

Telephone: 023 9247 4174
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EXTRAORDINARY DEVELOPMENT MANAGEMENT COMMITTEE AGENDA

Membership: Councillor Satchwell (Chairman)

Councillors Mrs Shimbart (Vice-Chairman), Crellin, Howard, Lloyd and Lowe

Standing Deputies: Councillor David Guest, Councillor Husky Patel, Councillor Diana Patrick and Councillor Tim Pike

Meeting: Development Management Committee

Date: 1 October 2020

Time: 5.45 pm

Venue: Remote Meeting - Via Skype for Business

The business to be transacted is set out below:

David Brown
Monitoring Officer

22 September 2020

Contact Officer: Mark Gregory 023 9244 6232
Email: mark.gregory@havant.gov.uk

Page

PART A - (Items Open for Public Attendance)

1 Apologies for Absence

To receive and record apologies for absence.

2 Declarations of Interest

To receive and record declarations of interests from members present

in respect of the various matters on the agenda for this meeting.

3 Development Management Committee Deputations Scheme

1 - 20

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 92 446 231

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk. Would you please note that committee reports are subject to changes and you are recommended to regularly check the website and to contact *Mark Gregory (tel no: 023 9244 6232)* on the afternoon prior to the meeting for details of any amendments issued.

Public Attendance and Participation

The meeting will be streamed live online to enable members of the public to watch in real time. The meeting will also be recorded and the recording will be published on the council's website.

IP addresses will not be collected, however in order to function, Skype for Business collects background data limited to when a user enters and leaves the meeting and the web browser version used. Data collected will be kept and recorded for the purposes of this meeting.

Members of the public, County Councillors, and Non-Members of the Development Management Committee may submit a written deputation to meetings of the Development Management Committee provided that it relates to an item on the Agenda for a particular meeting.

If there has been a deputation within six months of any previous appearance on the same or similar topic (irrespective of whether or not the member(s) of the deputation might be different) then no such new deputation will be received until that time limit has expired. However, "same or similar topic" does not apply to applications for planning permission considered by the Development Management Committee.

A copy of a deputation must be received by the Democratic Services Team not later than 48 hours before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in by the previous Wednesday). Written deputations may be sent by email to the address set out below.

A deputation from a member of the public, agent or a County Councillor may be no longer than 750 words (including footnotes). A deputation from a Havant Borough Councillor, who is not a member of the meeting, shall be no longer than 1,500 words (including footnotes). A deputation may not contain images or photographs.

All written deputations will be published on the Council's website at least 24 hours before the start of the meeting. There will be no opportunity to respond to a written deputation after it has been published, unless the response is to

correct a technical error and is received 4 hours before the start of the meeting.

Written Deputations may be sent to:

By Email to: DemocraticServices@havant.gov.uk

By Post to :

Democratic Services Officer
Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant, Hants P09 2AX

Delivered at:

Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant, Hants P09 2AX

marked for the Attention of the “Democratic Services Team”

Who To Contact If You Wish To Know The Outcome Of A Decision

If you wish to know the outcome of a particular item please contact the Contact Officer (contact details are on page i of the agenda)



PROTOCOL AT MEETINGS – RULES OF DEBATE

Site Briefing

- A private remote meeting may be held to enable the Councillors to familiarise themselves with a site's characteristics and request additional information to be provided prior to the meeting the Development Management Committee, where it is considered necessary to do so.
- A site briefing will normally be initiated either by:
 - The Head of Planning in advance of the Development Management Committee, in circumstances where she considers it important to understand the physical circumstances of the site, and representations of third parties (particularly where a deputation is expected), or where the application raises issues of precedent where Councillors need to understand the wider implications of any decision
 - The submission of a Red Card and specific request to site briefing by a Councillor
 - Resolution of the Development Management Committee
- The site briefing is an opportunity for members of the Committee to familiarise themselves with the site officially and have a proposal explained to them by Officers. No decision is made at a site briefing; the matter is always referred to a future meeting of the Development Management Committee for decision.
- Whilst attending a site briefing it is important for members of the Committee to consider:
 1. The site layout and boundaries;
 2. Physical features and constraints including levels and orientation;
 3. The general characteristics of the site and how it relates to the surrounding area;
 4. Nearby land uses, and
 5. Any relevant transport issues affecting the site.
- The site briefing should be a 'fact finding mission' and a means of identifying issues for consideration by the Development Management Committee. It must not therefore be used as an opportunity to debate the merits of an application. There will be no opportunity to receive representations from members of the public or applicants. Members should however ask questions of the Officers present, make points and highlight certain characteristics that they can only draw to the attention of other members of the Site briefing.

