interest in is heard

The Panel considered the reversion of the Committee back to 15 members would result in an unwieldy and unworkable Committee.

Retaining the Existing Development Management Committee

9.12 It was considered that the current system provided an effective and efficient decision making body which struck a balance between democracy and costs. The public are able to see and take part in the decision making process for contentious and large applications but at the same time a majority of the decisions are made by professional officers under delegated powers. The costs of the DMC had been considerably reduced since 2012 and could be justified in terms of democratic scrutiny.

Recommendation 1

The Development Management Committee be retained in its present form

Areas of Good Practice

Red Card procedure

9.13 The existing red card procedure enables Councillors to refer a matter to the DMC provided that a request is submitted within the consultation period and good planning reasons are given for the referral.

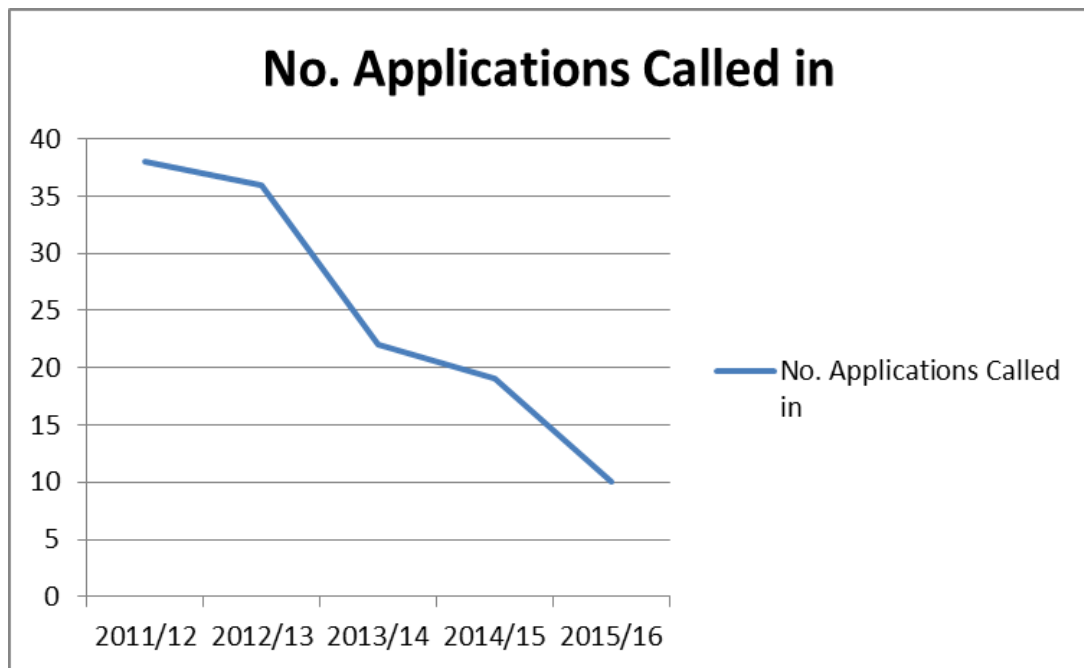
9.14 When the DMC was formed it was proposed that:

“Ward Members need to proactively address their responsibilities to represent their Ward issues at the DMC meetings as required by their electorate”

The red card procedure is one of the ways a ward Council can represent their ward constituents.

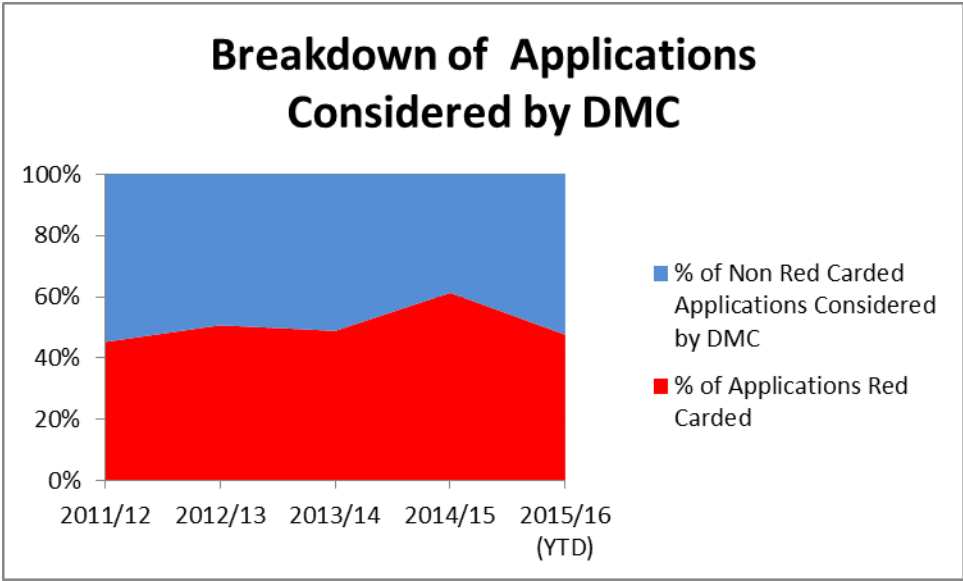
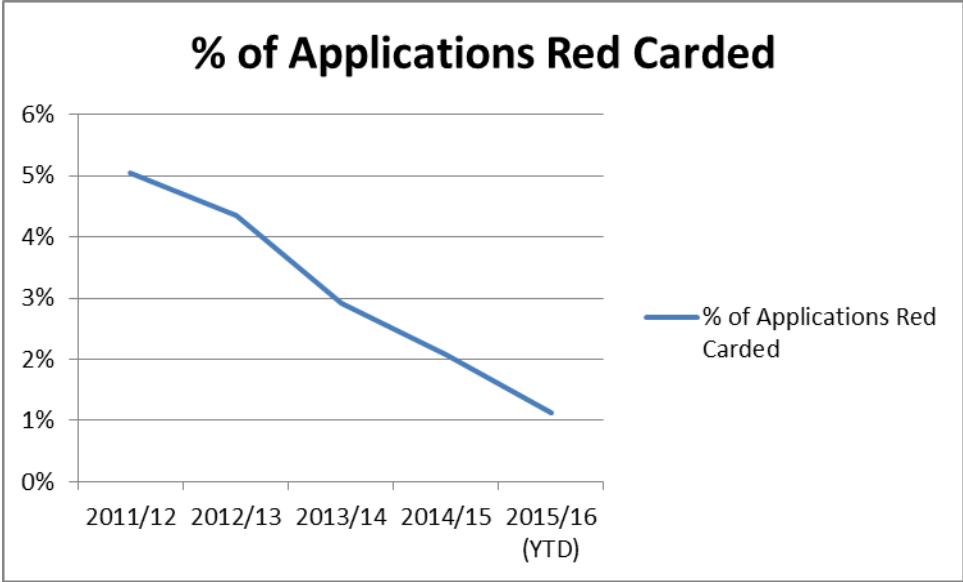
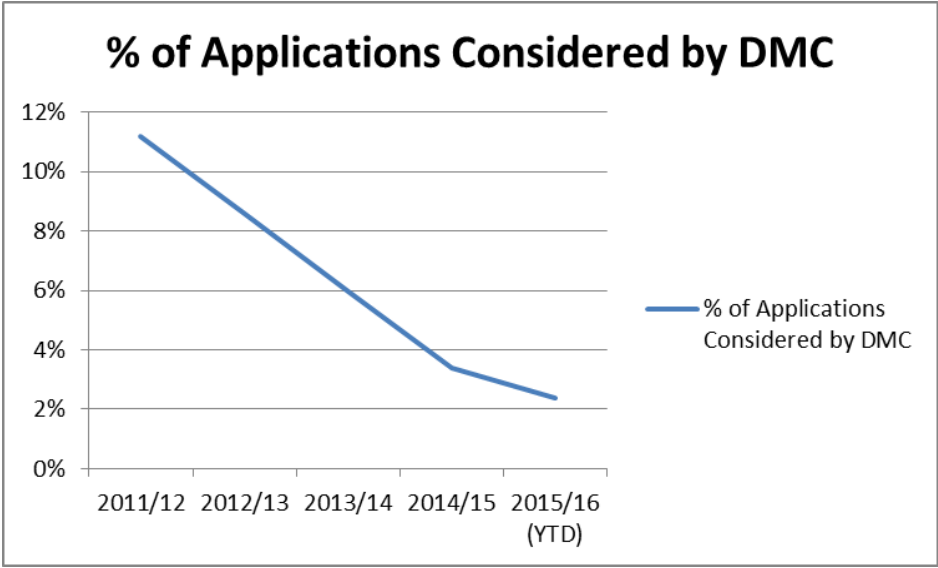
9.15 Concerns have been raised that there has been an increase in the number of red carded applications with a resultant increase in costs. The productivity cost for each red card is approximately £700.

9.16 In 2012/13, the red card procedure was amended by only allowing councillors to red card an application: third parties have to request their ward councillors to call in an application. Chart 3 shows that the number of applications red carded has dramatically decreased over the years. The dramatic drop in red carded applications from 2012/13 to 2013/14 is due to the Council’s change to the constitution whereby only ward councillors can red card an application: prior to this third parties had the right to call in application.



9.17 It would be reasonable to assume that the change in the call in procedure would have resulted in the DMC considering more red carded applications compared to non red carded applications. However, the following charts show that:

- the percentage of applications received that have been considered by DMC has continually decreased since 2011/12
- the percentage of applications received that have been red carded has continued decreased since 2011/12
- Apart from 2014/15, the percentage of applications considered by DMC that have been red carded has been under 50% since 2011/12.



- 9.18 The table in Appendix A sets out the DMC meetings in the current financial year. It can be seen that of the 16 scheduled meetings, four have been cancelled due to no business. Five of the twelve remaining meetings have or are projected to be held solely following 'red cards' from members. The other seven meetings would have needed to take place either because they involved Council applications, departure from the Development Plan or a Head of Development referral.
- 9.19 The two currently remaining DMC meetings scheduled for this financial year on the 25 February and 17 March are anticipated to involve the Costa coffee, Emsworth application (red card: Councillor Gibb Gray) and the Market Parade, Havant outline for 130 flats (Head of Development referral) on the 25 February, subject to progress. The 17 March meeting is currently only likely to consider the Meadowlands school residential development that has been red carded by Councillor G Shimbart. If the two remaining meetings hear three red carded applications, there will still be slight reduction in the number of items called in from last year.
- 9.20 The data for 2015/16 DMC meetings shows that where they have not been required they have been readily cancelled. There has been a relatively high level of Council applications which necessitated holding two of the meetings, whilst five of the meetings were held at the request of Councillors, using the 'red card' process. The analysis shows that 31% of all the scheduled meetings were required through 'red cards'. In the democratic process of planning this could be considered reasonable. Of the five 'red card' meetings, only one was concerned with a householder application (30/04/15), all the others were minor or major development, which again could be justified as appropriate for democratic scrutiny.
- 9.21 The majority of the applications that are determined by the planning service is high. In 2015/16 from April 1 - 617 planning decisions have been made; plus 153 Tree Preservation Order decisions. Of these 16 decisions (and 2 TPO decisions) have been made by the DMC. Therefore 97.4% of planning decisions have been made under delegated powers and 2.6% at DMC. Similarly 98.7% of TPO decisions have been made under delegated powers with DMC determining 1.3% of TPO decisions.
- 9.22 The Panel considers that the current system is an acceptable balance between democracy and costs. The number of meetings held and items called in has reduced. The requirement that all red card requests have to be supported by good planning reasons avoids the Committee having to consider applications that raise no material planning considerations.

Recommendation 2

The Red Card system be retained in its current format.

Format of Committee Reports

- 9.23 It has been suggested that HBC reports are often bulky and can be difficult to assimilate requiring searching through the main body of the report to find the pertinent pages. It was felt that a comparison with reports produced by other authorities could be a useful exercise.
- 9.24 Visits have been made to Chichester City Council, West Sussex County Council, Southampton City Council and Hampshire County Council to compare their formats for planning applications with this Council. An internet search of the planning reports produced for the councils listed in Appendix B was also undertaken. We made a point of studying various reports during these visits to see if there was anything to be learned in terms of improving reports produced here at HBC.
- 9.25 Overall it has been found that a majority of councils use a similar design and content to the format adopted by this Council. However, the following variations appeared to be an improvement to our layout.

The Inclusion of an Executive Summary at the Beginning of the Report for major and Minor Developments

- 9.26 This is a practice that has been used for many years in private business. It is acknowledged that some of our reports already include an executive summary. However this is usually contained within the body of the report. We consider that if the summary is at the beginning of the report, readers can rapidly become acquainted with a large body of material before reading it all.

Shortening the Reports on Applications Previously Considered

- 9.27 The Panel noted that some councils such as Chelmsford District Council produce shorter reports for applications that have been previously considered by their Planning Committee. These shorter reports only contain details to be considered (i.e. does not list all the issues previously considered such as main considerations, history of the site etc.). The Panel considers that by adopting this approach debates at meetings could be shortened and the Council could save on printing costs.

Recommendation 3

Planning reports for larger developments have an executive summary at the beginning of the report.

Recommendation 4

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.

10.0 Implications

10.1 Resources:

The recommendations can be implemented within the existing budgetary provision.

10.2 Legal:

None

10.3 Strategy:

The efficient determination of applications and making of other decisions under the Town & Country Planning Acts in an open manner, consistent with the Council's planning policies, Regional Guidance and Central Government Advice and Regulations seeks to ensure the appropriate use of land in the public interest by the protection and enhancement of the natural and historic environment; the promotion of the economy; the re-use of existing buildings and redevelopment of 'brownfield' sites; and the promotion of higher densities and good quality design in all new development all of which matters assist in promoting the aims of the Council's Community Strategy.

10.4 Risks:

N/A

10.5 Communications:

N/A.

10.6 For the Community:

N/A.

10.7 Consultation:

N/A

10.8 The Integrated Impact Assessment (IIA):

N/A

Appendices

Appendix A – Analysis of Red Carded Applications 2015/16

Appendix B Internet Search of Report Formats Used by Other Councils

Appendix C Development Management Committee Data 2011/12 to 2015/16

Appendix D Breakdown of Applications Received 2011/12 to 2015/16(YTD)

Background Papers:

Development Management Committee Agendas and Minutes

Agreed and signed off by:

Legal Services: 2 March 2016

Financial Services: 2 March 2016

Executive Head for Economy and Communities: 2 March 2016

Contact:

Councillor Ken Smith

Job Title:

Scrutiny Lead for Planning and Economy

Development Management Committee (DMC) - Red Card Scrutiny Analysis – February 2016

DMC data for 2015/16

Meeting	Start	End	Planning Applications	No. of Items Red Carded	Red Carding Councillor or reason for committee	Type of application/development
09/04/2015	Cancelled			0		
30/04/2015	17:00	17:29	1	1	1. Councillor F Ponsonby	1. Residential (for disabled person)extension
28/05/2015	17:00	19:18	5	3	1. Councillor G Shimbart 2. Councillor Gibb-Gray (CHECK Holybank tree apps) 3. Councillor Gibb-Gray	1. 4 detached dwellings 2. TPO tree felling 3. TPO tree felling
25/06/2015	17:00	17:55	1	1	1. Councillor Gibb-Gray	1. Replacement dwelling
16/07/2015	17:00	18:35	3	6	1. Head of Dev referral for significant public interest 2. Councillor G Shimbart 3. Departure from Development Plan	1. Demolition of building and build office and 14 flats 2. 3 detached dwellings 3. change of use of land to open storage

Meeting	Start	End	Planning Applications	No. of Items Red Carded	Red Carding Councillor or reason for committee	Type of application/development
13/08/2015	17:00	17:32	1	3	1. Applicant HBC employee	1. Replacement wall
03/09/2015	17:00	17:53	1	3	1. Head of Dev referral because of previous DMC refusal of similar proposal	1. 4 detached dwellings
24/09/2015	Cancelled			0		
15/10/2015	17:00	18:10	2	2	1. Councillor G Shimbart 2. Councillor P Buckley	1. single detached dwelling 2. change of use of industrial building
05/11/2015	Cancelled			0		
26/11/2015	17:00	18:18	2	2	1. Councillor Creswell 2. Applicant HBC employee	1. continuation of use of industrial building for motorcycle repairs 2. change of use from St John ambulance to community use
17/12/2015	17:00	19:40	2	2	1. Councillor Perry 2. Applicant HBC employee	1. 44 sheltered units 2. ATP and pavillion
14/01/2016	17:00	17:20	2	2	1. Applicant HBC employee	1 & 2 war memorial plaque

Meeting	Start	End	Planning Applications	No. of Items Red Carded	Red Carding Councillor or reason for committee	Type of application/development
					2. Applicant HBC employee	
04/02/2016	Cancelled			0		
25/02/2016			2	1	1. Councillor Gibb-Gray 2. Head of Dev referral for significant development	1. Change of use to café 2. Major residential town centre development
17/03/2016			1	1	1. Councillor G Shimbart	1. Major residential development

