

COUNCIL AGENDA

Membership: Councillor P Bains (Mayor)

Councillors Jenner, Inkster, Patel, Thain-Smith, Robinson, Bains, Bowerman, Briggs, Branson, Carpenter, Crellin, Davis, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Lowe, Lloyd, Milne, Patrick, Pike, Raines (Deputy Mayor), Rennie, Robinson, Satchwell, Sceal, Scott, Mrs Shimbart, Smith K, Thomas, Turner, Wade, Weeks and Wilson

Meeting: Council
Date: Wednesday 27 January 2021
Time: 5.00 pm
Venue: Skype For Business

The business to be transacted is set out below:

Gill Kneller
Chief Executive

19 January 2021

Contact Officer: James Harris 01730 234098
Email: DemocraticServices@havant.gov.uk

PART 1 (Items open for public attendance)

1 Apologies for Absence, Confirmation of Attendance and Declarations of Interest

2 Minutes

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To confirm the minutes of the previous meetings of Council held on 9 September 2020 and 26 September 2020.

3 Mayor's Report

9 - 24

4 Public Questions under Standing Order 13.4(f)

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

5 Appointment of Monitoring Officer

RECOMMENDED to full Council that in accordance with Article 8.2 of the Council's Constitution, Mr Daniel Toohey, Head of Legal Services, be appointed as the Council's Monitoring Officer.

6 Cabinet/Board/Committee Recommendations

Recommendation from the Governance, Audit & Finance Board held on 7 October 2020 **25 - 44**

- 1) Code of Conduct Review

Recommendation from the Cabinet meeting held on 13 January 2021 **45 - 50**

- 1) Council Tax Support Scheme 2021/22

7 Adoption of a New Constitution for the Council **51 - 62**

8 Report of the Independent Remuneration Panel in respect of Councillor Allowances **63 - 122**

9 Leader's Report **123 - 128**

10 Cabinet Lead Reports **129 - 168**

11 Cabinet Leads and Chairmen's Question Time

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

12 Questions Under Standing Order 23

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

13 Urgent Questions Under Standing Order 23

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

14 Acceptance of Minutes

The Council to receive the minutes of Committees held since the last ordinary meeting of the Council:

Site Viewing Working Party – 12 August 2020

<https://havant.moderngov.co.uk/documents/g11204/Printed%20minutes%2012th-Aug-2020%2016.00%20Site%20Viewing%20Working%20Party.pdf?T=1>

Cabinet – 2 September 2020

<https://havant.moderngov.co.uk/documents/g11074/Printed%20minutes%2002nd-Sep-2020%2014.00%20Cabinet.pdf?T=1>

Site Viewing Working Party – 3 September 2020

<https://havant.moderngov.co.uk/documents/g11211/Printed%20minutes%2003rd-Sep-2020%2016.00%20Site%20Viewing%20Working%20Party.pdf?T=1>

Operations & Place Shaping Board – 30 September 2020

<https://havant.moderngov.co.uk/documents/g11207/Printed%20minutes%2030th-Sep-2020%2017.00%20Operations%20and%20Place%20Shaping%20Board.pdf?T=1>

Joint Human Resources Committee – 19 October 2020

<https://havant.moderngov.co.uk/documents/g11215/Printed%20minutes%2019th-Oct-2020%2015.00%20Joint%20Human%20Resources%20Committee.pdf?T=1>

Licensing Sub-Committee – 21 October 2020

<https://havant.moderngov.co.uk/documents/g11221/Public%20minutes%2021st-Oct-2020%2010.00%20Licensing%20Sub%20Committee.pdf?T=11>

Cabinet – 28 October 2020

<https://havant.moderngov.co.uk/documents/g11075/Printed%20minutes%2028th-Oct-2020%2014.00%20Cabinet.pdf?T=1>

Development Management Committee – 29 October 2020

<https://havant.moderngov.co.uk/documents/g11119/Printed%20minutes%2029th-Oct-2020%2017.00%20Development%20Management%20Committee.pdf?T=1>

Site Viewing Working Party – 5 November 2020

<https://havant.moderngov.co.uk/documents/g11239/Printed%20minutes%2005th-Nov-2020%2016.00%20Site%20Viewing%20Working%20Party.pdf?T=1>

Operations & Place Shaping Board – 10 November 2020

<https://havant.moderngov.co.uk/documents/g11233/Printed%20minutes%2010th-Nov-2020%2017.00%20Operations%20and%20Place%20Shaping%20Board.pdf?T=1>

Development Management Committee – 12 November 2020

<https://havant.moderngov.co.uk/documents/g11120/Printed%20minutes%2012th-Nov-2020%2017.00%20Development%20Management%20Committee.pdf?T=1>

Extraordinary Cabinet – 18 November 2020

<https://havant.moderngov.co.uk/documents/g11246/Printed%20minutes%2018th-Nov-2020%2013.00%20Cabinet.pdf?T=1>

Development Management Committee – 10 December 2020

<https://havant.moderngov.co.uk/documents/g11121/Printed%20minutes%2010th-Dec-2020%2017.00%20Development%20Management%20Committee.pdf?T=1>

GENERAL INFORMATION

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

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk Public Attendance and Participation Members of the public are welcome to follow the meeting online.



Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

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

Voting

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

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 9 September 2020

Present

Councillor P Bains (Mayor)

Councillors Jenner, Patel, Robinson, Bains, Bowerman, Briggs, Branson, Crellin, Davis, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Lowe, Lloyd, Milne, Patrick, Pike, Rennie, Satchwell, Seal, Mrs Shimbart, Smith K, Thomas, Turner, Weeks and Wilson

1 Apologies for Absence, Confirmation of Attendance and Declarations of Interest

Apologies were received from Councillors Carpenter, Inkster, Howard, Raines, Gary Robinson, Gwen Robinson, Scott, Thain-Smith and Wade.

There were no declarations of interest from the members present.

2 Havant Borough Local Plan: Changes to the Pre-Submission Local Plan

Cllr Hughes introduced the item as the relevant Cabinet Lead. He outlined the proposed changes to the document made necessary by external factors since it had been unanimously approved by Council in January 2019. This included the need for all development to be nutrient neutral and he was proud of the pioneering approach taken by the council to address this matter with the mitigation scheme that had been launched in August 2020.

Since approval of the document in January 2019 the Hayling Island Transport Assessment had been approved and work was well underway in respect of proposals for the Warblington junction. These would be published prior to submission. He was conscious that the Hayling Island Transport Assessment Addendum had been controversial but considered it to be a robust piece of work that would lead to discernible improvements along the A3023 corridor.

He proposed the Cabinet recommendation to Council and urged that it be approved in order that a consolidated version of the Local Plan could be submitted to the Secretary of State and progressed to examination.

Council noted the deputations received from:

Mr Graham
Mrs Tonkin
Mr Owens
Mrs Skennerton (on behalf of Hayling Island Residents Association)
Mr Parham (on behalf of Save Our Island)
Mr Davison
Mr Jones

Mrs Brooks (on behalf of Havant Climate Alliance and Havant Friends of the Earth)

Mrs Tonkin, Mr Jones, Mr Parham and Mrs Skennerton were in attendance virtually and delivered their deputations verbally to Council.

The Cabinet recommendation proposed by Cllr Hughes was duly seconded by Cllr Wilson.

In response to a question, Council was advised that the Pre-Submission Local Plan had carried limited material weight since being approved by Council in January 2019. If approved, the amendments being considered would also carry the same weight.

In response to further questions it was confirmed that the evidence being produced highlighted a need for an upgraded junction at Warblington. When assessing transport improvements, it was confirmed that the housing projections contained within existing and emerging local plans of the borough and those of neighbouring areas were considered.

In respect of the Hayling Island Transport Assessment Addendum, Cllr Hughes confirmed that he was happy to engage with residents' concerns in his capacity as Chair of the Hayling Island Infrastructure Advisory Group and highlighted the importance of the timing of trigger points for works to be carried out. These could be amended if necessary and he cited the changes made through interventions by Councillors in respect of the West of Waterlooville Major Development Area as an example.

The Mayor invited Councillors to debate the matter.

During the debate, members stressed the dangers of piecemeal development if the council could not demonstrate a five-year land supply and highlighted the importance of the local plan being compliant with all relevant statutory guidance.

Whilst welcoming the commitment made by Cllr Hughes to engage with residents in respect of the Hayling Island Transport Assessment Addendum, concerns were raised by some members in respect of the consultation that had been undertaken prior to the decision being made. This led to two members feeling unable to support the recommendations proposed.

All but two members supported the proposed changes to the pre-submission local plan to deliver the housing needed within the borough, although there were mixed opinions in respect of how many homes would be truly affordable for young people.