- The minutes of the meeting shall be published. The presentation together with supporting materials, which have not already been published on the Council's website, will be published as an appendix to the minutes of the meeting.
- Any member of the site briefing who has a disclosable pecuniary interest (as set out in the Members Code of Conduct) or has formed a concluded view – in the application must disclose to the meeting the existence and nature of that interest. If a disclosable pecuniary interest or a concluded view is declared the Councillor must not take any part in the site briefing or vote on the recommendation regarding the site in question and must not be part of the meeting during the briefing.
- Whilst the site briefing does not make a decision on an application or other planning matter, it is normal working practice for the briefing to make a recommendation to the Development Management Committee in one of the following forms
 1. To resolve, on the basis of the site briefing and information available at the time, that the site briefing does not wish to draw to the attention of the Development Management Committee any additional matters, OR
 2. To resolve on the basis of the site briefing and information available at the time, that the site briefing would wish that the Development Management Committee to consider the following matters in addition to those detailed in the Head of Planning report before making a decision:
 - a. the need for additional information, and/or
 - b. the need for additional conditions, and/or
 - c. areas of concern arising from the site briefing
- The Chairman will seek to secure a majority view as to the recommendation for the need or otherwise of additional matters being drawn to the attention of the Development Management Committee. If it is apparent that a majority cannot be obtained, he will recommend that the site briefing do not record a view.
- Any Councillor interested in a matter on the agenda can attend the site briefing, in order to have a better understanding of a proposal in their own ward or one that is of Borough wide interest. However, other Councillors attending the site briefing will not be allowed to address the working party, other than to point out matters of fact, detail, local knowledge and history.
- No recommendation of the site briefing to the Development Management Committee should be regarded as the final view of any Councillor as to how an application should be determined by the Committee.

Submission of Questions for the Development Management Committee

- Councillors are encourage to forward questions to be raised at the meeting to Democratic Services at least 4 hours before the meeting. These questions can then be addressed either as part of the officer's presentation or shortly after. This

does not inhibit your ability to ask questions at the meeting, but questions in advance can help facilitate a smoother and easier to follow virtual meeting.

- Questions cannot be directed to persons who have submitted written deputations.
- Questions and answers will be published and attached as an appendix to the minutes.

Meeting Protocol

- Microphones will be muted centrally unless it is a councillor/officers turn to speak. When unmuted centrally please note that a councillor/officer will also need to press the unmute button before speaking!
- Councillors are encouraged to arrive at the virtual meeting no less than 15 minutes prior to the meeting start time. This will allow any technical issues to be resolved and the quorum to be confirmed.
- Whilst being held remotely, the meeting remains a formal meeting of the council with the same rules of conduct. There is the potential for greater audience numbers due to people being able to watch from their own homes. The meeting will also be recorded and the recording publicly available.
- After reading the report and attending the site briefing, if any, Councillors must forward primary questions to Democratic Services at least 4 hours before the meeting to facilitate a smoother meeting. These questions will be addressed by the officers at the meeting. Please note that the opportunity to ask supplementary questions at the meeting will be limited (please see above).
- There is a viewing pane showing all participants on the left-hand side (clicking the icon depicting three people in the top left of the screen will open). This lists the attendees (committee members) in alphabetical order, which is useful to ascertain when you will have an opportunity to speak.