Review of Planning Reports			
County	Council	Details	Implications
Buckinghamshire	Wycombe District Council	<p>Similar to HBC</p> <p>https://councillors.wycombe.gov.uk/documents/g5376/Public%20reports%20pack%2018th-Nov-2015%2019.00%20Planning%20Committee.pdf?T=10</p>	
Cambridgeshire	Cambridge City Council	<p>Executive Summary at beginning of report.</p> <p>http://democracy.cambridge.gov.uk/documents/g2779/Public%20reports%20pack%2004th-Nov-2015%2010.00%20Planning.pdf?T=10</p>	
Cumbria	Eden District Council	<p>Front Sheet gives description and Recommendation</p> <p>Recommendation set I full at beginning of report</p> <p>https://democracy.eden.gov.uk/documents/g1766/Public%20reports%20pack%2015th-Oct-2015%2009.40%20Planning%20Committee.pdf?T=10</p>	Can be easily incorporated in Front Sheet of Agenda
Derbyshire	Derby City Council	<p>Similar to HBC</p> <p>https://cmis.derby.gov.uk/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=9DhFEyrKwUc9zWiWFum3T2LyvuAiXvMRQ%2bTsBd%2bzFR%2faqRco%2fL3tgQ%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyu%3d%3d=pwRE6AGJFLDNih225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlq%3d%3d=hFfiUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfiUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJFf55vVA%3d</p>	

Review of Planning Reports			
County	Council	Details	Implications
Dorset	Christchurch Borough Council	<p>Similar to HBC</p> <p>http://moderngovcbc.christchurchandeastdorset.gov.uk/documents/s4796/8-14-0637%20Bournemouth%20Airport%20Aviation%20Business%20Park.pdf</p>	
East Sussex	Lewes District Council	<p>Similar to HBC</p> <p>http://lewes.cmis.uk.com/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=Ym%2bibd3ax%2bLcfpMHj7Gd3oyXcPj%2f2YoS9WKOHz9eBav%2bmBgU0DhhYg%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNIh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlq%3d%3d=hFfIUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfIUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJFf55vVA%3d</p>	
Essex	Chelmsford District Council	<p>Has no one standard report. All reports have an Executive Summary at the beginning. However the format of the report changes depending upon the form of application e.g.</p> <ul style="list-style-type: none"> New Applications for major development have <p>Separate front sheet for reports setting out details plus contents page (with page numbers)</p> <p>http://www.chelmsford.gov.uk/sites/chelmsford.gov.uk/files/files/committee</p>	<p>Contents page will require more time to prepare and publish an agenda and require the earlier submission of reports to DS</p>

Review of Planning Reports			
County	Council	Details	Implications
		<p>files/margaretting.pdf</p> <ul style="list-style-type: none"> New Applications for minor applications have a Executive Summary at the beginning but no contents page <p>Reports on applications previously considered are considerably shorter only containing the details to be considered (i.e. does not list all the issues previously considered such as main considerations, history of the site etc.)</p>	
	Uttlesford District Council	<p>Similar to HBC</p> <p>https://uttlesford.cmis.uk.com/uttlesford/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=Zp7vRhRxDZ%2fNosaH6gBp5FU2J79kBiQVBxP%2fowA0PK2ewF1dNQ5bPg%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNlh225F5QMaQWcPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlq%3d%3d=hFfIUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfIUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993isyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xgBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJFf55vVA%3d</p>	
Gloucestershire	Gloucester City Council	<p>Similar to HBC</p> <p>http://democracy.gloucester.gov.uk/documents/g5796/Public%20reports%20pack%2006th-Oct-2015%2018.00%20Planning%20Committee.pdf?T=10</p>	
Hampshire			
Hertfordshire	Watford Borough	Summary at the begining	

Review of Planning Reports			
County	Council	Details	Implications
	Council	http://watford.moderngov.co.uk/documents/g1618/Public%20reports%20pack%2029th-Oct-2015%2019.30%20Development%20Management%20Committee.pdf?T=10	
Kent	Wealdon District Council	Executive Summary at beginning http://www.southdowns.gov.uk/wp-content/uploads/2015/01/Agenda-Item-10.pdf	
Lancashire	Lancaster City Council	Similar to HBC http://committeeadmin.lancaster.gov.uk/documents/g6580/Public%20reports%20pack%2019th-Oct-2015%2010.30%20Planning%20and%20Highways%20Regulatory%20Committee.pdf?T=10	
Leicestershire	Leicester City Council	Summary at the Beginning http://www.cabinet.leicester.gov.uk:8071/documents/g6985/Public%20reports%20pack%20Wednesday%2028-Oct-2015%2017.30%20Planning%20and%20Development%20Control%20Committee.pdf?T=10	
Lincolnshire	Lincoln City Council	Similar to HBC http://democratic.lincoln.gov.uk/documents/g2552/Public%20reports%20pack%2028th-Oct-2015%2018.30%20Planning%20Committee.pdf?T=10	
	North East	Front sheet providing details of all applications including recommendations	

Review of Planning Reports			
County	Council	Details	Implications
	Lincolnshire Council	http://www.nelincs.gov.uk/committees/committees.aspx?commid=24&meetid=2425	
Norfolk			
North Yorkshire	Scarborough City Council	Similar http://democracy.scarborough.gov.uk/documents/s65944/PSM15275%20Former%20MacCain%20Stadium%20Football%20Ground%20Seamer%20Road%20Scarborough.pdf	
Suffolk	Ipswich Borough Council	Recommendation at the beginning of the report http://www.councillorsupport.bedford.gov.uk/documents/g3887/Public%20reports%20pack%2019th-Oct-2015%2018.30%20Planning%20Committee.pdf?T=10	
Worcestershire	Worcester City Council	recommendation at the beginning http://committee.cityofworcester.gov.uk/documents/s34229/Rose%20Bank.pdf	
Unitary Councils			
	Bedford District Council	Pack includes a sheet with app details plus recommendation http://www.councillorsupport.bedford.gov.uk/documents/g3887/Public%20reports%20pack%2019th-Oct-2015%2018.30%20Planning%20Committee.pdf?T=10	
	Bradford City Council	Similar to HBC http://democracy.bradford.gov.uk/documents/s4579/Plb9SeptDocE.pdf	
	Hull City	Summary at the beginning	

Review of Planning Reports			
County	Council	Details	Implications
	Council	https://cmis.hullcc.gov.uk/CMIS/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=duyahK4PQC7JSPB9UmUf1nUXyXUIL1DS0MnxnYriU%2bKv10wrv8jeXg%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNIh225F5QMaQWCtPHwdhUfCZ%2fLUQzqA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9lXnlq%3d%3d=hFflUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFflUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5olA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJFf55vVA%3d	
	Kirklees Council	Summary and recommendation at the beginning https://democracy.kirklees.gov.uk/documents/s5812/Huddersfield%20Sub-Committee%203%20September%202015.pdf	
London Boroughs	London Borough of Barnet	Front sheet providing details of all applications including recommendations http://www.nelincs.gov.uk/committees/committees.aspx?commid=24&meetid=2425	

Development Management Committee Data 2011/12 to 2015/16

Financial Year 2015/16

DMC Meeting Date	Duration of DMC	No of Reports	No. of Application Reports	No. Red Carded
09-Apr-15	cancelled			
30-Apr-15	0.5	4	1	1
28-May-15	2.3	7	5	3
25-Jun-15	0.9	2	1	1
16-Jul-15	1.6	7	4	1
13-Aug-15	0.5	3	1	0
03-Sep-15	0.9	3	1	0
24-Sep-15	cancelled			
15-Oct-15	1.2	5	2	2
05-Nov-15	cancelled			0
26-Nov-15	1.3	5	2	1
17-Dec-15	2.7	5	2	1
14-Jan-16	0.3	5	2	0
04-Feb-16	Cancelled			
Totals	7.9	46	21	10
Total Cancelled	4			
Total Meetings Scheduled	14			
Total Meeting Held	10			

Financial Year 2014/15

DMC Meeting Date	Duration of DMC	No of Reports	No. of Application Reports	No. Red Carded
17-Apr-14	cancelled			
08-May-14	cancelled			
05-Jun-14	1	4	1	1
16-Jun-14	cancelled			
17-Jul-14	4.5	7	5	5
14-Aug-14	3	5	3	3
04-Sep-14	0.2	2	0	0
25-Sep-14	1.1	4	2	0
16-Oct-14	1.4	5	1	0
06-Nov-14	cancelled		3	3
27-Nov-14	2.3	8	5	2
18-Dec-14	2.8	6	6	3
15-Jan-15	cancelled			
05-Feb-15	1.7	6	3	0
26-Feb-15	cancelled			
19-Mar-15	1.4	6	2	2
Totals	11.2	53	31	19
Total Cancelled	6			
Total Meetings Scheduled	16			
Total Meeting Held	10			

Financial Year 2013/14

DMC Meeting Date	Duration of DMC	No of Reports	No. of Application Reports	No. Red Carded
25-Apr-13	3.6	5	3	1
09-May-15	0.7	5	2	1
30-May-13	4.1	10	4	4
20-Jun-13	1.9	7	5	2
11-Jul-13	0.6	3	1	0
01-Aug-13	0.9	4	2	1
12-Sep-13	2.4	7	4	1
03-Oct-13	1.9	7	4	3
24-Oct-13	0.5	5	1	1
21-Nov-13	4.5	11	6	2
05-Dec-13	0.8	2	1	0
23-Jan-14	3.6	9	5	2
13-Feb-14	1.2	5	2	1
06-Mar-14	0.8	4	2	1
27-Mar-14	2.7	6	3	2
Totals	30.2	90	45	22
Total Cancelled	0			
Total Meetings Scheduled	15			
Total Meeting Held	15			

Financial Year 2012/13

DMC Meeting Date	Duration of DMC	No of Reports	No. of Application Reports	No. Red Carded
03-Apr-12	2.8	1	1	0
17-May-12	2.5	4	5	3
31-May-12	3.6	7	6	4
21-Jun-12	1.2	7	3	2
12-Jul-12	2	3	6	2
02-Aug-12	2	4	3	2
28-Aug-12	1.7		3	1
13-Sep-12	2.9	7	4	3
18-Sep-12	3.5	7	2	1
04-Oct-12	2.6	5	7	4
25-Oct-12	4.5	11	6	3
14-Nov-12	1	2	3	1
13-Dec-12	3.3	9	6	1
03-Jan-13	1	5	3	2
24-Jan-13	3.3	4	8	5
14-Feb-13	0.9	6	2	1
28-Mar-13	2.2		3	1
Totals	41	82	71	36
Total Cancelled	0			
Total Meetings Scheduled	16			
Total Meeting Held	16			

Financial Year 2011/12

DMC Meeting Date	Duration of DMC	No of Reports	No. of Application Reports	No. Red Carded
05-Apr-11	cancelled	0	0	0
14-Apr-11	1.94	10	9	2
23-May-11	4.32	1	1	1
26-May-11	4.08	13	8	4
13-Jun-11	2.84	2	2	0
07-Jul-11	1.77	4	1	0
28-Jul-11	2.92	5	2	0
18-Aug-11	2	5	3	3
08-Sep-11	1.3	7	7	2
29-Sep-11	2.3	9	5	1
27-Oct-11	3.6	9	7	5
17-Nov-11	1.8	4	2	2
08-Dec-11	2.9	6	6	4
12-Jan-12	4.6	12	11	4
09-Feb-12	1.4	6	5	1
29-Feb-12	4.5	14	12	9
22-Mar-12	0.6	5	3	0
Totals	42.87	112	84	38
Total Cancelled	1			
Total Meetings Scheduled	16			
Total Meeting Held	15			

Breakdown of Applications Received 2011/12 to 2015/16(YTD)

Type of Application	2011/12	2012/13	2013/14	2014/15	2015/16 (YTD)
Majors	17	25	25	26	21
Minors	164	193	170	147	155
Others (inc TPO)	571	611	561	744	705
Total Apps	752	829	756	917	881
Total No. of Red Carded Applications	38	36	22	19	10
Total No. of Non Red Carded Applications Considered by DMC	46	35	23	12	11
Total No. of Applications Considered by DMC	84	71	45	31	21

NON EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

8 June 2016

Review of Closed Circuit Television System Recommendations CCTV Scrutiny Panel

Cabinet Lead: Councillor Briggs

Key Decision: No

1.0 Purpose of Report

- 1.1 At its meeting held on 29 March 2016, the Scrutiny Board considered a report (Appendix A) from the CCT Scrutiny Panel, setting out its findings and recommendations following a review of the Council's current CCTV system.
- 1.2 The Scrutiny Board reluctantly, after much consideration, accepted that: the current CCTV system no longer fulfilled a majority of the original objectives; that some existing CCTV cameras might not meet the Surveillance Commissioner's 2013 code of practice; and the current system did not represent value for money for the residents of Havant Borough Council and should be discontinued.

2.0 Recommendations

- 2.1 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.

2.2 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.

Appendices

Appendix A – Report of the CCTV Scrutiny Panel

Implications

As set out in Appendix A

HAVANT BOROUGH COUNCIL

Scrutiny Board

Tuesday, 29 March 2016

Review of Close Circuit Television (CCTV)

Report by the CCTV Scrutiny Board

FOR RECOMMENDATION

Cabinet Lead: Tony Briggs

1.0 Purpose of Report

1.1 The purpose of this report is to present a summary of the CCTV Panel's review of the Council's CCTV system.

2.0 Recommendations

- (a) The Cabinet be advised that 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
 - (v) That in case crime and anti social behaviour in the town centres increases to a reasonable point in the future then alternative modern digital solutions be investigated forthwith
- (c) Council be recommended to

- (i) agree that in the future should a Office of Police and Crime Commissioner/Hampshire Constabulary generated requirement for a modern, digital, fully integrated, centrally monitored CCTV system seek financial support, Havant Borough Council would actively consider providing a financial contribution commensurate with other authorities
 - (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

3.0 Dissenting Recommendation

Recommendation

3.1 The Cabinet be recommended to agree to:

3.1.1 the current system being continued until :

- (a) alternative options can be explored with the incoming Police and Crime Commissioner and Chief Constable.
- (b) traders associations are given time to consider whether they wish to fund provision for their areas and implement their plans.
- (c) a Hampshire-wide provision of CCTV is implemented.
- (d) new technology allows the cost of CCTV provision to be considerably reduced.

3.1.2 A further review should be conducted in 18 months time to allow a decision to continue prior to setting the 2018/19 budget, by which time the above options should have been exhausted.

Supporting Statement

- 3.2 CCTV is valued by the public, local businesses and the Police particularly in our town Centres.
- 3.3. The Panel has reviewed the impact of the Borough's CCTV provision, and believes it provides important community safety functions that cannot easily be met through other initiatives. As outlined in the 2013 survey, over 82% of residents feel happy to have CCTV, over 65% feel safer as a result of CCTV provision and 69% believe it should continue to be funded by the Council.
- 3.4 The first objective of the Council's CCTV system is to deter crime and anti-social behaviour. Whilst it is difficult to directly connect statistics relating to crime with the CCTV system, it is the case that crime has fallen in our town centres that are covered by CCTV.

- 3.5 The CCTV system is regularly used by the Police. It is considered important to helping with the detection and protection against crime and particularly with the deployment of resources. The Panel observed the police making effective use of the CCTV to make decisions about the deployment of officers to events. Therefore, the current CCTV system remains fit for this purpose
- 3.6 Whilst the police are unwilling to fund CCTV provision, there may be changes of approach with the upcoming election for Police and Crime Commissioner, and the appointment of a new Chief Constable. It would therefore be prudent to wait until these appointees are in place and are able to consider the possibility of police funding. It is also possible that a Hampshire-wide system may be created (possibly monitored at Netley or Winchester) – with the inherent cost savings possible through such an initiative. It would therefore be appropriate to continue local CCTV provision until these options have been exhausted.
- 3.7 Thriving town centres are vital to the future of the Borough, and evidence from businesses demonstrates the importance they give to prevention of crime and disorder. Businesses currently contribute £32.7M in business rates – with the Council retaining £3.3M. In order to build the night-time economy, CCTV has an important role to play in maintaining a safe environment for patrons. Maintaining effective CCTV provision would demonstrate the Council's support for business and growing the economy of our town centres.
- 3.8 Some town centres are supported by effective traders associations, which have the ability to bring together businesses with an interest in a thriving town centre economy. These associations could decide to provide an alternative to Council CCTV system. As there is no traders association for Havant town centre, it is not possible for an alternative funding provision from traders to be put in place at this time.
- 3.9 The Panel has also identified that some cameras outside of town centres do not comply with current regulations and will need to be decommissioned. This may result in some minor savings.

4.0 Summary

- 4.1 The Panel's deliberations have been hindered by time constraints which have not enabled the Panel to properly investigate the legal and financial aspects for alternative solutions to the current system before the existing operational contract notice period and funding for the entire system expires.
- 4.2 The Panel acknowledge that CCTV is valued by the public, local business and the Police. The Police (whom are the primary customers of the CCTV output) in particular use CCTV to obtain situational awareness of an incident enabling the efficient deployment of resources and to gather evidence.
- 4.3 However, CCTV can also be considered as invading a person's privacy, as it is capable of putting them under surveillance and recording their movements as they go about their day-to-day activities.

4.4 In the light of evidence and advice given to the Panel , a majority of the Panel accepted that the current system no longer fulfils a majority of the original objectives and does not represent value for money because:

- (1) the equipment is out of date;
- (2) a majority of the cameras are in the wrong locations and have a limited vision; and
- (3) Considered expensive when compared with other modern technologically advanced solutions

4.5 The majority of the Panel is of the view that a long term solution would be the provision of a County Wide CCTV system monitored by the Police, which has the political and financial support of all districts in the County.