As proposed by Councillor Hughes and seconded by Cllr Wilson, it was RESOLVED that Council:

- i. Approves the publication of the changes to the Pre-Submission Havant Borough Local Plan (Appendix A);
- ii. Approves the consultation on the changes on the Pre-Submission Havant Borough Local Plan (Appendix A);
- iii. Authorises the Planning Policy Manager², in consultation with the Cabinet Lead for Planning Regeneration and Communities² and the Cabinet Lead for Communications² to prepare relevant consultation material;

- iv. Delegates authority to the Planning Policy Manager², in consultation with the Cabinet Lead for Planning, Regeneration and Communities² to make any necessary additional changes to the Havant Borough Local Plan prior to the start of the consultation;
- v. Notes that following any approval under (i) the changes to the Havant Borough Local Plan would have material planning weight and would be a material consideration in decision making;
- vi. Notes the publication of the additional submission documents (the Sustainability Appraisal, the Habitats Regulations Assessment, Integrated Impact Assessment, evidence base, Statements of Common Ground);
- vii. Notes the Borough's five year housing land supply position as of December 2019 (available at www.havant.gov.uk/localplan/evidencebase);
- viii. Notes the change in title of the plan to "Havant Borough Local Plan" and the resultant need to amend any emerging Council strategies;
- ix. Delegates authority to the Planning Policy Manager² to prepare a report, which forms one of the required documents to submit to the Secretary of State, noting the number of representations made through the consultation (recommendation ii) and a summary of the main issues raised;
- x. Approves the submission of the Havant Borough Local Plan, including the proposed changes, to the Secretary of State for Housing, Communities and Local Government following the consultation (ii) and the publication of the consultation report (vi); and
- xi. Delegates authority to the Planning Policy Manager² to prepare a schedule(s) of proposed changes for the Planning Inspector to consider before and/or throughout the examination of the Local Plan.

¹ Agenda, papers and minutes are available at <https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=126&MId=10792&Ver=4>

² Or successor in similar or equivalent role

The meeting commenced at 5.00 pm and concluded at 6.22 pm

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Mayor

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 23 September 2020

Present

Councillor P Bains (Mayor)

Councillors Jenner, Inkster, Patel, Thain-Smith, Robinson, Bains, Bowerman, Briggs, Branson, Crellin, Davis, Francis, Guest, Howard, Hughes, Keast, Kennett, Lowe, Milne, Patrick, Pike, Raines (Deputy Mayor), Rennie, Satchwell, Scott, Mrs Shimbart, Smith K, Thomas, Turner, Wade, Weeks and Wilson

3 Apologies for Absence, Confirmation of Attendance and Declarations of Interest

Apologies were received from Councillors Carpenter, Inkster, Raines, Gary Robinson, Scott, Thain-Smith and Wade.

There were no declarations of interest from the members present.

4 Minutes

Proposed by Cllr Wilson and seconded by Cllr Hughes it was RESOLVED that the minutes of the Annual Council/Mayor Making held on 22 July 2020 be confirmed as a correct record.

5 Mayor's Report

The Mayor provided an update to his report including a visit to Hayling Island Donkey Sanctuary, 'Think Pink' Week, his recent interviews on BBC Radio Solent and the reach of the Mayor's Facebook page.

There were no questions in relation to the Mayor's published report.

6 Petitions

Mr Parham introduced the petition titled 'Immediate Revision of Hayling Island Coastal Defence Policy with Interim Measures' which had been submitted to the Council by Mr Owens.

In reply, Cllr Hughes summarised the history of the sea defences on West Beach. These had been completed in 1975 to counter the effect of a large concrete terrace built behind the Inn on the Beach in the 1960's. Cllr Hughes then detailed the Beach Management Plan for the seafront before explaining the council's natural evolution policy in respect of West Beach.

He was conscious of the need for Hayling Island seafront to maintain its appeal and for West Beach to remain available all year round. In response to concerns about visitor numbers, he informed Council that Summer 2020 had been one of the busiest for over thirty years.

He confirmed that the Coastal Strategy was progressing, although he stressed the importance of it being correct prior to adoption rather than being hurried.

He proposed that Council note the petition and believed that concerned residents and visitors should take comfort in knowing that the Council understood their concerns and takes the matter seriously.

This motion was duly seconded by Cllr Wilson and following a vote was declared carried.

It was therefore RESOLVED that Council NOTED the petition received titled ‘Immediate Revision of Hayling Island Coastal Defence Policy with Interim Measures.’

7 Public Questions under Standing Order 13.4(f)

No questions had been received under Standing Order 13.4(f).

8 Committee/Board Recommendations

9 Pay Policy Statement

Cllr Crellin introduced the item in her capacity as the Chairman of the Joint Human Resources Committee and proposed the recommendation to Council.

The recommendation was duly seconded by Cllr Wilson.

Following a vote, it was RESOLVED that the Pay Policy Statement for Havant Borough Council be approved.

10 'Shaping Our Future' Transformation Programme

The Leader proposed the Cabinet recommendation, which was duly seconded by Cllr Hughes.

The Leader introduced the report, explaining that the recommendations solely sought an outline policy decision to enable work to put the Council in a financially stable position going forwards. The proposal of a shared workforce was envisaged many years ago and represented the natural evolution of a process that had started in 2009 with the appointment of a shared Chief Executive with East Hampshire District Council and a subsequent shared senior management team. He assured that the process would be evidence based and that members would be involved in developing the details via scrutiny as the project evolved.