The Chairman will read out a detailed introduction to outline how the meeting will run.

Apologies for Absence

Will be read by the Democratic Services Officer.

Confirmation of Attendance/ Declarations of Interest/ Supplementary Matters

For expediency, the Chairman will ask each councillor in turn to confirm the above. Attendees will be able to mute and unmute their own microphones. Councillors and Officers are requested to mute their microphone when not speaking and wait to be invited to speak by the Chairman at the appropriate time unless you they are experiencing technical difficulties in hearing another person. A standard form of words has been drafted:

Present. I confirm that I have read the Supplementary Matters papers and that I have no interests to declare.

If you have an interest:

Present and I confirm that I have read the Supplementary Matters papers. I have an interest to declare in application xxxx/xxxx – Land at xxxxx, item x of the agenda.

The nature of this interest is xxxxxxxx and I shall.....(remain in the meeting for the discussion/voting on this item/ remain in the meeting for the item but abstain from voting/ withdraw from the meeting for this item)

Please use this form of words.

Confirmation of Minutes

The Chairman will ask each councillor in turn whether they have any amendments to the previous minutes. Either reply 'No amendments Chairman', or yes and clearly state the amendment.

The Chairman will ask for a proposer, at this point all microphones will be unmuted. The first councillor to speak, stating only their name 'Cllr X' will be taken as the proposer. The process will be repeated for the seconder. Prior to speaking please remember that you need to unmute your microphone!

First Application

The officer will introduce as usual, with a PowerPoint shown via Skype for Business. During his introduction, the officer will highlight any new issues raised in the presentation, which are not covered in the report or supplementary papers. Public and ward councillor deputations will be submitted in advance and published. They will not be read aloud.

Following this the Planning Officer will respond to the deputations and answer questions that have been submitted by members of the committee prior to this meeting. After a reply has been given to each question, The Chairman shall ask the Councillor, who asked the questions if they are satisfied with the answer and/or have a supplementary question prompted by the answer.

The Chairman will then ask each Councillor in turn whether they have any supplementary questions. Once questions have been answered the Chairman will move to the debate. This will follow the same format as questions. Councillors are encouraged to move a motion (including an amendment) at any stage during the debate. The Chairman will announce when a motion has been proposed and name the proposer and will then call for a seconder. All microphones will be made live and Councillors must state their name if they wish to propose/seconder. At this point the Chairman shall ask each Councillor in turn if they wish to speak, the debate centring solely on the motion.

If members are minded to refuse an application, contrary to officer advice they must clearly state their reasons for refusal. If a member wishes to add conditions not recommended by the officers, he or she must also give reasons for this new condition. These reasons will be noted by the Officers. Councillors should make it clear that they are putting a motion forward and state the wording of the motion clearly.

Officers shall be given an opportunity to comment on any motion (including amendments) and any issues raised during the debate.
At the end of a debate the Chairman shall ask each member, alphabetically, if they have anything to add.

Voting

When voting, the Chairman will ask each Councillor in turn, alphabetically, to state either 'FOR, AGAINST or ABSTAIN'. Your microphone will be made live to enable you to speak, but please - remember to unmute before speaking!
The Democratic Services Officer will confirm the voting numbers, following which the Chairman will declare the result of the vote.

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

1 October 2020

DEVELOPMENT MANAGEMENT COMMITTEE DEPUTATIONS SCHEME

FOR DECISION

Portfolio Holder: Cllr Gary Hughes

Key Decision: No

Report Number: *HBC/17/2020*

1. Purpose

- 1.1. The Committee is asked to consider changes to the deputations scheme for the Development Management Committee.

2. Recommendation

- 2.1. That the scheme for deputations attached at Appendix A be adopted.

3. Executive Summary

- 3.1. This report has been requested by the Chairman of the Development Management Committee to consider options for amending the current deputation scheme.

4. Additional Budgetary Implications

- 4.1 There are no additional funding requirements or costs arising directly from the recommendations set out in this report.