4.6 A majority of the Panel would have liked to retain the existing system until alternatives to the current system could be fully investigated. However, this investigation would involve addressing complex technical, operational, financial and political issues which could not be undertaken in the short time and especially within the time constraints imposed by the Cabinet on 3 February 2016.

4.7 The majority of the Panel therefore, reluctantly, acknowledges that the current system is unfit for purpose, does not represent value for money and should be discontinued.

4.8 However, in the long term, the Panel also considers that the Council should commit itself to a County wide CCTV system to be monitored by the Police and financially supported by all districts in the County.

5.0 Introduction

5.1 The Five Councils Procurement Scrutiny Panel on 20 January 2016 was given an opportunity to consider and comment upon the draft Revenue Budget for 2016/17. The Deputy Leader, Cabinet Lead for Marketing and Development, Chief Financial Officer, the Service Manager (Finance) and the Principal Accountant answered members' questions.

5.2 The key consideration of the Panel related to the retention of the CCTV system. The Panel was advised that in addition to the reasons given by the Cabinet for the removal of the system at the last meeting of the Scrutiny Board (Minute 45/1/2016), the Cabinet did not support the retention of the system because: The evidence submitted was not sufficient to justify claims that CCTV was or was not effective in preventing criminal activity;

- The angle of vision of the cameras was very limited
- A majority of cameras were located in areas which were no longer considered trouble spots.

5.3 The Panel questioned the robustness of the case for the removal of the CCTV system. The majority of the Panel considered that alternative ways of

maintaining a CCTV system at a lower cost had not been properly explored e.g. replacing a live monitoring service with a remote monitoring system or the use of a mobile remote CCTV system.

5.4 In response to these concerns the Cabinet invited Scrutiny to consider the alternative options available, for both the provision and funding, and report back to Cabinet on 1 April 2016

6.0 Membership of the Panel

6.1 Councillors Branson (Scrutiny Board Chairman), Cousins, Hughes, Keast, Mackey, Lenaghan, Pike, Ponsonby, Shimbart, K Smith and Wade.

6.2 Cabinet Lead: Councillor Briggs

7.0 Panel's Brief

7.1 On 3 February 2016, the Cabinet resolved that:

“on the basis that the current contract for CCTV shall not expire until 1 June 2016, Cabinet invites Scrutiny to consider the alternative options available, for both the provision and funding, and report back to Cabinet on 1 April 2016”:

8.0 Scope of the Review

8.1 It was decided to undertake the review in two phases:

- Phase 1 – to ascertain whether the current system was fit for purpose and value for money; and
- Phase 2 – If Phase 1 demonstrated that the current system was not worthy of retention, to investigate alternatives to the system

9.0 Method of the Review

9.1 The principle methods used to undertake the review were:

- Interviews with Council Officers, a representative of a business association, Chief Inspector Holdaway, and a Representative of the management Company of the Meridian
- Request for comments for local Business/Trader Associations
- Requests for Information from Councils who have discontinued their CCTV System
- A visit to the control centre
- Searches on the Internet of CCTV systems provided by other councils
- Advice from the Information Commissioner Office
- A survey undertaken by Big Brother Watch

10.0 Restraints

10.1 The work of the Panel has been hampered by the following constraints:

Legal

- 10.2 The contract came into effect from the 1st June 2012, for a year, with the option to extend for a further 3 years to the 1st June 2016. There is no provision for the contract to be extended beyond that date.
- 10.3 Notice has also been given to BT that the Council does not want to continue with the Redcare service for the cables connecting the CCTV System.

Financial

- 10.4 The Budget 2016/17 does not include provision for CCTV or the funding of alternative systems.
- 10.5 The Council is expected to have an underspend £1,188m (including CIL money) in this financial year, which will be transferred into the Council's Reserves. The Chief Financial Officer had strongly advised the Scrutiny Board on 26 January 2016 that reserves should not be used to fund running costs of the CCTV system.

Time

- 10.6 On 2 June 2015 the Scrutiny Board recommended the Cabinet to retain the current CCTV system in the budget for 2016/17. The Cabinet deferred consideration of the system until the budget process commenced for 2016/17. The Scrutiny Board was not formally notified of the Cabinet's decision to remove the CCTV system from the budget until a day before the Board was due to meet to discuss the budget for 2016/17. Although the Cabinet agreed to the Panel investigating alternatives to the system, it imposed an unrealistic time limit to properly consider alternatives and identify ways this could be funded.

Havant Town Centre

- 10.7 Unfortunately the businesses in Havant Town Centre are not represented by a Business or Traders Association. It was therefore not possible to ascertain the view of businesses in this centre within the timescale of the review.

11.0 Witnesses

- 11.1 Witnesses who gave evidence to the Panel were:

- Mr Payne, Leigh Park Traders
- Mr Daniels, BTWShiels
- Chief Inspector Holdaway
- Tim Pointer, Neighbourhoods Development Team Leader

- 11.2 Mr Babb of Emsworth Business Association submitted written comments.

12.0 The Current System

- 12.1 The system comprises 46 active cameras, mainly town centre and transport hubs, covering in the main shops and licensed premises.

- 12.2 The CCTV control room staff of four provides 6188 hours of live monitoring per year on a 7 day per week 18 hours per day rota.
- 12.3 There is a direct radio link to Hampshire Police control room and three local Shop Watch schemes.
- 12.4 The current cost to Havant Borough of public space CCTV provision is £154,096.

	£
Staffing - Legion	78,500
Maintenance - Chroma	11,600
BT Redcare	52,496
Rent	3,500
Electricity	3,000
Other	5,000
Total	154,096

Note – “other” includes parts not covered by maintenance contract, sundry items, air conditioning etc.

- 12.5 The Panel has been advised that the cameras and cables will be removed after the expiration of the Legion and Redcare contracts: the cameras may be sold to offset some of the decommissioning costs. The net costs of decommissioning of the system will be approximately £20,000.

13.0 Phase I – Is the Current CCTV System fit for Purpose and Value for Money

- 13.1 The Panel initially directed its attention to whether the current system is fit for purpose by considering whether the current system met the following objectives set by the Council when it introduced the system in 1999:

- To tackle crime and anti-social behaviour
- To increase public reassurance by reducing the fear of crime
- To support the emergency planning process
- To inform the emergency services response to major incidents
- To assist in the security and management of the Council’s assets

- 13.2 The Panel also considered whether the current camera locations compliant with the Surveillance Commissioner’s 2013 code of practice.

Does the System Tackle Crime and Anti-Social Behaviour?

- 13.3 The existing system is only having a limited impact on crime and ASB as evidenced by the reduction of arrests attributed to the system. Although the Police advised that the loss of the CCTV system will have an impact on the Police, there is no data linking arrests with CCTV usage. The Panel was advised by Chief Inspector Holdaway that a change in policy has resulted in a reduction in the number of arrests.- the police now summons to court for such

offence as shoplifting when appropriate He therefore suggested that offences leading to an arrest were not a good performance indicator to use for the effectiveness of CCTV.

- 13.4 The Police advised that HBC's system was one of a number of CCTV footage sources used by the Police: CCTV footage from shop systems was also used. The Police also used body worn cameras.
- 13.5 The Police and Leigh Park Traders gave evidence that the current cameras were no longer in the right positions to be of use and the fields of vision were inadequate. There are also an insufficient number of cameras and fields of vision to enable the system to be used to track and apprehend persons suspected of having committed a crime.
- 13.6 The Leigh Traders relied upon their own CCTV systems and local Shopwatch: suspicious behaviour was mainly reported direct to the Police. Havant's Shop watch system was less developed than Leigh Park's scheme with only three business taking part in the scheme: unlike Leigh Park, Havant Town Centre did not have a Business or Traders Association. The Meridian Centre is well covered by its own CCTV system which is not linked to the police and covers only its own property.

Does the System Increase Public Reassurance by Reducing Fear of Crime?

- 13.7 The public generally like CCTV and feel safer because of it. A survey conducted in 2013, and evidence from the Police, the Meridian Centre property Management Company, the Emsworth Business Association and ward councillors indicated that there was clear support for the continuance of the CCTV system.
- 13.8 However, although the Leigh Traders Association acknowledged that the public considered that CCTV was a deterrent, it felt that the current system was unfit for purpose and was of little benefit to traders.

Does the System Aid the Emergency Services?

- 13.9 The location of the cameras has proved to be of little value to the emergency planning process or indeed to major incidents as the CCTV control room is potentially placed in the area of greatest threat and would therefore be evacuated if the Town Centre was at risk.

Since the introduction of the CCTV system, advances in mobile telecommunications systems allow the location of an individual calling the emergency services to be automatically displayed in Police Operations Centres. The Next Generation of 999 systems (NG999) is seeking to enable individuals to transmit live imagery direct to the operations centre from their handsets.

Does the System Assist in the Security and Management of the Council's Assets?

- 13.10 The main Council asset covered by the system is the Bus Station which could be provided with its own recording system.
- 13.11 Since the last control room upgrade technology has advanced and therefore the system is already dated. The actual cameras are dated and out of warranty, they are no longer supported by the manufacturer. The Panel was advised that current CCTV system used by some traders in Leigh Park were more effective and up to date than the Council's cameras.
- 13.12 The control room and cameras were upgraded in 2009/10 to enable digital recording. The cameras are of a type that is no longer supported by the manufacturer and therefore have a limited life. The control room and recording equipment is in relatively good condition but there is a growing need for maintenance of the air conditioning and display screens.

Are the current camera locations compliant with the Surveillance Commissioner's 2013 code of practice?

- 13.13 The code was developed to explain the legal requirements operators of surveillance cameras were required to meet under the Protection of Freedoms Act.

“Using surveillance systems can be privacy intrusive. They are capable of placing large numbers of law-abiding people under surveillance and recording their movements as they go about their day to day activities. You should therefore carefully consider whether or not to use a surveillance system. The fact that it is possible, affordable or has public support should not be the justification for processing personal data.....”

- 13.14 There is a requirement to undertake regular assessments of every single camera to ensure that they are a necessary and proportionate response to the problem that they had been placed to tackle. An evaluation and privacy impact assessment are therefore required for each existing camera.
- 13.15 An initial assessment of the usage/demand placed of the existing cameras has indicated that with the exception of the camera system in Havant Town Centre there is very little demand and therefore potentially justification for their continued usage.
- 13.16 The Panel noted two occasions where incidents of violence were alleged to have taken place in the proximity of council owned CCTV systems. On analysis, the position of the cameras (height, angle, distance from scene) resulted in the capture of inconclusive imagery that was unable to support the subsequent investigations. On the other hand, those who visited the control room were given very good examples of how cameras can assist the police in establishing the need to deploy officers to a site; Car number plate recognition was also demonstrably good.

Conclusion

- 13.17 The Current system is not fit for purpose for the following reasons

- With the exception of providing public reassurance and reducing the fear of crime the CCTV system no longer fulfils the Councils stated objectives.
- The system is already dated and likely to need remedial work to maintain in the future.
- With the possible exception of the cameras in the town centres there is a concern that very few of the remaining cameras would potentially meet the “necessary and proportionate” test as set by the Surveillance Commissioner’s Code of Practice and therefore their continued usage may not be justified.

14.0 Does the current surveillance system represent value for money?

- 14.1 Havant Borough Council is the sole provider of funds to the CCTV system yet it has been established that Hampshire Police are the main beneficiaries of the service. The Panel has been advised that attempts to raise funding for the CCTV system have unsuccessfully been sought from the Police and local business. In the case of the Police, Chief Inspector Holdaway confirmed previous advice, that if the Police funded HBC’s CCTV system it would be obliged to fund all the CCTV provided by the Council across the County, which the force could not afford.
- 14.2 The available data would indicate that there has been a sizeable reduction in arrests and incidents captured by the system.
- 14.3 The existing system relies on cameras at fixed locations established over ten years ago as being the most appropriate to address surveillance objectives. They do not afford any coverage outside of the immediate arc of vision and many are still located in areas where crime has dropped considerably and cannot be relocated to other areas where anti-social behaviour incidents have increased.

Conclusion

- 14.4 It is clear that the Police value the CCTV system as an effective resource as it enables them to scan an area before deploying officers to respond to issues especially in town centres.
- 14.5 However, the Council does not benefit substantially from the existing CCTV system. The system is also very limited in its scope as it is in fixed locations and therefore unable to respond to matters arising in other parts of the borough. It is questionable therefore as to whether the system therefore presents Havant Borough Council value for money.

15.0 Experience of Council’s Who Have Discontinued CCTV

- 15.1 The Big Brother Watch Report 2016 indicated that that the following Councils had ceased funding their CCTV systems:

- Ceredigion
- South Bucks
- Forest of Dean
- Craven
- Copeland
- Eden
- Tandridge
- Suffolk Coastal
- Rushcliffe

15.2 These Councils were requested to indicate whether there had been an effect on crime figures and whether the public have noticed the difference. To date the Councils have replied as follows:

South Bucks District Council

- 15.3 In April 2014 South Bucks District Council decided to switch off the CCTV cameras in their district. A decision was made to keep the cameras in situ as it would have cost more money to have removed the cameras and poles and there was always the possibility of them being switched on again in the future.
- 15.4 With regards to crime figures, there has been no notable increase in crime (although the cameras were installed primarily in town/ village centres where we tend to not see burglary dwelling offences and have very little violent crime linked to night-time economy).
- 15.5 Residents' Responses – A few residents who have complained that the loss of the CCTV cameras has denied them access to footage from the cameras on road traffic incidents. In all these cases the cameras, even if switched on would not have captured the incidents as they were pointing the opposite way.

Cumbria Council

- 15.6 The districts in Cumbria indicated they would no longer fund CCTV, so the Police and Crime commissioner stepped in with some funding to upgrade the system. It is now monitored from a central hub at Police headquarters.
- 15.7 Three other Councils, not mentioned in the report have discontinued CCTV:

Weymouth and Portland District Council

- 15.8 The Cabinet had reached the point where closure of their CCTV system was necessary to make service review savings. The Office of the Dorset Police and Crime Commissioner is leading a review and has proposed a pan Dorset CCTV system at a centralised location to incorporate a number of smaller systems this would result in considerable savings for the Council. The OPCC has also identified substantial capital funds to enable this proposal.

Lancaster City Council

- 15.9 Lancaster City Council (January 2016) the Councils budget proposals on the 19th January 2016 recommended that the Council no longer funds the public CCTV system from April 2017.

Carmarthenshire Council:

- 15.10 The Council requested Police & Crime Commissioner to utilise Police funding to maintain the CCTV service. He declined to do so the Council agreed to cease funding of live monitoring of CCTV (February 2015).

16.0 Phase 2 - Alternatives to the Current CCTV System

- 16.1 The following options had been investigated by the Panel/Officers:

- (1) the viability of entering into a joint CCTV system with Gosport and Fareham Councils. However, the costs of £50,000 to £70,000 could not be justified;
- (2) using mobile cameras. A camera had been purchased. However, the costs of installing the cameras could not be justified and there were doubts whether their use would pass the privacy impact assessments;
- (3) Redeployable wireless CCTV

WCCCTV, who are a leading supplier of wireless CCTV, have advised that they provide a 4G system whereby cameras can be left recording and then subsequently viewed if an incident is reported within the cameras scope.

They are predominantly used in conjunction with a staffed CCTV control room but could be deployed separately.

The cost per camera over a three year period would be in the region of £10K but this would be dependent upon the actual wifi usage.

The most common usage of their cameras is to deploy to a particular area and monitor activity such a fly tipping.

- (4) CCTV Van

The Safer Havant Partnership had funded a mobile CCTV van that was capable of deployment to crime and anti social behaviour hotspots. The Panel could consider the costs and benefits of providing re-deployable surveillance equipment to the Police to enable them to combat crime and anti social behaviour. The Panel was advised by the Police that mobile vans had limited uses and were resource intensive.

An AS newly equipped CCTV van with tower would be in the region of £100K.

- (5) ARC

Two ARC providers of remote monitoring have been asked if they provide a public space CCTV delivery service. However there are concerns that this would represent monitoring from a control room and raises employment and TUPE issues.

“Secure it” who deliver such a service in Birmingham have advised that they can potentially utilise current or install new Cameras and then transmit the product to a Central hub which can in turn transmit images to a Police control room. The cost in Birmingham comes in at Circa £7,000 - £8,000 per camera per year once the initial capital payments have been made.

- (6) Encourage Shop Owners/Businesses to provide CCTV Coverage Of their Premises

If business/shops provided better coverage of their premises, this would make the shops/business more secure and at the same time enable the police to more effectively apprehend suspects across shopping centres/areas.

Mr Daniels of BTWShiels indicated that the centre might be prepared to take control of the cameras on the outside of the Meridian Centre.

The Panel noted that in the case of Hayling Island, community associations/halls had provided their own CCTV systems.

- (7) Direct control of the CCTV Cameras by the Police Control Room

Chief Inspector Holdaway indicated that the Police were willing to investigate the possibility of controlling the existing cameras from the Police Control Room

- (8) Purchase Mobile Cameras for Use by the Police

To Improve the Public's level of confidence in relation to crime and anti Social behaviour.