5. Background and relationship to Corporate Strategy and/or Business Plans

5.1 Background

5.1.1 The Council has established a deputation procedure whereby residents, applicants, ward councillors and county councillors and other interested parties may address the Development Management Committee. The primary intention of this scheme is to complement the formal consultation processes by enabling parties to bring to the Committee's attention concerns already raised during the statutory consultation process. Although this scheme is discretionary, it has been in practice for such a considerable time that it has given rise to a legitimate expectation that it will continue.

5.2 **Relationship to the Corporate Strategy and/or Business Plans**

5.2.1 This procedure accords with the Council's aim for public service excellence.

5.3 **Design of the Deputations Scheme for the Development Management Committee**

5.3.1 Good practice, following research in other schemes and protocols, suggests the following procedures should be followed when designing a deputation scheme for planning matters:

- Where possible all parties should be given a fair and reasonable opportunity to submit a deputation to the Committee
- The primary purpose of the scheme is to enable deputees to make a statement to the Committee and not enter into a debate with the committee
- Planning officers should be able to address any issues raised in deputations and the Committee members should be able to question officers
- The scheme should complement and not substitute the statutory consultation scheme

5.4 **The Current Deputation Scheme**

5.4.1 The existing emergency scheme "the emergency scheme" was adopted for remote meetings using Skype for Business Broadcast during the Covid 19 pandemic. When designing this scheme, it was decided that written deputations should be the minimum requirement for any scheme allowing deputations at a remote meeting as a majority of third parties would be able to submit a written statement, whereas not everyone had access to the internet.

5.4.2 During testing of Skype for Business Broadcast there were a number of connectivity issues. Therefore, the view was taken that for the early meetings of the Committee, the Committee would only accept written statements. This required the least amount of set up in terms of the technology and minimised the risk of a deputation not being able to be given if an individual's IT failed (there was still a risk of the overall IT failing, but this would apply to the whole meeting).

5.5 Concerns raised about the Current Scheme

The following concerns have been raised by members of the public and/or councillors:

- a) third parties should be entitled to address the Committee directly

Officer Comment: there is no objection in principle to allowing deputees to join a remote meeting provided that a written statement is submitted in advance of the meeting (in case of connection difficulties) and there are restrictions to ensure that those who choose not to speak to the Committee or who are unable to speak directly to the Committee are not disadvantaged

- b) the Committee should be permitted to ask questions of third parties who join the meeting remotely

Officer Comment: allowing members of the Committee to ask questions of deputees, would give an unfair advantage to deputees, who join a meeting remotely, compared to those who are unwilling or unable to do so. Furthermore, problems could arise if there are connection difficulties during the questions and answer phase of the meeting

- c) third parties, who make a deputation should be able to respond to comments made by officers relating to their deputation

Officer Comment: the purpose of the scheme is to enable third parties to address the Committee and not to debate.

- d) it is unfair that officers have an advance copy of the deputation



Officer Comment: the scheme is not intended to spring surprises or new issues before the Committee but to complement the statutory consultation process. The Committee are obliged to consider the professional advice given by its officers prior to making a decision.

5.6 Progress made since the Current Scheme was adopted

- 5.6.1 A pilot scheme has been undertaken by Cabinet, which allowed deputees to join the meeting remotely provided that they submitted a written statement prior to the meeting. This pilot scheme has proven successful and has overcome many of the concerns relating to connectivity.

5.7 Options to be considered

5.7.1 The main options¹ are:

No.	Details	For	Against	Viable
1	<p>Continue with existing emergency scheme for deputations at the Development Management Committee (“the emergency scheme”)</p>	<p>The current scheme provides a fair and equal scheme where third parties can readily make a submission to the Committee</p>	<p>Concerns have been raised by third parties that they should be able to address the Committee directly.</p> <p>Concern has also been raised by a ward councillor that deputees should be able to respond to questions from the Committee and in turn be able to respond to the officers’ comments on deputations.</p> <p>Concern has been raised that the current scheme enables the officers to have advanced warning of the content of deputations</p>	
2	<p>Amend the emergency scheme to allow deputees to join the meeting remotely:</p> <ul style="list-style-type: none"> • Deputes do not have to repeat the written submission verbatim • Deputees who join remotely cannot raise new issues or topics, which are not included in their written submission 	<p>This scheme would provide a fair and equitable scheme.</p> <p>All parties would be required to submit a written deputation and enables those, who wish to address the Committee directly to do so.</p>	<p>Does not address expectations that Cllrs can ask questions of deputees and respond to comments made by officers.</p>	