- (9) Consider a communication campaign to raise awareness of how safe it is to live in Havant.

- (10) Encourage Shop Owners/Businesses to provide CCTV Coverage Of their Premises

If business/shops provided better coverage of their premises, this would make the shops/business more secure and at the same time enable the police to more effectively apprehend suspects across shopping centres/areas

- (11) To Improve the Public's level of confidence in relation to crime and anti Social behaviour

Consider a communication campaign to raise awareness of how safe it is to live in Havant. Inform the public that while a small number of council-owned CCTV cameras were being switched off, there has been a significant increase in privately owned mobile video devices, including; private/business CCTV systems, vehicles having 'dashboard' cameras, all Hampshire Police Officers are equipped with 'body worn video' cameras and the majority of the general public have video recording capability integrated into their mobile phones, all of which would assist the Police in gathering evidence.

17.0 Implications

- 17.1 **Resources:** There is no budgetary provision in the 2016/17 for CCTV. Continuing to provide a non-statutory service such as CCTV in future years must be viewed in the light of the wider budget position. The Council is working towards filling a £1.4m budget gap over the next 3 years and projects underway will not fill the whole budget gap. The new Government's plans for further austerity could increase the size of the gap through cuts in funding, additional responsibilities or potentially increased demand for statutory services following proposed legislation such as welfare reform and Right to Buy. Because the Council is required to set a balanced budget approving the continuation of CCTV at this time will limit the Council's options for meeting its strategic aims of continuing to provide key frontline services and not increase Council Tax.
- 17.2 **Legal:** In developing recommendations for CCTV, regard has been given to ensuring that these measures comply with all relevant legislation. The contract with Legion came into effect from the 1st June 2012, for a year, with the option to extend for a further 3 years to the 1st June 2016. There is no provision for the contract to be extended beyond that date.
- 17.3 **Strategy:** The employment of CCTV within the Borough directly impacts the perception of safety of Havant. This has an additional effect of our mission as a council, making Havant increasingly prosperous and putting customers at the centre of what Havant does.
- 17.4 **Risks:** the lack of CCTV within the Borough could contribute to levels of crime, both petty and serious.
- 17.5 **Communications:** Hampshire Constabulary have been contacted regarding the use of CCTV within the Borough.
- 17.6 **For the Community:** The active use of CCTV benefits community safety.
- 17.7 **Consultation**

Discussions regarding CCTV have been undertaken with Havant Borough Council officers and leading councillors.

Appendices:

None

Background Papers:

Big Brother Watch Report – February 2016

Report by the Environment and Neighbourhood Quality Panel on a Review of CCTV (June 2015)

Details on the performance of the CCTV system and locations cameras (December 2015)

Responses to questions raised by the Panel relating to the location, operation and effectiveness of the current CCTV system

Costings of the current CCTV system

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HAVANT BOROUGH COUNCIL

CABINET

8 June 2016

REVIEW OF OUTSIDE BODIES

Report by Councillor Shimbart

Cabinet Lead: Councillor Wilson

Key Decision: N/A

1.0 Purpose of Report

- 1.1 Each year the Council appoints representatives to outside organisations.
- 1.2 In May 2015, I was appointed by Full Council to oversee and take an active and informed role in the management of the Council's appointments to outside organisations.
- 1.3 In August 2015 I made an interim report to Cabinet and it was recommended that a further analysis be undertaken a view to ceasing representation on those bodies that do not represent good value to the Council.

2.0 Recommendations

- 2.1 The Cabinet be recommended to cease appointing representatives to the following outside bodies:
 - Relate
 - We Big Local
 - West of Waterlooville Arts Panel
 - Havant Sports Association
 - Southleigh Youth Recreation Hall
 - Leigh Park Community Association Management Committee
 - South Eastern Hampshire Clinical Commissioning Group
 - Age Concern
- 2.2 The Cabinet replace a representative on an outside body if the representative does not attend meetings or submit feedback forms.
- 2.3 The Cabinet remove the Alleygating Panel from the list of outside organisations and include this Panel in its list of Working Parties and Panels.
- 2.4 The Cabinet appoint representatives to the outside organisations listed in Appendix F.

3.0 Summary

3.1 This report aims to analyse the Council's current representation on outside organisations and the value it represents to the authority, with a view to cease representation on those bodies that do not represent good value.

4.0 Outside Organisations

4.1 The Council currently appoints representatives to serve on 47 organisations (see Appendix A, Table 1). 3 organisations do not currently have a representative appointed.

4.2 These organisations fall into 5 categories

Category	Comments
It is a mandatory requirement	Cannot cease representation – either legislation requires representation or the Council has entered into a partnership agreement
The organisation receives funds from the Council	Representation is discretionary Unless the Council's representative considers that representation is no longer useful to the Council, it is recommended that the Council appoints a representative to ensure that its financial input is not misused
The organisation lease property from the Council	In these cases the lease normally requires the organisation to have councillor(s) on its management committee. Representation is considered necessary to enable the Council to protect its interest in the building
The organisation is of a local government strategic or policy group	Representation is discretionary Representation on these organisation is considered valuable
The organisation has community or strategic value	Representation is discretionary The work of the Organisation may be of use to the Council.

A breakdown of the outside organisations into these categories is set out in Appendix A, Table 1.

4.3 In April 2015 organisations were requested to provide information relating to their organisation and indicate whether they still required councillor representation. 25 Organisations responded to this survey: 52% of the non mandatory responses

requested representatives from the Council. Details of the responses are set out in Appendix B.

- 4.4 In May 2015 outside organisations were requested to supply details of meetings to be held in 2015/16: 48% of these organisations responded.
- 4.5 The Council has been able to ascertain that 82 % of the outside organisations have held meetings and a total of 124 meetings have been held by these organisations since May 2015. I have been able to ascertain that 89% of meetings held by the outside organisations have been attended by our representatives. Details of these meetings are shown in Appendix A, Table 2.
- 4.6 It must be noted that some outside organisations deal with confidential matters and are therefore unable to provide details of meetings. Also, some of the outside organisations detailed in Appendix A, Table 1 are volunteer-run and do not produce a formal agenda or minutes.
- 4.7 The ultimate sanction the Council may take if an organisation does not hold meetings or respond is to withdraw representation. The following non mandatory organisations do not appear to hold any meetings and have failed to respond to the Council:
- Relate
 - Domestic Violence Focus Group

The Domestic Violence Group has advised that although it does not hold regular meetings, Councillor representation is needed if the Group is required to meet at short notice in the event of a death by domestic violence.

However, as the Council's representative to Relate attends as a member of the public and as such, it is recommended that the Council ceases to appoint a representative to a meeting that the public can attend.

Recommendation

Cease representation on the following outside organisations:

- Relate

- 4.9 The Safer Havant Partnership has also advised that although it does not hold regular meetings, Councillor representation is needed if the Partnership is required to meet at short notice in the event of a major issue.
- 4.10 Community First Wessex appear to have not held any meetings during 2015/16. Although Community First Wessex receive funding from the Council, they have indicated that it is not essential to have Councillor representation as they have excellent working relationships with Councillors and officers. The Council's representative has recommended that the organisation does not require representation.

However, the Council gives a substantial grant to Community First Wessex (£49,860) and this body is also currently taking over the lease for the Leigh Park Community Hall, as the Leigh Park Community Hall Association is folding. It is therefore recommended that the Council continues to appoint a representative to this outside body.

- 4.11 Although Making Space do not to appear to have held any meetings they received funding from the Council. It is therefore, considered that representation continue to protect the Council's interests.
- 4.12 Although Havant Thicket Reservoir Stakeholder Group have held no meetings this year, they have requested a representative so they can keep the councillor updated on any developments and seek feedback, as and when required.
- 4.13 Hampshire Buildings Preservation Trust hold one AGM a year and have requested a Councillor to attend. The Council representative has recommended that the Council should cease appointing a representative to this organisation. However, the Cabinet Lead for Governance, Logistics and HR believes there is value in attending this organisation and has suggested he attend these meetings in future.
- 4.14 We Big Local do hold meetings and feedback received from Councillors is that they are still worth attending. However, as Ward Councillors attend this body regularly, it is recommended that the Council cease appointing a representative to this body.
- 4.15 The Alleygating Panel is an internal cross team panel consisting of officers from various teams and relevant ward members and as such should not be included in the list of outside bodies that the Council appoints to.

Recommendation

- Cease representation on We Big Local
- The Alleygating Panel be removed from the list of outside organisations

5.0 Representatives

- 5.1 The Council currently appoints 26 Councillors to represent the Council on outside bodies. Details of these representatives are set out in Appendix A, Table 3.
- 5.2 The roles of these representatives vary from Committee members to advisory members. A breakdown of these roles is set out in Appendix A, Table 4.
- 5.3 I have been able to ascertain that in total, representatives attend 74% of meetings that they are noted to attend. (Appendix A, Table 5).

6.0 Costs to the Council

- 6.1 The additional costs relating to representation on outside bodies is:

	£
Councillor Expenses	769.00
HBC Funding	252,582.13
Chairman of the Safer Havant Partnership and the Council's Representation on Outside Organisations	<u>5,920.00</u>
Total Costs	259,271.13

- 6.2 Details of the Councillor Expense claims are set out in Appendix C. 52% of the expense claims relate to mandatory outside organisations.
- 6.3 The funding given by Havant Borough Council to outside organisations is set out in Appendix D. This amounts to a cost of £252,582.13.
- 6.4 The allowances scheme agreed by Council on 17 February 2016 remove the allowance for my post, which will be a saving of £5920 for 2016/17.
- 6.5 The officer support to outside organisations includes updating the database in Modern.Gov, sending out letters of appointment and sending reminders for feedback forms. This is currently funded within the Democratic Services Team's budget.

7.0 Feedback Form and End of Term Report

- 7.1 The adopted guidance code for Councillors on Outside Bodies requires all councillors appointed to an outside organisation to complete a meeting feedback form after each scheduled meeting to ensure that each appointment continues to represent value to the Council. A system has been introduced to remind representatives of the requirements to submit a feedback form after each meeting they have attended.
- 7.2 Although it is clear the representatives are attending a majority of the meetings held by the organisations that have been appointed to, only 18% of the meeting feedback forms that should have been submitted have been received. The fact that meetings are being attended indicates that the representatives consider these organisations represent value. However, a lack of any feedback makes it difficult to ensure that the organisation represent any worth to the Council.
- 7.3 Further to the meeting feedback forms, Councillors were asked to complete an 'end-of-term' report on the outside organisations that they attend. A breakdown of the end-of-term reports and meeting feedback forms is attached at Appendix E.
- 7.4 Although the Council could increase the number of reminders and monitor the representatives more closely, the additional administrative costs will outweigh the value of maintaining representation on these organisations. The only other action open to the Council is to replace those representatives, who do not submit feedback forms.

Recommendation

- The Cabinet replace a representative on an outside body if the representative does not attend meetings or submit feedback forms.

7.5 Representatives have recommended that the Council continue to appoint representatives to:

- Age Concern
- Armed Forces Covenant Representative
- Bedhampton Social Hall Association
- Cowplain Activity Centre Association
- Emsworth Maritime Historical Trust
- Hampshire (South East) Road Safety
- Hampshire Health and Adult Social Care Select Committee
- Havant Citizens Advice
- Havant Housing Association
- Hayling Island Community Centre Association
- Local Government Association Coastal Issues Special Interest Group
- Off the Record
- The Police and Crime Panel
- Portsmouth City Council Health Overview and Scrutiny Panel
- The PUSH Joint Management Committee
- The PUSH Overview and Scrutiny Committee
- Solent Forum
- Southern and South East England Tourist Board
- Spring Arts and Heritage Centre
- Springwood Centre
- Staunton Panel
- The Sussex Downs and Coastal Plain Local Action Group
- Waterlooville Area Community Association
- Wecock Community Centre Association
- West of Waterlooville Forum
- Westbrook Hall Association

7.6 From the feedback submitted, the representatives had advised that the following groups are of little or no value to the Council:

- West of Waterlooville Arts Panel
- Havant Sports Association
- Southleigh Youth Recreation Community Hall
- South Eastern Hampshire Clinical Commissioning Group

Recommendation

The Cabinet cease appointing representatives on the following outside organisations:

- The West of Waterlooville Arts Panel
- Havant Sports Association
- Southleigh Youth Recreation Community Hall
- South Eastern Hampshire Clinical Commissioning Group

- 7.7 Although the representative recommends to continue appointing to Age Concern, the Cabinet Lead has advised the original purpose of a representative on this body is no longer relevant and recommends to cease this appointment.

Recommendation

The Cabinet cease appointing representatives on the following outside organisation:

- Age Concern

- 7.8 This report has detailed the outside bodies that represent value to the Council and should continue to have a representative appointed to them. Appendix F details those bodies identified as representing value to the Council with a representative appointed. Appendix G is the reasoning identified for the continued appointment to each outside body.

Recommendation

- The Cabinet appoint representatives to the outside bodies listed in Appendix F.

8.0 Implications

8.1 Resources:

As an approved duty, if members choose to claim subsistence allowance for attendance at meetings, this will be a charge against the Council's budget for which funding is available.

8.2 Legal:

None arising directly from this report.

8.3 Strategy:

It is essential that the Council has an input into the running of those organisations that either provide services to the Borough or use Council resources in order to function.

8.4 Risks:

Having no involvement in the way these organisations are run may have an adverse effect on the Council should criticism arise.

Increasing the amount of meetings that members attend may draw their time and resources away from other work.

8.5 Communications:

None arising directly from this report.

8.6 For the Community:

Sound management of these organisations must be achieved and the Council should ensure that such organisations are carrying out their duties in the best interests of their customers.

8.7 Consultation

Not Applicable.

8.8 Consultation

The Panel undertook a survey that was circulated to all Councillors.

Appendices:

Appendix A – Outside Bodies Representative Charts
Appendix B – Outside Organisation Responses
Appendix C – Expense Claims
Appendix D – HBC Funding
Appendix E – Councillor Feedback
Appendix F – List of Outside Bodies to Appoint To 2016/2017
Appendix G – Reasoning for Continued Representation

Background Papers: None

Contact: Councillor Gerald Shimbart
Title: Chairman of the Safer Havant Partnership and Council's Representation on Outside Organisations
Telephone: 023 9271 3756
E-Mail: gerald.shimbart@havant.gov.uk

Outside Bodies - Breakdown by Category

TABLE 1

Breakdown of Organisations

Count of Category	Category	Outside Body	Total
Representation Agreed Yes			
1	Mandatory	Chichester Harbour Conservancy	1
		Langstone Harbour Board	1
		Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1
		Police and Crime Panel	1
		Portchester Crematorium Joint Committee	1
	Mandatory Total		5
2	Partnership	Project Integra Strategic Board	1
		PUSH Joint Management Committee	1
		PUSH Overview and Scrutiny Committee	1
		Safer Havant Partnership	1
		Staunton Panel	1
	Partnership Total		5
3	Discretionary - HBC Funded	Making Space	1
		Springwood Centre	1
		Community First Wessex	1
		Havant Citizens Advice	1
	Discretionary - HBC Funded Total		4
4	Discretionary - Local Government/Policy	Alleygating Panel (Ward members as appropriate)	1
		Hampshire (South East) Road Safety	1
		Hampshire and Isle of Wight Local Government Association	1
		Havant Thicket Reservoir Stakeholder Group	1
		Local Government Association (Assembly)	1
		Local Government Association Coastal Issues Special Interest Group	1
		Portsmouth City Council Health Overview and Scrutiny Panel	1
		South East of England Councils	1
		South Eastern Hampshire Clinical Commissioning Group	1
		Standing Conference on Problems Associated with the Coastline (SCOPAC)	1
		Sussex Downs and Coastal Plain Local Action Group	1
		West of Waterlooville Forum	1
	Discretionary - Local Government/Policy Total		12
5	Discretionary - Community Centre	Bedhampton Social Hall Association	1
		Cowplain Activity Centre Association	1
		Hayling Island Community Centre Association	1
		Leigh Park Community Association Management Committee	1
		Southleigh Youth Recreation Community Hall	1
		Spring Arts and Heritage Centre	1
		Waterlooville Area Community Association	1
		Wecock Community Centre Association	1
		Westbrook Hall Association	1
	Discretionary - Community Centre Total		9
6	Discretionary	Age Concern	1
		Emsworth Maritime Historical Trust	1
		Hampshire Health and Adult Social Care Select Committee	1
		Havant Borough Sports Association	1
		Havant Housing Association	1
		Off the Record	1
		Solent Forum	1
		We Big Local	1
	Discretionary Total		8
7	Discretionary	Domestic Violence Focus Group	1
		Hampshire Buildings Preservation Trust	1
		Relate	1
		Southern and South East England Tourist Board	1
		West Of Waterlooville Arts Panel	1
		Armed Forces Covenant Representative	1
		Business Support Investment Panel	1
	Discretionary Total		7
2	(blank)	Project Integra Strategic Board	1
	(blank) Total		1
Grand Total			50

Breakdown by Category

Count of Category	Total
Representation Agreed Yes	
Discretionary	15
Discretionary - Community Centre	9
Discretionary - HBC Funded	4
Discretionary - Local Government/Policy	12
Mandatory	5
Partnership	5
(blank)	1
Grand Total	50

Number of Vacancies

Sum of No. Vacancies	Total
Representation Agreed Yes	
No. Vacancies (Multiple Items)	
Chichester Harbour Conservancy	1
Grand Total	1

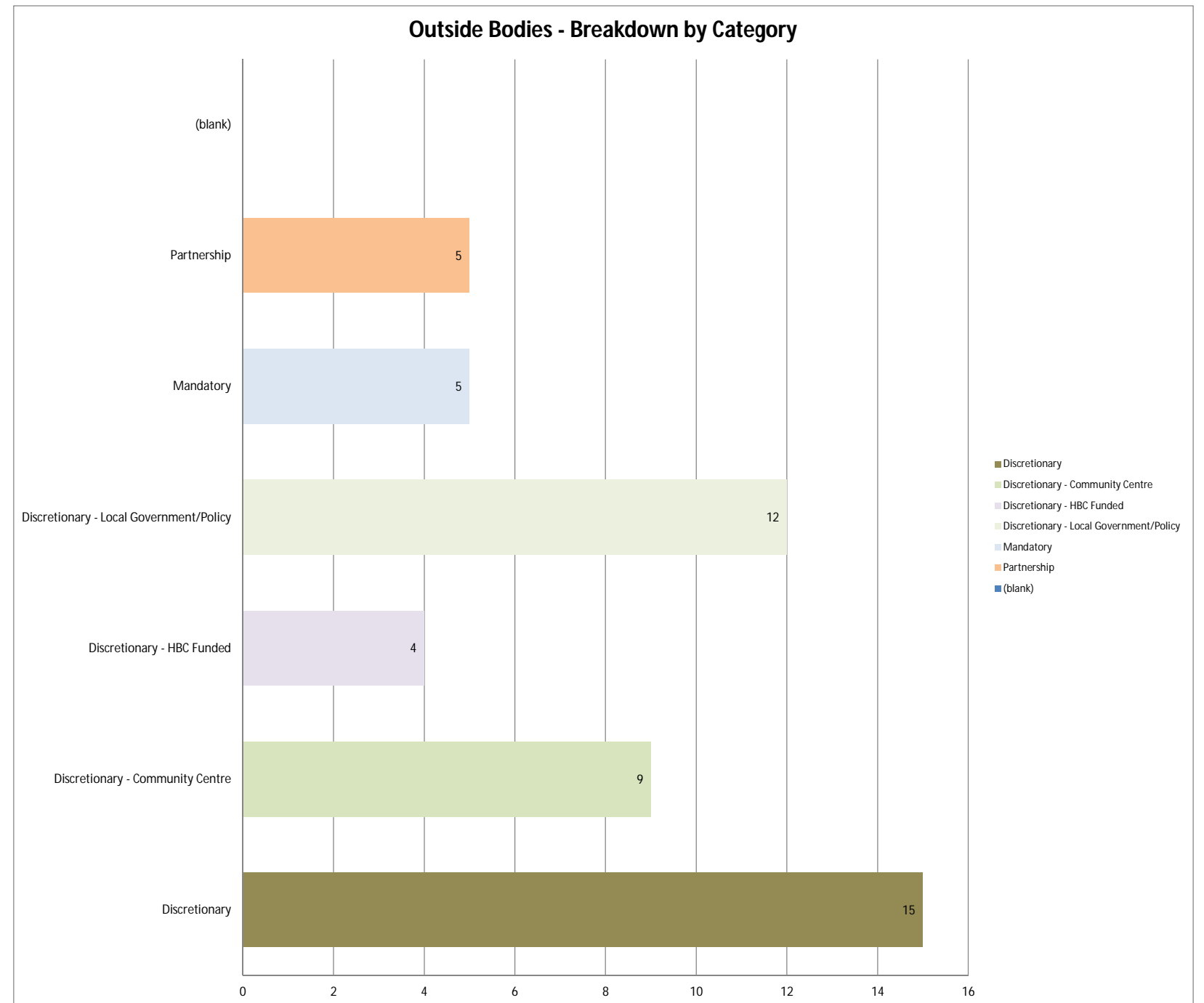
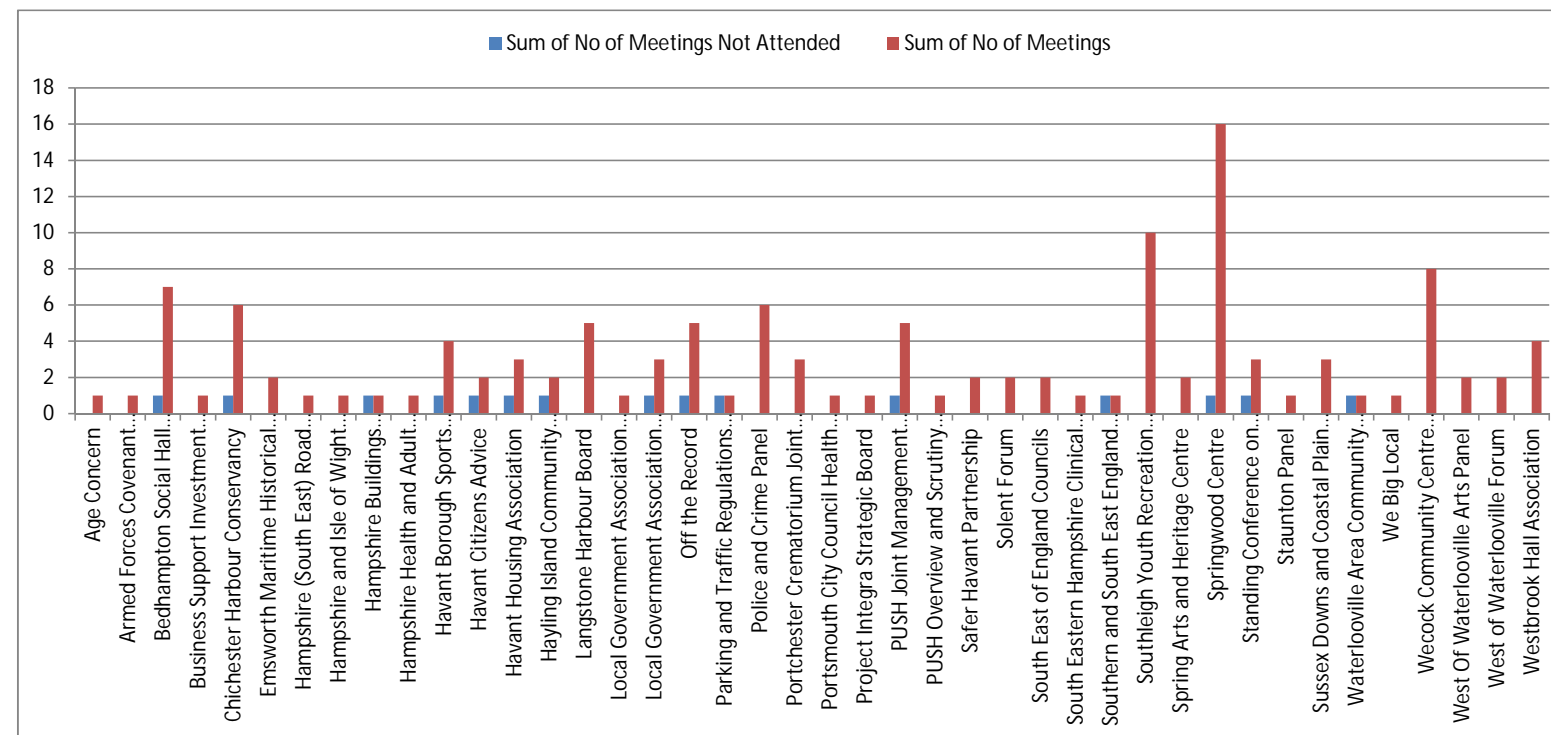


TABLE 2

Outside Bodies - Attendance Statistics

Row Labels	Sum of No of Meetings Not Attended	Sum of No of Meetings
Age Concern	0	1
Armed Forces Covenant Representative	0	1
Bedhampton Social Hall Association	1	7
Business Support Investment Panel	0	1
Chichester Harbour Conservancy	1	6
Emsworth Maritime Historical Trust	0	2
Hampshire (South East) Road Safety	0	1
Hampshire and Isle of Wight Local Government Association	0	1
Hampshire Buildings Preservation Trust	1	1
Hampshire Health and Adult Social Care Select Committee	0	1
Havant Borough Sports Association	1	4
Havant Citizens Advice	1	2
Havant Housing Association	1	3
Hayling Island Community Centre Association	1	2
Langstone Harbour Board	0	5
Local Government Association (Assembly)	0	1
Local Government Association Coastal Issues Special Interest Group	1	3
Off the Record	1	5
Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1	1
Police and Crime Panel	0	6
Portchester Crematorium Joint Committee	0	3
Portsmouth City Council Health Overview and Scrutiny Panel	0	1
Project Integra Strategic Board	0	1
PUSH Joint Management Committee	1	5
PUSH Overview and Scrutiny Committee	0	1
Safer Havant Partnership	0	2
Solent Forum	0	2
South East of England Councils	0	2
South Eastern Hampshire Clinical Commissioning Group	0	1
Southern and South East England Tourist Board	1	1
Southleigh Youth Recreation Community Hall	0	10
Spring Arts and Heritage Centre	0	2
Springwood Centre	1	16
Standing Conference on Problems Associated with the Coastline (SCOPAC)	1	3
Staunton Panel	0	1
Sussex Downs and Coastal Plain Local Action Group	0	3
Waterlooville Area Community Association	1	1
We Big Local	0	1
Wecock Community Centre Association	0	8
West Of Waterlooville Arts Panel	0	2
West of Waterlooville Forum	0	2
Westbrook Hall Association	0	4
Grand Total	15	126



Representation Agreed - Appointments

TABLE 3

Row Labels	Count of Representation Agreed
Bains	1
Cowplain Activity Centre Association	1
Blackett	1
Portsmouth City Council Health Overview and Scrutiny Panel	1
West of Waterlooville Forum	
Branson	3
Chichester Harbour Conservancy	1
Langstone Harbour Board	
PUSH Overview and Scrutiny Committee	1
Spring Arts and Heritage Centre	1
Standing Conference on Problems Associated with the Coastline (SCOPAC)	
Briggs	4
Hampshire and Isle of Wight Local Government Association	1
Portchester Crematorium Joint Committee	1
Project Integra Strategic Board	1
PUSH Joint Management Committee	1
Cheshire	3
Hampshire and Isle of Wight Local Government Association	
Local Government Association (Assembly)	1
PUSH Joint Management Committee	
Solent Forum	1
South East of England Councils	1
Cresswell	1
Chichester Harbour Conservancy	
Emsworth Maritime Historical Trust	1
Langstone Harbour Board	
Edwards	1
Leigh Park Community Association Management Committee	1
Fairhurst	1
Project Integra Strategic Board	1
Guest	4
Hampshire and Isle of Wight Local Government Association	
Hampshire Buildings Preservation Trust	1
Havant Thicket Reservoir Stakeholder Group	1
Local Government Association Coastal Issues Special Interest Group	1
Portchester Crematorium Joint Committee	
Standing Conference on Problems Associated with the Coastline (SCOPAC)	1
Hart	1
Making Space	1
Howard	2
Domestic Violence Focus Group	1
West Of Waterlooville Arts Panel	1
Hughes	2
Armed Forces Covenant Representative	1
West of Waterlooville Forum	1
Keast	1
Westbrook Hall Association	1
Lenaghan	2
Hayling Island Community Centre Association	1
Langstone Harbour Board	1
Mackey	2
Community First Wessex	1
Southleigh Youth Recreation Community Hall	1
Patrick	1
Springwood Centre	1
Pike	
Langstone Harbour Board	
Rees	1
Business Support Investment Panel	1
Satchwell	
Langstone Harbour Board	
Sceal	1
Waterlooville Area Community Association	1
Shimbart E	
Langstone Harbour Board	
Shimbart G	4
Langstone Harbour Board	
Police and Crime Panel	1
Safer Havant Partnership	1
Standing Conference on Problems Associated with the Coastline (SCOPAC)	
We Big Local	1
Wecock Community Centre Association	1
West of Waterlooville Forum	
Smith D	2
Age Concern	1
Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1
Smith K	3
Bedhampton Social Hall Association	1
Chichester Harbour Conservancy	
Hampshire (South East) Road Safety	1
Langstone Harbour Board	
Southern and South East England Tourist Board	1
Turner	1
Sussex Downs and Coastal Plain Local Action Group	1

Representation Agreed - Appointments

Wade	
West of Waterlooville Forum	
Weeks	6
Hampshire Health and Adult Social Care Select Committee	1
Havant Borough Sports Association	1
Havant Housing Association	1
Off the Record	1
Police and Crime Panel	
South Eastern Hampshire Clinical Commissioning Group	1
Staunton Panel	1
Wilson	1
Havant Citizens Advice	1
Grand Total	49

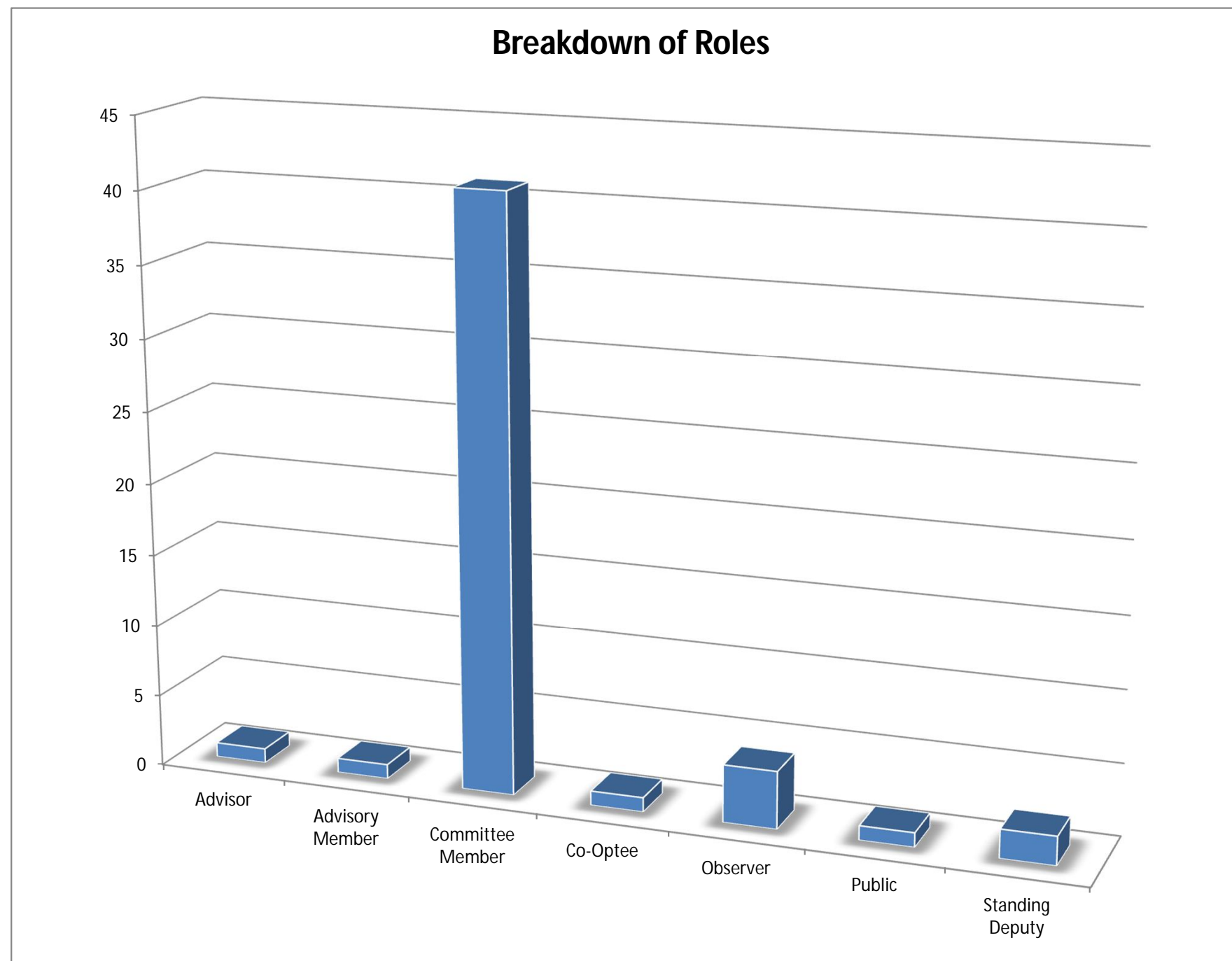
Representatives - Roles

TABLE 4

Details of Representatives Roles

Representation Agreed	Yes
Row Labels	Count of Short Name
Bains	1
Committee Member	1
Blackett	1
Co-Optee	1
Branson	3
Committee Member	3
Briggs	4
Standing Deputy	1
Committee Member	3
Cheshire	3
Committee Member	3
Edwards	1
Committee Member	1
Guest	4
Observer	1
Committee Member	3
Howard	2
Committee Member	2
Hughes	2
Committee Member	2
Keast	1
Committee Member	1
Lenaghan	2
Committee Member	2
Mackey	2
Advisory Member	1
Committee Member	1
Patrick	1
Committee Member	1
Rees	1
Committee Member	1
Sceal	1
Observer	1
Shimbart G	4
Observer	1
Committee Member	3
Smith D	2
Observer	1
Committee Member	1
Smith K	3
Committee Member	3
Turner	1
Committee Member	1
Weeks	6
Advisor	1
Committee Member	5
Wilson	1
Committee Member	1