¹ Nb. In some case the options may be combined

	<ul style="list-style-type: none"> • Questions may not be put to the deputees, who join remotely • Deputees will not be able to debate/respond to comments made by Councillors 	<p>The removal of the right to ask questions and respond to officer comments ensures that those who choose to address the Committee do not have an unfair advantage. These restrictions also overcome any problems which might arise if a connection is lost during the answering of a question or responding to a comment.</p> <p>Satisfies the expectations of deputees wishing to address the Committee directly.</p>		
3	Amend the emergency scheme to allow deputations to be made remotely and for members of the Committee to ask the deputees questions to clarify facts and details	Satisfies the expectations of deputees wishing to address the Committee directly.	<p>This scheme would give an unfair advantage to deputees who address the Committee directly.</p> <p>The Committee would have to adjourn the meeting if a connection is lost with the deputee before he or she could answer a question</p>	X
4	Amend the emergency scheme to allow deputations to be made remotely and for deputees to respond to comments made by officer	Satisfies the expectations of deputees wishing to address the Committee directly.	This scheme would give an unfair advantage to deputees who address the Committee directly.	X

			<p>The Committee would have to adjourn the meeting if a connection is lost with the depute before he or she could answer a question</p> <p>The purpose of the deputation scheme is to allow third parties to make submissions for the Committee to consider. The scheme was not intended to be a vehicle for third parties to debate the application.</p>	
5	<p>Amend the emergency scheme to allow deputees to join the meeting remotely but without the requirement for pre-submission of a written statement:</p> <ul style="list-style-type: none"> • Questions may not be put to the deputees, who join remotely • Deputees will not be able to debate/respond to comments made by Councillors 	<p>Satisfies the expectations of deputees wishing to address the Committee directly.</p>	<p>This scheme would give an unfair advantage to third parties who are able to join the meeting remotely.</p> <p>The Committee would have to adjourn the meeting if a connection is lost with the depute</p> <p>Does not satisfy expectations of deputees who may wish to respond to officers' comments</p>	<p>X</p>

6.0 Resource Implications

6.1 Financial Implications

- 6.1.1 Changes to the depositions scheme may incur additional administration costs which can be accommodated within the existing budget. If a party challenges the Council on the grounds that the adopted scheme is unfair or unreasonable there will be additional legal costs.

Section 151 Officer comments

Date: [insert date]

[Section 151 Officer to insert comments here]

6.2 Human Resources Implications

- 6.2.1 Changes to the deputation scheme does not have any human resources implications

6.3 Information Governance Implications

- 6.3.1 Changes to the deputation scheme will not give rise to additional information governance implications

6.4 Other resource implications

There will be a need to increase the officer support to help third parties into Skype for Business Broadcasts

6.5 Legal Implications

- 6.5.1 There is no statutory obligation for the Council to have a deputation scheme. However, as the Council has operated such a scheme for a considerable time there is a legitimate expectation that such a scheme will continue. There is an obligation that the adopted scheme for deputations should be fair and reasonable.

Monitoring Officer comments

Date: [insert date]

[Monitoring Officer to insert comments here]

7.0 Risks

- 7.1 The risks identified for each option is set out in Appendix B

8.0 Consultation

8.1 Members of the Development Management Committee received a power point presentation on the proposed changes to the scheme of deputations following the meeting of the Committee held on 20 August 2020. A copy of this presentation has been circulated to all members and standing deputees since this meeting.