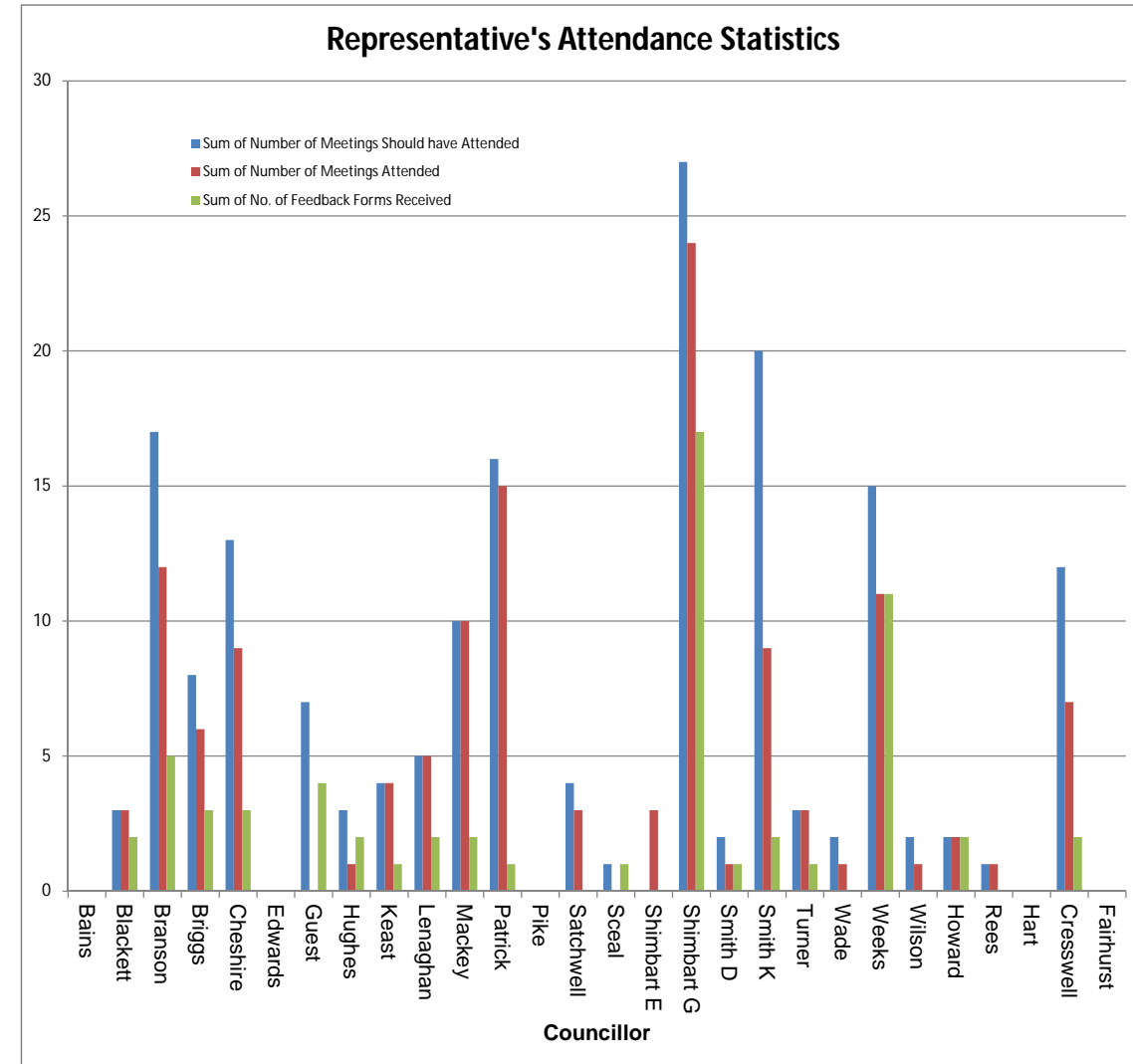
Representation Agreed	Yes
Row Labels	Count of Role
Advisor	1
Advisory Member	1
Committee Member	41
Co-Optee	1
Observer	4
Public	1
Standing Deputy	2
Grand Total	51



Representatives Attendance Statistics

TABLE 5

Data			
Short Name	Sum of Number of Meetings Should have Attended	Sum of Number of Meetings Attended	Sum of No. of Feedback Forms Received
Bains	0	0	0
Blackett	3	3	2
Branson	17	12	5
Briggs	8	6	3
Cheshire	13	9	3
Edwards	0	0	0
Guest	7	0	4
Hughes	3	1	2
Keast	4	4	1
Lenaghan	5	5	2
Mackey	10	10	2
Patrick	16	15	1
Pike	0	0	0
Satchwell	4	3	0
Sceal	1	0	1
Shimbart E	0	3	0
Shimbart G	27	24	17
Smith D	2	1	1
Smith K	20	9	2
Turner	3	3	1
Wade	2	1	0
Weeks	15	11	11
Wilson	2	1	0
Howard	2	2	2
Rees	1	1	0
Hart	0	0	0
Cresswell	12	7	2
Number of Meetings Attended (Multiple Items)			
Count of Short Name			
Short Name	Total		
Blackett	2		
Branson	4		
Briggs	3		
Cheshire	5		
Hughes	1		
Keast	1		
Lenaghan	1		
Mackey	1		
Patrick	1		
Satchwell	1		
Shimbart E	1		
Shimbart G	6		
Smith D	1		
Smith K	4		
Turner	1		
Wade	1		
Weeks	6		
Wilson	1		
Howard	1		
Rees	1		
Cresswell	3		
Grand Total	46		



Appendix B

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
1	Domestic Violence Focus Group	To represent and report back to the Leader on Domestic Abuse	To ensure that Cllrs are aware of what steps are being taken to tackle Domestic Abuse	Three per year	Safer Havant Partnership sub group	A Safer Havant	Yes
2	Havant Thicket Reservoir Stakeholder Group	The councillor is appointed as a key stakeholder	Be informed in relation to developments associated with the reservoir. Provide valuable feedback on aspects that affect the Council or the local community. Represent the voice of local people.	We are not currently holding regular meetings at the current time, as this is not necessary. However, the stakeholder group asked that they be kept updated about any progress and developments	We are the statutory water undertaker for the HBC area and are promoting the development of a reservoir within the HBC area. The reservoir is included in the HBC Core Strategy.	Portsmouth Waters objectives are to supply safe clean drinking water to the population we serve.	We would still like to have a nominated councillor representative that we can keep updated on developments and seek feedback on, as an when required. This requires very little time input and we hope

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
				. Therefore at the current time contact is by way of an email update, as and when required. At the current time this is only once or twice a year.			that this will be possible.
3	Westbrook Hall Association	HBC Representative	To ensure that HBC is fully represented at all meetings, and by ensuring that HBC's corporate strategy on these matters are taken fully into consideration with the decision making. He is	6 per year	The WHA is a fully functional, economically viable community centre for residents at the heart of Cowplain and Hart Plain. The rooms are booked by residents with a plethora of interests, Little People, Muscle Tone, WI etc.	To serve the Community as necessary	Yes, most definitely.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			also the conduit between WHA and the Council.				
4	Community First HEH	HBC Councillor is appointed in an 'advisory' and 'observer' capacity. Councillors are not Trustees. We also have Councillors representatives from EHDC and HCC appointed in same capacity. Annual Report also submitted	Councillors are invited to act as advisers and to provide support and representation to help ensure and maintain good communication between the organisation and our local authority partners. There is no specific job description for this role but in the main it allows us to have a good communication with members	Councillors are not obliged to attend any board meetings but can if they wish. Board meetings are held quarterly. They are invited to attend the AGM event held annually in the autumn and they attend one to one meetings with CEO to be briefed on our priorities	Our Vision is; A thriving and successful voluntary sector which makes life better for everyone Our Mission is; to be the difference that makes a difference in our communities Community First HEH provides advice, support and services to communities across East Hampshire, Havant and beyond. We enable voluntary and community organisations to thrive by providing support and delivering services which promote well being and prosperity. We aim to make life better for those we serve and work with. We achieve this by <ul style="list-style-type: none"> • Providing information and guidance to help local organisations and people make a difference in their neighbourhoods • Promoting the vital work that voluntary organisations do and act 	Our charitable objectives are; <ul style="list-style-type: none"> • To promote any charitable purposes for the benefit of the public, principally but not exclusively in the Borough of Havant and district of East Hampshire and their environs and in particular but not exclusively the advancement of education, the protection of health and relief of poverty, distress and sickness and provide them with the necessary support, information and 	From our point of view it is not essential to have councillor representation as we already have excellent working relationships and regular meetings with a range of officers and councillors. We consider that to be a decision for the local authority. We're happy to maintain current arrangements but we are in process of merger with our

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			around priorities of the local authority	and any substantive changes or to input views of local authority.	<p>as a bridge with local authorities and businesses to share valuable skills and resources.</p> <ul style="list-style-type: none"> • Helping groups raise money for local projects • Recruiting and training volunteers to play an active role supporting their local communities • Providing high quality training for individuals and organisations • Delivering services which help those less able to help themselves, working with communities and individuals who are socially disadvantaged, vulnerable and isolated. For older people we provide lunch clubs, community transport and shop mobility. For younger people we provide specialised youth work and training for those looking for work. For those experiencing mental illness we provide support through volunteering to help build their confidence and self esteem. 	<p>services to enable them to pursue or contribute toward any charitable purpose</p> <ul style="list-style-type: none"> • To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes and in the area of benefit 	<p>sister organisation covering Winchester. It would be helpful to align Cllr representation with EHDC, WCC and HBC to avoid complicated and bureaucratic governance and monitoring arrangements.</p>
5	Leigh Park	Under clause					

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
	Community Association	8.2 of the Associations Lease with Havant Borough Council it was agreed that up to two representatives from Havant Borough Council shall serve on the Management Committee of the Association. The Association values the contribution given by Havant Borough Council representatives.					
6	Hampshire Buildings Preservation Trust	The appointed Councillor is an Observer	Objectives would be for your Authority to be better informed and to	We would hope your Councillor would attend our AGM (this	Our remit is to help to protect/preserve Hampshire's fine architectural heritage	Our objectives focus on enhancing the county's heritage by caring for its buildings.	Yes please we would like a representative.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			have input into our organisation	year on Friday 6 November) and would also invite him/her to any special events			
7	Portchester Crematorium Joint Committee	The Portchester Crematorium Joint Committee comprises not only your 2 representatives but also reps from Portsmouth, Fareham and Gosport. It discharges statutory powers which have been delegated to it by the 4 local authorities.					

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		Annual Report also submitted					
8	Portsmouth Health Overview and Scrutiny Pane Terms of Reference also submitted	The councillor is appointed as a co-opted member of the panel		The councillor will be required to attend all HOSP meetings (approximately 6 during the municipal year) as well as informal meetings with the Portsmouth CCG and Portsmouth Hospitals Trust (these are both held quarterly). There are also visits arranged, for example to			We still require a representative from Havant Borough Council for the Portsmouth HOSP. In total we have 6 co-opted members representing councils within the Hampshire area.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
				different departments in QA, which members are invited to attend and they find these valuable.			
9	Waterlooville Area Community Association	The councillor is appointed as an observer and as a representative of Havant Borough Council.	The councillor is able to act as a vital link between the Association and Council. He is able to inform us of council procedures and assist us with any issues we may have.	The Committee meets monthly and the councillor is invited to attend every meeting.	We are a Community Association offering rooms for private hire to a wide variety of social and leisure groups and party functions; we also sponsor some groups/activities and there is a café facility on the premises. If by area the letter means in terms of location, we cover Waterlooville and the surrounding area.	Our Charitable objectives are as a learning and leisure facility.	Absolutely; his input is invaluable.
10	Wecock Community Centre Association	The councillor is appointed as an observer. The councillor gives help and advise		Councillor attends monthly meetings.	Hartplain ward and neighbouring areas.	Our community centre is in an area of deprivation (top 10%) We are here to promote the benefit	Yes we do still require representation.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		as needed.				of inhabitants of the Hartplain Electoral Ward and neighbouring areas. To advance education, improve social welfare for recreation and leisure time with the object of improving the conditions of life. To manage the community centre in cooperation with local authorities.	
11	The Spring Arts & Heritage Centre Trustee Overview Role Description submitted	Councillor Jackie Branson currently sits on the board as a representative of Havant Borough Council. She is a Trustee of the organisation with full voting	We hugely appreciate having councillors on the board. They not only hold us to account for proper and effective use of the grant provided by the	The trustees meet six times a year, including the AGM. The Council representatives are invited to all meetings. In total The		In terms of our organisational objectives, The Spring Arts & Heritage Centre is a small place where big things happen. We are the Borough's arts centre and museum, providing a rich and	These appointments are actually written into our Memorandum of Association (constitution) and so are currently a requirement for our governance

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		rights. Hampshire County Council also appoint a trustee in a similar capacity	Council, but they are able to keep us up to date with social, political and economic trends within the Borough. We also think the HBC Council representative is very important as our building is owned by HBC. Councillor Branson was part of the board last year when The Spring won the national Winifred Tumim Prize for good governance. We particularly	Spring has 12 board members.		varied mix of cultural activities. The Spring's main purpose is to use vibrant and engaging arts and heritage experiences to help make Havant, Hampshire and the surrounding region a better place to live. To do this we have three key business aims: 1. To reach, engage and attract a wide range of audiences 2. To present a well-regarded programme of high quality, fit-for-purpose events, workshops, exhibitions and heritage	structures. We would really appreciate the continuation of a council representative on our board if at all possible. We think they are extremely valuable to us and really appreciate Councillor Branson's support of the organisation.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			ask that Council representatives help inform us of relevant information that may affect or influence our ways of working. We also hope that because of their greater understanding of the organisation that they will be able to advocate for us both within the Council and with the other people they meet. All our trustees, including the Council representatives, are asked to deliver to the			<p>3. To deliver what we commit to deliver, within a viable business model</p> <p>To do this we present and manage five different strands of work:</p> <ol style="list-style-type: none"> 1. Live events and films screenings 2. Participatory events and opportunities 4. Visual arts and heritage exhibitions, heritage collections and care 5. Cultural advice and support services (for individuals and organisations) 	

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			Trustee role description			<p>6. Community services (such as room hire and the café)</p> <p>All strands are delivered across a range of artistic and cultural activities including theatre, music, visual arts, craft, comedy, heritage, dance and circus. The Spring works to ensure these activities and opportunities take place both within the Spring's building and 'beyond our walls' across the Borough.</p>	
12	South East England Councils	Each member local authority nominates a senior councillor	Havant's nominated councillor will ensure the	•There are two All-Member meetings per	• SEEC has a wide remit, which includes effective representation of local authority interests on issues affecting South	• SEEC promotes the views and interests of local authorities in our	Yes

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		to represent its interests on SEEC. Please see below for further details on the opportunity for councillors to become Executive members.	council's views are represented in SEEC work, discussions and submissions to Government. As set out below SEEC works to influence Government policy and funding decisions on matters of strategic interest to South East local authorities, including fair funding, economic development, planning, housing & transport. Nominated councillors are	year. The next All-Member Meeting, and AGM, is taking place on 25 June 2015. • Executive Meetings take place three times a year, but only for representatives who are on the Executive Committee (the current Havant BC representative is not, but is eligible for selection). • All members also receive invitations to approximately two free,	East councils • Our work priorities include: arguing for greater funding for SE local authorities, and for more investment in South East infrastructure; making the case for SE strategic transport projects and an effective planning system that supports councils in delivering local needs.	area, and works to: o Strive for a fair funding deal for the South East o Promote the South East's position as a leading global economy o Act as a single democratic voice for South East interests o Monitor the pulse of the South East.	