9.0 Communication

9.1 The agreed option will take effect immediately. Any changes to the deputations scheme will be published on the Council's website

10.0 Appendices

10.1 Appendix A – Recommended Deputations Scheme

Appendix B – Risk Register

10.0 Background papers

10.1 None

Agreed and signed off by:

Director of Regeneration and Place

Contact Officer:

Name: Julia Mansi

Job Title: Development & Building Control Manager

Telephone: 01730 234236

E-Mail: julia.mansi@easthants.gov.uk

APPENDIX A

Deputations at Meetings of the Development Management Committee

(These notes will apply to all meetings that will held remotely)

A. General Notes

- 1 A deputation can only appear in connection with an item on the Agenda for a particular meeting.
- 2 The purpose of the deputation's procedure is to allow deputees to submit deputations to the Committee.
- 3 If there has been a deputation within six months of any previous appearance on the same or similar topic (irrespective of whether or not the member(s) of the deputation might be different) then no such new deputation will be received until that time limit has expired. However, "same or similar topic" does not apply to applications for planning permission considered by the Development Management Committee.

B. Application of this Deputation Scheme

1. This scheme is the adopted scheme for deputations referred to Article 2.1(iii)(2) of the Constitution. For the purposes of Standing Order 28, this scheme replaces Appendix 3 of Section L of Part 3.
2. This scheme shall apply to all meetings of the Development Management Committee held remotely during the Covid 19 pandemic.

C. Submitting your Deputation

1. All deputations must be in writing and must be received by the Democratic Services Team not later than 48 hours before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in by the previous Wednesday). Written deputations may be sent by email or by post to the addresses set out below.
2. A party or person, who in addition to submitting a written deputation, wishes to join the meeting remotely must submit their request in writing (an email will suffice) so that it is received by the Democratic Services Team by no later than 48 hours before the start of the meeting. Requests should be sent to the address set out below. A person or party, who wishes to speak to the

Committee is not required to read his or her written submission verbatim but may not raise any new topics or issues, which are not included in his or her written submission.

D Length of a written deputation

1. A written deputation from an objector, supporter, or a County Councillor may be no longer than 750 words
2. A deputation from a Havant Borough Councillor, who is not a member of the meeting, shall be no longer than 1,500 words.

E Time Limits for Persons or Parties Joining the Meeting Remotely

1. Subject to E4 and E5 below a total of five minutes per matter/application will be allocated to hear the views of all objectors, five minutes for County Councillors and five minutes for supporters.
2. If there is more than one depute wishing to appear at the meeting to provide an oral deputation "speaker" on a specific matter, the total amount of time allowed for speaking remains five minutes. This means (for example only) that if there is one speaker in favour of a matter, this one may speak for five minutes, but if there are two wishing to speak against, those two would have to agree between themselves as to how they will divide up the five minutes that is available.
3. Clearly a point could be reached where there are a number of speakers making it impracticable for them to all speak at the meeting. Given that only five minutes is available to either side, the speakers against an item will be limited to 3, the number of County Councillors will be limited to 3 and the number of speakers in favour will be limited to three (approximately 1.5 minutes each).
4. In exceptional cases, where all the following criteria are met the time allocated for deputations will be extended:
 - (a) the application will involve more than 50 dwellings; 5,000 m² or more of employment floorspace; 2,500 sq m or more of retail floorspace; or 1,000 m² or more of leisure floorspace.
 - (b) at least three requests have been received to make a deputation against the recommendation set out in the officer's report;
 - (c) the Chairman agrees to an extension of time; and
 - (d) the Head of Planning, or in their absence a Team Leader agrees to an extension of time.

The additional time is to be allocated to be agreed between the Chairman and the Democratic Services Team prior to the meeting.