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			<p>able to:</p> <ul style="list-style-type: none"> Attend SEEC All-Member meetings twice a year, including voting for SEEC office holders at the AGM. Stand for election as a SEEC office holder, Executive member (which would lead to a further three half-day meetings per year). Be nominated to occasional specialist SEEC working groups. 	high-level workshops / conferences each year on priority topics (an invitation has recently been sent for a housing & infrastructure summit on 19/03/15)			
13	Langstone Harbour	Councillors are required to be	The Board is the statutory	The Board meets 5 times	The area of the Board's jurisdiction is all of Langstone Harbour up to	The Board's objectives are as	The Board will continue to

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
	Board	appointed to the Langstone Harbour Board in accordance with the Provision of Part II of the Pier and Harbour Order (Langstone Harbour) Confirmation Act 1962 (as amended).	harbour authority for Langstone Harbour. The council's representatives will ensure that the authority is properly resourced and governed to meet its statutory obligations and the legitimate needs of its stakeholders.	each year.	mean high water.	follows: <ul style="list-style-type: none"> • Ensure the harbour is properly funded to carry out its core functions for safety, conservancy, education and interpretation. • Provide an uninterrupted and cost effective Pilotage service • Maintain clear navigation channels • Manage environmental features in the harbour • Provide other cost effective services for the benefits of harbour users 	require councillor representation unless the relevant provisions of the 1962 Order are amended.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
						<ul style="list-style-type: none"> • Comply with appropriate standards of governance • To participate in appropriate local, regional and national consultation. 	
14	Havant Borough Sports Association	The councillor is looked upon as an Adviser.	To support and advise members on matters arising from Council matters	Six meetings are held each year (eg bi-monthly)	All sporting matters including financial eg Grants, Loans etc, the sharing of information and/or various experiences, or any new Council policies, plans etc.	Objectives are those stated above, plus supporting sports clubs 'across the board', in fact anything to do with Sport.	Yes please, councillor representation is highly valued by all clubs and is one of our 'selling points' when attracting new member clubs
15	Hampshire Police and Crime Panel	Appointed Panel member with voting rights on behalf of Havant Borough Council, in line	Havant BC is able to scrutinise and support the Police and Crime Commissioner	There are usually four formal all-day meetings per year which meet on a	I'm sure you know what HCC and the PCP does so I won't answer this – here is the PCP's website if helpful: http://www3.hants.gov.uk/hampshire-pcp	As per 4.	Yes. As per the Panel arrangements, it would be helpful if Havant's membership

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		with the Police Reform and Social Responsibility Act 2011 and Panel Arrangements	for Hampshire through its participation on the Panel	rotational basis in locations of Hampshire and the IOW, plus ad hoc briefings. Members may voluntarily decide to sit on sub-committees or working groups of the Panel. Havant BC is able to claim back travel costs for any such meetings through the PCP grant, which Hampshire holds.			could remain the same as per the agreement that all would be appointed for a four year term, to match that of the current PCC.
16	Age Concern	The councillor	We would hope	Meetings	Our organisation covers the whole	Our objectives are	With regard to

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		would be appointed as an observer only due to the fact that we now have a Corporate Trustee and no longer have councillors as trustees.	that the council's representative could achieve the objective of acting as a conduit for older peoples' views	would be ad hoc ones with our Chief Executive as necessary	of Hampshire providing services for people over the age of 55.	as the Vision, Mission and Values statement attached	representation, it would be very good for us to have a contact within the Council with whom views and concerns of older people can be discussed
17	Hampshire Road Safety Council Terms of reference Submitted						We would request that an elected Member from Havant Borough Council be included in accordance with the Terms of Reference. I have attached the current Terms of Reference
18	Sussex Downs and	It is probably worth noting					

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
	Coastal Plain (SDCP) Local Action Group (LAG) Membership roles and responsibilities attached	that the LAG area includes only a very small part of Havant Borough, the rural area at the north of Hayling Island. It was felt that a Hayling Island Councillor would be best placed to represent the interests of rural businesses on the island.					
19	Standing Conference on Problems Associated with the Coastline SCOPAC	Cllr David Guest is appointed to SCOPAC as a representative and has voting rights. Other members of the Council,	The purpose of the member representation is to provide member led support to the protection of the coast. This includes	Following reconstitution of SCOPAC the meeting frequency per year now stands at 3 – 1 field visit and 2 committee	SCOPAC covers issues relating to the protection of the coastline. This extends to beach formation, sea bed erosion, storm damage, emergency repairs, flood defences, coastline contingency planning and research into the coastline.	The purpose of SCOPAC is to create a forum that members, council officers and representative from other organisations are able to meet to discuss and share	SCOPAC will always require member representation. Member engagement means that SCOPAC remains a transparent

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		specifically members of the Coastal Defence Panel, also attend as guests/observers. They are welcome to speak but do not have voting rights.	bringing forwards issues faced by Havant with regard to the coastline, sharing experiences and having a public service approach. Members are also charged with ensuring responsible spending of public funds to protect the coastline in the area.	meetings. There may be more as necessary.		knowledge and information regarding the coastline. This creates a collaborative and holistic approach to coastline defence. The primary objective of SCOPAC is to protect the coastline with a member led perspective.	and responsible, while contributing significantly to discussion and proposed research.
20	PUSH Joint Management Committee	Can I ask that you speak with Sandy and or your Councillor representative Cllr Michael Cheshire, both	Should wish to know more about the work of PUSH, then please also visit the PUSH website at: www.push.gov.uk				

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		of whom will be in a position to answer your queries.	<u>k</u> .				
21	PUSH Overview and Scrutiny Committee	Can I ask that you speak with Sandy and or your Councillor representative Cllr Michael Cheshire, both of whom will be in a position to answer your queries.	Should wish to know more about the work of PUSH, then please also visit the PUSH website at: www.push.gov.uk .				
22	West of Waterlooville Forum	Councillors are directly appointed to the Forum by Winchester City Council and Havant Borough	Although the Forum has no formal decision making powers it can make recommendations to the parent	The Forum shall meet in public (at least 3 times per year) and shall, so far as possible, seek	The West of Waterlooville Forum will oversee the transition of the major development area at West of Waterlooville from a new community to established community.	The objectives for the Forum are as set out in its Terms of Reference, which are attached as set out in Cabinet Report CAB2667,	Yes

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		Council and also by Hampshire County Council. Winchester's appointments are made by Cabinet at the first meeting of the Municipal Year. Although the Forum has no formal decision making powers, it can make recommendations to the parent authorities of Havant and Winchester on the most suitable arrangements	authorities of Havant and Winchester on the most suitable arrangements for democratic and community representation within the MDA with a target that such arrangements become fully functioning from April 2016 at which point the Forum will be wound up. In order to do this, the Forum shall:-	to engage fully with the public.		which was approved as set out at the meeting of Cabinet held on 18 March 2015. The three primary objectives of the West of Waterlooville Forum are now as follows: 1. To comment and advise on the next stages of the implementation of the West of Waterlooville master plan, in particular major elements of community infrastructure. 2. To ensure the success of the	

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
		for democratic and community representation within the MDA.	<ul style="list-style-type: none"> • Discuss the issues which arise out of these opportunities and challenges; • Advise the relevant decision-making authorities on these issues; • Consider the infrastructure and facility requirements. 			community development activities undertaken within the development area and advise on how these should progress. 3. To secure the establishment of appropriate local democratic structures for the emerging community that will take responsibility for representing the area from April 2016.	
23	Off the Record	Observer	To report back to the appropriate	4	Counselling, support and information for young people aged 11-25	Mission Statement – Off the Record aims to relieve and	Yes - We have valued the councillor

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
			committee at HBC			<p>prevent suffering of young people aged 11 to 25, in South East Hampshire, by offering them access to a range of free and confidential services which encompass: information, counselling, crisis support, educational and preventative services, befriending and opportunities for self-development.</p> <p>Objectives and Powers – For the relief of sickness and hardship amongst young people</p>	<p>representation from HBC and found this support to be a great asset, supportive and informative to the service. It has been an extremely useful communication and relationship link between community and local authority. We hope this arrangement can continue.</p>

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
						focused within the Borough of Havant and the City of Portsmouth and their respective environs in and bordering South East Hampshire	
24	Southern and South East England Tourist Board	Member of Tourism Council.	Provide a local and regional view on tourism issues.	Typically only one meeting each year.	Our activities include a range of domestic and international marketing campaigns, PR and web promotions, training courses, research and visitor information services, networking opportunities and advocacy.	Our mission is to provide services and expertise that support the performance and growth of tourism businesses, working with local authorities, attraction operators, accommodation providers and associated industries.	We do still require councillor representation.

	Outside Body	The councillor is appointed in what capacity?	What objectives would you envisage the council's representative to achieve?	How many meetings will the councillor be called to attend?	Please give a brief synopsis of the areas covered by your organisation	What are the organisations objectives?	Does your organisation still require councillor representation?
25	Emsworth Maritime and Historical Trust	The councillor is appointed as an observer.	The council's representative attends to give advice on matters concerning council regulations and also on Havant Borough Council's plans and policies affecting Emsworth Maritime and Historical Trust (Emsworth Museum)'s continuing use of the premises as tenant.	The representative can attend 2 – 3 meetings annually (up to a maximum of 6). He/she receives the minutes of every meeting and can attend all if he/she so wishes.	Emsworth Maritime and Historical Trust (a registered Charity) administers Emsworth Museum – a small independent museum run by volunteers and funded by Membership subscriptions, grants, donations and fund raising events.	Objectives – to collect and care for photographs, documents, artefacts etc. relating to the history of Emsworth, its people, buildings, trades, industries and businesses and to display them for the public to view and carry out research. Emsworth Museum is fully accredited by Arts Council England.	A clause in the lease of the property says the landlord may require one representative to serve on the governing body. The landlord is Havant Borough Council.

APPENDIX C

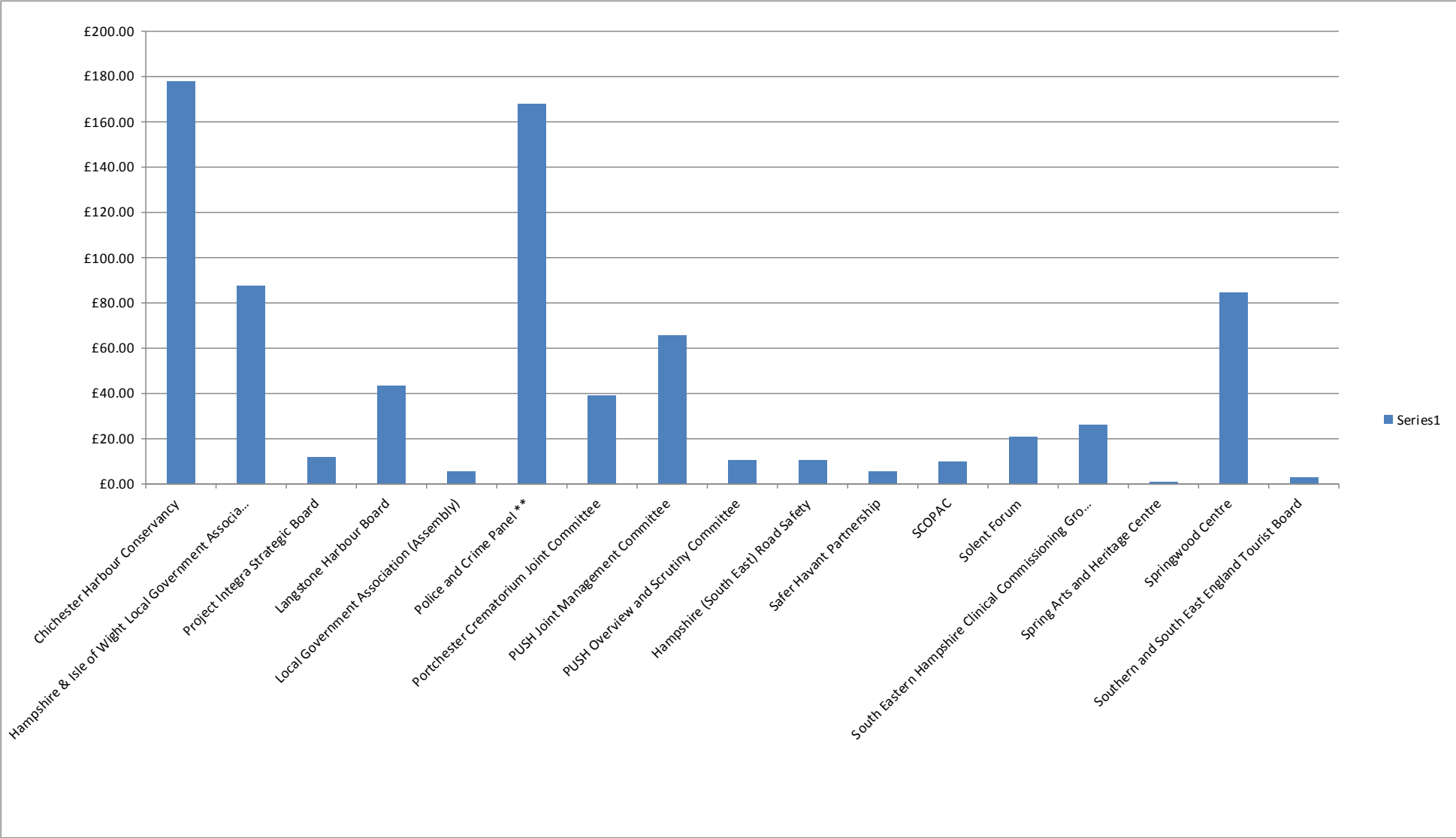
OUTSIDE ORGANISATION	OVERALL EXPENSES CLAIM FOR FINANCIAL YEAR 2015/16 (up to January 2016)*
Chichester Harbour Conservancy	£177.75
Hampshire & Isle of Wight Local Government Association	£87.49
Project Integra Strategic Board	£11.70
Langstone Harbour Board	£43.43
Local Government Association (Assembly)	£5.40
Police and Crime Panel **	£167.95
Portchester Crematorium Joint Committee	£38.90
PUSH Joint Management Committee	£65.55
PUSH Overview and Scrutiny Committee	£10.35
Hampshire (South East) Road Safety	£10.35
Safer Havant Partnership	£5.40
SCOPAC	£9.90
Solent Forum	£20.70
South Eastern Hampshire Clinical Commissioning Group	£26.10
Spring Arts and Heritage Centre	£0.90
Springwood Centre	£84.45
Southern and South East England Tourist Board	£2.70
TOTAL	£769.02

* Figures as we were able to ascertain - not a comprehensive list

** Expenses relating to the Police and Crime Panel are reclaimed from the Police Commissioner

OUTSIDE ORGANISATIONS - EXPENSES CLAIMS IN THE FINANCIAL YEAR 2015/16 (up to January 2016)*

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APPENDIX D

Havant Borough Council Funding to Outside Organisations

Name of Outside Organisation	Total Funding
Community First Wessex	£49,860.00
Havant Citizens Advice	£127,380.00
Making Space	£14,580.00
Project Integra	£5,557.00
PUSH Joint Management Committee	£11,347.00
The Spring Arts & Heritage Centre	(Arts Centre) £22,230.00 (Museum) £13,410.00
Standing Conference on Problems Associated with the Coastline	£3,488.13
Staunton Country Park Management Committee (a.k.a. Staunton Panel)	£5,000.00
TOTAL:	£252,582.13

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APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
Age Concern	Cllr D Smith	1	<p>Representative - I feel it was beneficial to both parties.</p> <p>Cabinet Lead for Governance, Logistics and HR - The original purpose of having a Councillor attending, ie. as a Trustee is no longer relevant. I think they are really now just another lobby group representing a particular segment of the population.</p>	No
Alleygating Panel (Ward members as appropriate)	n/a			No
Armed Forces Covenant Representative	Cllr G Hughes	1	Havant Borough Council is a signatory of the Armed Forces Covenant. As such, we should demonstrate our commitment to the Covenant by continuing to engage with any group or organisation that is associated with the covenant. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Bedhampton Social Hall Association	Cllr K Smith	4	I recommend that we continue to appoint a Councillor to this body.	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
Business Support Investment Panel	Cllr E Rees	7		Yes
Chichester Harbour Conservancy	Cllr J Branson Cllr K Smith Cllr R Cresswell (S. Deputy)	7	Cllr Branson: Required by Act of Parliament and needed to represents HBC interests. I recommend that 2 Havant Borough Councillors continue to attend meetings of this outside organisation.	Yes
Community First Wessex	Cllr C Mackey	0	I have had no CFHEH meetings at all this year but have one fixed for next week with its CEO.	No
Cowplain Activity Centre Association	Cllr N Bains	0	I recommend that we continue to appoint a Councillor to this body.	Yes
Domestic Violence Focus Group	Cllr C Howard	0	I have never attended a meeting of the Domestic Violence Focus Group.	Yes
Emsworth Maritime Historical Trust	Cllr R Cresswell	2	Yes - A grateful appreciation for the grant received Excellent service providers The Council should maintain a link with the trust	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			An important historical information finder	
Hampshire (South East) Road Safety	Cllr K Smith	1	I recommend that we continue to appoint a Councillor to this body.	Yes
Hampshire and Isle of Wight Local Government Association	Cllr T Briggs Cllr M Cheshire	3	It is essential that Havant is represented at this meeting to ensure that we are kept appraised of all issues that are relevant ion the Hampshire area. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Hampshire Buildings Preservation Trust	Cllr D Guest	0	<p>Representative - I do not recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.</p> <p>Cabinet Lead for Governance, Logistics and HR - I think that this role has a wider impact than some of the other groups, as it has an impact on our environment and visual amenity of the Borough for future generations. If the current representative doesn't wish to attend then I would be happy to</p>	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			go.	
Hampshire Health and Adult Social Care Select Committee	Cllr Y Weeks	1	It is an opportunity to take any concerns that we have to another level regarding Health & Adult Social Care. I recommend that for the foreseeable future a Havant Borough Councillor continues to attend meetings of this outside organisation - To be reviewed.	Yes
Havant Citizens Advice	Cllr M Wilson	1	I do believe that it is important to have representation on the board, not only due to funding but also as this informs our relations with the public regarding access to Council services such as benefits; ie. if residents are accessing the CAB with regard to council services then we can benefit directly from the feedback.	Yes
Havant Borough Sports Association	Cllr Y Weeks	4	I don't think there are any benefit to HBC. I do not recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	No

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
Havant Housing Association	Cllr Y Weeks	2	<p>Contact between HHA and HBC housing team is already established. Julia Potter is Chairman of the board of HHA. As a member of the board the councillor has no voting rights however HHA wishes for councillor support.</p> <p>I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.</p>	Yes
Havant Thicket Reservoir Stakeholder Group	Cllr D Guest	0	<p>The Council has a direct interest in partaking in discussions on the Reservoir as it will have a direct impact on the Borough. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.</p>	Yes
Hayling Island Community Centre Association	Cllr A Lenaghan	0	<p>Being a Council owned building I think it is essential representation is continued. They are also an example of good practice in running such a place and could demonstrate this to others if requested. The recent lottery bid has been successful and extensive</p>	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			<p>changes will be made to the structure and the offer to the public. Another reason for continuing is they could become a prime candidate for self management in the future including possibly managing the park, although this not in their minds at the moment. HICA have never been a drain on HBC and are looking after what is agreed in the lease well. They also appreciate the representation and the guidance I am able to give them on some issues and it is no hardship for me attending whilst holding my position as Hayling West Councillor. I recommend we continue to have an appointed representative.</p>	
Langstone Harbour Board	Cllr A Lenaghan Cllr C Satchwell Cllr E Shimbart (S. Deputy) Cllr G Shimbart Cllr J Branson	2	Langstone Harbour Board is Mandatory like Chichester Harbour Conservancy. It requires 6 HBC Councillors by Act of Parliament.	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
	Cllr K Smith Cllr R Cresswell Cllr T Pike (S. Deputy)			
Leigh Park Community Association Management Committee	Cllr R Cousins	0		No
Local Government Association (Assembly)	Cllr M Cheshire Cllr T Briggs	1		
Local Government Association Coastal Issues Special Interest Group	Cllr D Guest	0	Yes, due to our lengthy coastline. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Making Space	Cllr T Hart	0		Yes
Off the Record	Cllr Y Weeks	3	None at all. However, at the moment financially unstable. Because of the service they provide for young people, if it were to close the impact on the young people of our borough would be horrendous, it would put pressure on GP services Mental Health who are	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			<p>already overburden. It needs an eye kept on.</p> <p>I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.</p>	
Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	Cllr D Smith	0		
Police and Crime Panel	Cllr G Shimbart	6	Council Representation is important. This is at no cost to HBC as mileage expenses are reclaimed from the Police Crime Commissioner. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Portchester Crematorium Joint Committee	Councillor T Briggs Cllr D Guest (S. Deputy)	3		No
Portsmouth City Council Health Overview and	Cllr G Blackett	1	I recommend that a Havant Borough Councillor continues to attend	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
Scrutiny Panel			meetings of this outside organisation – discusses items of importance to the Borough	
Project Integra Strategic Board	Cllr T Briggs	1		Yes
PUSH Joint Management Committee	Cllr T Briggs Cllr M Cheshire	2	HBC is a PUSH partner and it is essential that we attend all PUSH Meetings. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
PUSH Overview and Scrutiny Committee	Cllr J Branson	1	Required by PUSH as part of their remit. All Councils on Push have one representative. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Relate	TBC			No
Safer Havant Partnership	Cllr G Shimbart	2	To be involved with local partners. Officer Feedback: It is important to	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			have a Councillor as Chair as the Board acts as an important link with the Police Commissioner and is needed for major issues within the Borough. With the Partnership soon to be restructured to incorporate other partnerships, it is important to maintain a Councillor representative.	
Solent Forum	Cllr M Cheshire	2	The panel is supported by HBC Leader as part of the LEP membership, and provides useful networking contacts for the future economic development of the Borough in the longer term. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
South East of England Councils	Cllr M Cheshire	2		Yes
South Eastern Hampshire Clinical Commissioning Group	Cllr Y Weeks	1	None at all, as a board member you have no voting rights, the meeting last 3 hours. I spoke to the Leader and I no longer attend. I do not recommend that a Havant Borough Councillor continues to attend	No

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			meetings of this outside organisation.	
Southern and South East England Tourist Board	Cllr K Smith	0	I recommend that we continue to appoint a Councillor to this body.	Yes
Southleigh Youth Recreation Community Hall	Cllr C Mackey	10	There is little justification in a specific appointment; there is sufficient liaison between the Syrch centre users and the officers.	No
Spring Arts and Heritage Centre	Cllr J Branson	2	Required by Spring Art and Heritage constitution. Grant given to then by HBC. Building owned by HBC. Needed to represent HBC interests. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Springwood Centre	Cllr D Patrick	15	I do recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
Standing Conference on Problems Associated with the Coastline (SCOPAC)	Cllr D Guest Cllr J Branson (S. Deputy)t	0	Yes, due to our lengthy coastline. I recommend that a Havant Borough Councillor continues to attend	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			meetings of this outside organisation.	
Staunton Panel	Cllr Y Weeks	1	HBC had given funding of £ 8000 a year up until 2015 hence the interest. However the Country Park is HCC owned and run, it is a really good Country Park and attracts lots of visitors. And its in our borough. I recommend for the foreseeable future that a Havant Borough Councillor continues to attend meetings of this outside organisation – To be reviewed.	Yes
Sussex Downs and Coastal Plain Local Action Group	Cllr L Turner Cllr C Satchwell (S. Deputy)	1	As the LAG as it is known, is shortly to receive over 1.5 million funding from Defra, which will be allocated throughout an area which includes part of Hayling, I strongly recommend that we continue to attend the meetings.	Yes
Waterlooville Area Community Association	Cllr M Sceal	0	I think it helps a lot to go to these meeting at WACA.	Yes
We Big Local	Cllr G Shimbart	1	The Constitution of WBC asks for a Council representative. I recommend that a Havant Borough Councillor	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			continues to attend meetings of this outside organisation.	
Wecock Community Centre Association	Cllr G Shimbart	8	This building belongs to HBC. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	Yes
West Of Waterlooville Arts Panel	Cllr C Howard	2	There is really very little input for a Councillor.	No
West of Waterlooville Forum	Cllr G Hughes Cllr G Blackett Cllr G Shimbart Cllr P Wade	0	Cllr Hughes: The WoW forum is a body that brings together local, parish and county councils and developers together to discuss the issues impacting on delivering 2500 houses, supporting infrastructure and businesses to the West of Waterlooville. It will have a major impact on Waterlooville and its residents. HBC should be fully represented on this body for as long as it continues in order to be fully appraised of activity and impact and to fully participate in any decision points as they arise.	Yes

APPENDIX E

Outside Body	Councillor Representative(s)	Number of Meetings Attended?	Is the Organisation of benefit to the Council? (Councillor Feedback)	Does the Organisation Require Council Representation?
			Cllr Blackett: Very important to keep up to date with any changes that may take place in different areas of development WoW or any increase in numbers of dwellings. I recommend that Havant Borough Councillors continue to attend meetings of this outside organisation.	
Westbrook Hall Association	Cllr D Keast	4	It is a well run association. I recommend that a Havant Borough Councillor continues to attend meetings of this outside organisation.	

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
1	Armed Forces Covenant Representative	One	Cllr G Hughes		None
2	Bedhampton Social Hall Association	One	Cllr K Smith		None
3	Business Support Investment Panel	One	Cllr E Rees		None
4	Chichester Harbour Conservancy*	Three	Cllr J Branson Cllr K Smith Cllr R Cresswell (S. Deputy)	J Branson K Smith J Thomas (S. Deputy) R Cresswell (S. Deputy)	None
5	Community First Wessex	One	Cllr C Mackey		None
6	Cowplain Activtiy Centre Association	One	Cllr N Bains		Ward Councillor
7	Emsworth Maritime Historical Trust	One	Cllr R Cresswell		Clause in Lease states that the Council may appoint one representative to serve on the governing body of the Trust (which is the body concerned with the day to day management of the Trust and its premises)

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
8	Hampshire (South East) Road Safety	One	Cllr K Smith		None
9	Hampshire and Isle of Wight Local Government Association	Two	Cllr T Briggs Cllr D Guest		Must be members of the Executive
10	Hampshire Buildings Preservation Trust	One	Cllr D Guest		None
11	Hampshire Health and Audit Social Care Select Committee	One	Cllr Y Weeks		None
12	Havant Citizens Advice	One	Cllr M Wilson		None
13	Havant Housing Association	One	Cllr Y Weeks		None
14	Havant Thicket Reservoir Stakeholder Group	One	Cllr D Guest		None

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
15	Hayling Island Community Centre Association	One	Cllr A Lenaghan		None
16	Langstone Harbour Board*	Six	Cllr A Lenaghan Cllr C Satchwell Cllr E Shimbart (S. Deputy) Cllr G Shimbart Cllr J Branson Cllr Ken Smith Cllr R Cresswell Cllr T Pike (S. Deputy)	Cllr A Lenaghan Cllr C Satchwell Cllr G Shimbart Cllr J Branson Cllr Ken Smith Cllr R Cresswell Cllr T Pike Cllr G Hughes (S. Deputy) Cllr L Bowerman (S. Deputy)	None
17	Local Government Association (Assembly)	One	Cllr M Cheshire		None
18	Local Government Association Coastal Issues Special Interest Group	One	Cllr D Guest		None
19	Making Space	One	Cllr T Hart		None
20	Off The Record	One	Cllr Y Weeks		None

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
21	Parking Patrol Adjudication Panel and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	One	Cllr D Smith		None
22	Police and Crime Panel*	One	Cllr G Shimbart Cllr Y Weeks (S. Deputy)	Cllr G Shimbart Cllr L Turner (S. Deputy)	None
23	Portchester Crematorium Joint Committee	Two	Cllr T Briggs Cllr D Guest		Must be members of the Executive
24	Portsmouth City Council Health Overview and Scrutiny Panel	One	Cllr G Blackett		None
25	Project Integra Strategic Board	One plus non-voting Standing Deputy	Cllr T Briggs Cllr Fairhurst (S. Deputy)		Must be an Executive Member
26	PUSH Joint Management Committee	One	Cllr M Cheshire Cllr T Briggs (either may		Normally but not necessarily the Leader of the Council

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
			attend, dependent upon circumstances)		
27	PUSH Overview and Scrutiny Committee	One	Cllr J Branson		Both to be non-Executive members
28	Safer Havant Partnership	One	Cllr G Shimbart		
29	Solent Forum	One	Cllr D Guest		None
30	South East Employers	One	New Appointment		None
31	South East of England Councils	One	Cllr M Cheshire		None
32	Southern and South East England Tourist Board	One	Cllr K Smith		None
33	Spring Arts and Heritage Centre	One	Cllr J Branson		None
34	Springwood Centre	One	Cllr D Patrick		None
35	Standing Conference on Problems Associated with the Coastline (SCOPAC)	One	Cllr D Guest Cllr J Branson (S. Deputy)		None
36	Staunton Country Park Management Committee	One	Cllr Y Weeks		None

APPENDIX F

	ORGANISATION	No. Appointments to be made	Appointments 2015/16	Appointment 2016/17	SPECIAL REQUIREMENTS
37	Sussex Downs and Coastal Plain Local Action Group	One	Cllr L Turner Cllr C Satchwell (S. Deputy)		None
38	Waterlooville Area Community Association	One	Cllr M Sceal		None
39	Wecock Community Centre Association	One	Cllr G Shimbart		None
40	West of Waterlooville Forum	Four plus 2 Standing Depts	Cllr G Hughes Cllr G Blackett Cllr G Shimbart Cllr P Wade		Must not be members of DC
41	Westbrook Hall Association	One	Cllr D Keast		None

*Council appointment

APPENDIX G

	ORGANISATION	Appointments 2015/16	Reasoning for Continued Representation
1	Armed Forces Covenant Representative	Cllr G Hughes	Representative has recommended that the Council continues to appoint representative.
2	Bedhampton Social Hall Association	Cllr Ken Smith	Representative has recommended that the Council continues to appoint representative. Council leases the Hall to the Association.
3	Business Support Investment Panel	Cllr E Rees	
4	Chichester Harbour Conservancy	Cllr J Branson Cllr Ken Smith Cllr R Cresswell	Mandatory Appointment/Appointed by Council
5	Community First Wessex	Cllr Mackey	HBC Funded Body The organisation has taken over the lease of the Leigh Park Community Centre.
6	Cowplain Activity Centre Association	Cllr N Bains	Representative has recommended that the Council continues to appoint representative. Council leases the Community Hall to the Association.
7	Emsworth Maritime Historical Trust	Cllr R Cresswell	Representative has recommended that the Council continues to appoint representative.
8	Hampshire (South East) Road Safety	Cllr Ken Smith	Representative has recommended that the Council continues to appoint representative.

APPENDIX G

	ORGANISATION	Appointments 2015/16	Reasoning for Continued Representation
9	Hampshire and Isle of Wight Local Government Association	Cllrs Briggs and Guest	Local Government Policy and/or Strategic Group
10	Hampshire Buildings Preservation Trust	Cllr D Guest	Cabinet Lead for Governance, Logistics and HR has recommended that the Council continues to appoint representative.
11	Hampshire Health and Audit Social Care Select Committee	Cllr Mrs Y Weeks	Representative has recommended that the Council continues to appoint representative.
12	Havant Citizens Advice	Cllr M Wilson	HBC Funded Body
13	Havant Housing Association	Cllr Mrs Yvonne Weeks	Representative has recommended that the Council continues to appoint representative.
14	Havant Thicket Reservoir Stakeholder Group	Cllr David Guest	Body has requested a representative so they can keep the Council updated on any developments and seek feedback, as and when required
15	Hayling Island Community Centre Association	Cllr Andrew Lenaghan	Representative has recommended that the Council continues to appoint representative. Council leases the Community Centre to the Association
16	Langstone Harbour Board	Cllr A Lenaghan Cllr C Satchwell Cllr E Shimbart Cllr G Shimbart Cllr J Branson	Mandatory Appointment/Appointed by Council

APPENDIX G

	ORGANISATION	Appointments 2015/16	Reasoning for Continued Representation
		Cllr Ken Smith Cllr R Cresswell Cllr T Pike	
17	Local Government Association (Assembly)	Cllr Cheshire	Local Government Policy Body and/or Strategic Group
18	Local Government Association Coastal Issues Special Interest Group	Cllr David Guest	Representative has recommended that the Council continues to appoint representative.
19	Making Space	Cllr T Hart	HBC Funded Body
20	Off The Record	Cllr Yvonne Weeks	Representative has recommended that the Council continues to appoint representative.
21	Parking Patrol Adjudication Panel and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	Cllr D Smith	Mandatory Appointment
22	Police and Crime Panel	Cllr G Shimbart Cllr Y Weeks (SD)	Mandatory Appointment/Appointed by Council Representative has recommended that the Council continues to appoint representative.
23	Portchester Crematorium Joint Committee	Cllrs Tony Briggs & David Guest	Mandatory Appointment
24	Portsmouth City Council Health Overview and Scrutiny Panel	Cllr Mrs Gwen Blackett	Representative has recommended that the Council continues to appoint representative.
25	Project Integra Strategic Board	Cllr Tony Briggs with Cllr Fairhurst (Deputy)	Partnership Arrangement

APPENDIX G

	ORGANISATION	Appointments 2015/16	Reasoning for Continued Representation
26	PUSH Joint Management Committee	Cllrs Cheshire and Briggs (either may independent upon circumstances)	Partnership Arrangement Representative has recommended that the Council continues to appoint representative.
27	PUSH Overview and Scrutiny Committee	Cllr J Branson	Partnership Arrangement Representative has recommended that the Council continues to appoint representative.
28	Safer Havant Partnership	Cllr G Shimbart	Partnership Arrangement
29	Solent Forum	Cllr D Guest	Representative has recommended that the Council continues to appoint representative.
30	South East Employers	New Appointment	HBC contribute funding
31	South East of England Councils	Cllr Cheshire	Local Government Policy Body
32	Southern and South East England Tourist Board	Cllr Ken Smith	Representative has recommended that the Council continues to appoint representative.
33	Spring Arts and Heritage Centre	Cllr Branson	Representative has recommended that the Council continues to appoint representative.
34	Springwood Centre	Cllr D Patrick	HBC Funded Body Centre owned by the Council Representative has recommended that the Council continues to appoint representative.

APPENDIX G

	ORGANISATION	Appointments 2015/16	Reasoning for Continued Representation
35	Standing Conference on Problems Associated with the Coastline (SCOPAC)	Cllr David Guest with Cllr Jackie Branson (Deputy)	Local Government Policy Body
36	Staunton Country Park Management Committee	Cllr Mrs Yvonne Weeks	Partnership Arrangement Representative has recommended that the Council continues to appoint representative.
37	Sussex Downs and Coastal Plain Local Action Group	Cllr L Turner	Representative has recommended that the Council continues to appoint representative.
38	Waterlooville Area Community Association	Cllr Mike Sceal	Representative has recommended that the Council continues to appoint representative. Community Centre owned by the Council.
39	Wecock Community Centre Association	Cllr Gerald Shimbart	Representative has recommended that the Council continues to appoint representative.
40	West of Waterlooville Forum	Cllrs G Hughes, Mrs Blackett, Gerald Shimbart and Peter Wade	Representative has recommended that the Council continues to appoint representative.
41	Westbrook Hall Association	Cllr David Keast	Representative has recommended that the Council continues to appoint representative.

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