5. Non-Members who wish to address the Committee will be limited to 10 minutes each. There will be no limit on the number of non-members of the Committee who wish to join the meeting remotely

E. Procedure

1. All written deputations will be published on the Council's website at least 24 hours before the start of the meeting. There will be no opportunity to respond to a written deputation after it has been published, unless the response is to correct a technical error and is received 24 hours before the start of the meeting. At the start of the meeting, the Chairman will ask each member of the Committee to confirm that he or she has read all the submitted written statements.
2. Ordinarily, all meetings commence at 5 pm and will be held using Skype for Business Broadcasts. If you request to speak at the meeting, instructions on how to join will be sent to you prior to the meeting.
3. The Committee may, if it wishes, vary the order of business as published in the Agenda.
4. Accordingly, whilst every effort is made to be as helpful as possible, it is very difficult to give a precise indication to those, who have requested to join the meeting as to the time when the matter in which they have an interest will be reached. The Democratic Services Officer concerned (contact details are set out in the agenda) may be contacted on the day of the meeting in an effort to clarify the situation, but otherwise the members of a deputation are asked to login at least 15 minutes before the normal starting time.

A warning note - if the subject matter of a deputation has been debated and decided upon by the time a depute joins the meeting, it will not then be possible for the depute to address the Committee.

5. Deputations are heard with the subject matter to which they relate. After all deputations for a subject matter have been heard, the Committee will make and announce their decision.
6. When the particular item is reached on which there may be a speaker or speakers, the order of business will normally be as follows: -
 - (a) There will be a presentation by the No Time Limit
Officer(s) concerned (if required),
including questions by the Committee
Members of the Officers

- | | | |
|-----|---|--|
| (b) | The speaker(s) opposing the matter discussed will be heard. | A total of 5 minutes is to be allocated for those objecting |
| (c) | The speaker(s) supporting the matter discussed will be heard | A total of 5 minutes is to be allocated for those supporting |
| (e) | County Councillors | A total of 5 minutes is allocated for County Councillors |
| (f) | Members of the Committee, who have formed a conclusive view on any matter included in the agenda | A total of 5 minutes is allocated for those Members, who have formed a conclusive view |
| (g) | Elected members of the Council who are not members of the Committee who have indicated in advance of the meeting that they wish to address the Committee. | 10 minutes each |
| (h) | The planning officers will be given an opportunity to comment on the written statements submitted prior to the meeting and oral deputations made at the meeting | No Time Limit |
| (i) | The matter will be debated, including questions by the members of the Committee of the Officer, and a decision made. | No Time Limit |

The speakers may, if they wish, remain in the meeting until that matter is dealt with (provided it is not a confidential matter when both the press and the public are excluded).

Address to Send Deputations

DemocraticServices@havant.gov.uk

Address: Democratic Services Team
Havant Borough Council
Civic Offices
Civic Centre Road
Havant, Hants P09 2AX

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Risk ID	Risk Title	Type	Category	Identification of areas where there are significant risks	Date Added	Risk Owner	Original Assessment			Planned Mitigation Actions (include reference as to whether to transfer, tolerate, terminate or treat the risk)	Mitigation Success Factor	Control Assessment			Direction of Travel	Financial assessment of potential losses.	Current Service hotspots	Reasons for changes since last review
							LIKELIHOOD	IMPACT	PRIORITY			LIKELIHOOD	IMPACT	PRIORITY				
1	Retain Existing Emergency Scheme	GOVERNANCE	Organisational	Could be subject to legal challenge on the grounds that the scheme does not permit third parties to join meetings remotely	25/08/20	David Brown	2	4	8	Require all deputations to be submitted in writing.	This requirement satisfies the obligation to treat all deputations in a fair and reasonable manner	1	3	3	Leagl costs if challenged	Development Control	N/A	
2	Amend the emergency scheme to allow deputees to join the meeting remotely	GOVERNANCE	Organisational	Could be subject to legal challenge on the grounds that deputees, who join the meeting remotely have an advantage over those who just submit written deputations.	25/08/20	David Brown	4	4	16	Require all deputees to submit written statements. Deputees, who join the meeting will not be permitted to answer questions from members of the Committee nor respond to comments made by officers	The written statement is the main deputation document so a parties deputation can still be considered even if the deputees loses connection. Removing the option of answering questions etc. makes the scheme fair and reasonable to all	2	4	8	Leagl costs if challenged	Development Control	N/A	
3	Amend the emergency scheme to allow deputees to join the meeting remotely	GOVERNANCE	Organisational	Deputees who join remotely could lose their connection during the meeting.	25/08/20	David Brown	3	5	15	All deputees will be required to submit written statements of their deputation prior to the meeting	The written statement is the main deputation document so a parties deputation can still be considered even if the deputees loses connection	2	4	8	Leagl costs if challenged	Development Control	N/A	
4	Amend the emergency scheme to allow deputations to be made remotely and for members of the Committee to ask the deputees questions to clarify facts and details	GOVERNANCE	Organisational	Could be subject to legal challenge on the grounds that deputees, who join the meeting remotely have an advantage over those who just submit written deputations.	25/08/20	David Brown	5	5	25	Deputees, who join the meeting will not be permitted to answer questions from members of the Committee nor respond to comments made by officers	Removing the option of answering questions etc. makes the scheme fair and reasonable to all	2	3	6	Leagl costs if challenged	Development Control	N/A	
5	Amend the emergency scheme to allow deputations to be made remotely and for deputees to respond to comments made by officer	GOVERNANCE	Organisational	Could be subject to legal challenge on the grounds that deputees, who join the meeting remotely have an advantage over those who just submit written deputations.	25/08/20	David Brown	5	5	25	Deputees, who join the meeting will not be permitted to respond to comments made by officers	Removing the option of allowing deputees to respond to officer comments makes the scheme fair and reasonable to all	3	5	15	Leagl costs if challenged	Development Control	N/A	
6	Amend the emergency scheme to allow deputees to join the meeting remotely but without the requirement for pre-submission of a written statement:	GOVERNANCE	Organisational	Could be subject to legal challenge on the grounds that deputees, who join the meeting remotely have an advantage over those who just submit written deputations.	25/08/20	David Brown	5	5	25	All deputees will be required to submit written statements of their deputation prior to the meeting	This requirement satisfies the obligation to treat all deputations in a fair and reasonable manner	3	5	15	Fine by Information Commissioners Office	All	N/A	

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Impact	Very High	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Medium	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Very Rare	Unlikely	Possible	Likely	Very Likely
Likelihood							

RISK TYPE SERVICE -Public Service Excellence, Economic growth FINANCIAL -
Financial sustainability GOVERNANCE

CATEGORY Political, Economic, Social, Technological, Reputation,
Legislative, Environmental, Competitive, Customer. Partnership

DIRECTION OF TRAVEL
▶ Unchanged
▲ Increased
▼ Decreased

Colour	Score	Detail
Red	16 and above	This is in excess of the Council's risk appetite. Action is needed to redress, with regular monitoring. In exceptional circumstances residual risk in excess of the risk appetite can be approved if it is agreed that it is impractical or impossible to reduce the risk level below 16. Such risks should be escalated through the management reporting line to Corporate Governance Board.
Amber	5 to 15	Likely to cause the Council some difficulties - six monthly monitoring
Green	1 to 4	Low Risk. Monitor as necessary

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Summary of Residual Scores for 'Live' O&N Risks

Page 19	Impact	Very High	5					
		High	4					
		Medium	3					
		Low	2					
		Negligible	1					
			1	2	3	4	5	
			Very Rare	Unlikely	Possible	Likely	Very Likely	
			Likelihood					

Colour	Score	Detail
Red	16 and above	This is in excess of the Council's risk appetite. Action is needed to redress, with regular monitoring. In exceptional circumstances residual risk in excess of the risk appetite can be approved if it is agreed that it is impractical or impossible to reduce the risk level below 16. Such risks should be escalated through the management reporting line to Corporate Governance Board.
Amber	5 to 15	Likely to cause the Council some difficulties - six monthly monitoring
Green	1 to 4	Low Risk. Monitor as necessary

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