The Leader answered questions that had been submitted in advance by Cllr Davis. He confirmed that transformation would play a major role in securing the financial sustainability of the Council, however all areas would continue to be reviewed and opportunities to make savings. The transformation programme was not solely about finance, it represented a change in the way the Council worked in order to become more efficient.

He confirmed that devolution was not a driver behind the programme and options for devolution were not known. If devolution options presented themselves, a full business case would be presented to Council for consideration. The Council continued to engage with Government through the appropriate channels on a wide range of topics to ensure that it best supported residents and businesses.

The majority of councillors supported the recommendations; however a concern was raised about the level of engagement with councillors to date and the lack of a risk assessment. It was also believed that some residents would not support the programme and greater engagement with scrutiny was encouraged.

Cllr Wilson confirmed that he was happy to include a recommendation that scrutiny receive quarterly progress updates from the Chief Executive and proposed an amendment to the recommendation to that effect.

The amendment was duly seconded by Cllr Hughes.

Following a vote the amendment was declared CARRIED.

Following a vote, it was RESOLVED that:

- (i) Council agree the approach taken by Cabinet to implement the Corporate Plan to create a sustainable Council; and
- (ii) Invites the Chief Executive to report to scrutiny each quarter outlining progress, expenditure and any delay.

11 Appointment of Returning Officer and Electoral Registration Officer

Cllr Bowerman proposed the recommendation to Council.

The recommendation was duly seconded by Cllr Crellin

Following the vote, it was RESOLVED that Mr Brian Wood be appointed as the Returning Officer and Electoral Registration Officer for Havant Borough Council.

12 Noting of Delegated Decisions Taken

Cabinet RESOLVED that the following Delegated Decisions be NOTED:

- (i) Approval of Digital Strategy
- (ii) Emergency Scheme of Delegation
- (iii) Deferment of Annual Council

13 Leader's Report

The Leader had nothing to add to his published report.

14 Cabinet Lead Reports

Cllr Bains provided the following updates to her published report:

- The plans for the Warblington Footbridge project had been approved and it had been confirmed that the HCC funding remained in place for the project, along with some funding from Govia Thameslink Railway;
- The Jubilee Park Bowls Club drainage work would recommence imminently;
- The Northney drainage works were funded and the tidal outfall repairs were expected to be completed over the next two months; and
- She would open up discussions with officers in respect of how to progress the Scratchface Lane Recreation Ground works.

15 Cabinet Leads and Chairmen's Question Time

Question from Councillor Pike to Councillor Wilson

Cllr Pike requested the removal of the temporary traffic measures in Havant Town Centre that had been put in place to widen the pavements as they made it difficult for deliveries to be made to shops.

Response: Cllr Wilson agreed to review the matter.

16 Questions Under Standing Order 23

No questions had been received under Standing Order 23.

17 Urgent Questions Under Standing Order 23

No urgent questions had been received under Standing Order 23.

18 Notices of Motion

No motions had been submitted.

19 Acceptance of Minutes

Proposed by Cllr Wilson and seconded by Cllr Hughes it was RESOLVED that the minutes of Committees held since the last meeting of Council be received.

The meeting commenced at 5.00 pm and concluded at 6.21 pm

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Mayor



Mayor's Parlour
Public Service Plaza
Civic Centre Road
Havant
Hampshire PO9 2AX

T 023 9247 4174
F 023 9248 0263
DX 50005 Havant

www.havant.gov.uk

Mayor's Report Wednesday 27th January 2021

For a second occasion we find ourselves all in another lockdown and much like everyone else the Mayorality has had to adapt yet again in order for me to complete my responsibilities and duties successfully. I have had to think outside of the box, adapting to changing government guidelines and have been incredibly pro-active which has meant that we have been far more visible than any other authority. Through my Think Pink idea that saw 24 schools dress up in pink to help raise funds for my Mayoral charity Hannah's Holiday Home, we have helped raise awareness of the charity's work to thousands of children and their families and to date raised around £4,000 in total through my initiative. By personally reaching out to local businesses, charities, organisations and individuals, I have created much of what I outline below. Much of what I have been doing has been covered by the Portsmouth news with brilliant articles and write ups, as well as efforts being highlighted on BBC Radio multiple times.

My previous report took us to the 23rd September when before I took the Mayoress out for her birthday dinner, I chaired full council again in a hybrid format. Balancing the need to oversee a meeting in person, virtually on a chat box with members and also streaming out to public attendees can be a lot to manage, however I ensured that our council meeting was again another example of how we are embracing our motto and leading from the front, for others to follow. I am told that we are being used as a case study by other authorities of how to conduct hybrid meetings successfully, a testament to all the officers involved. James Harris and his team deserve a particular mention here, without their efforts and continued patience, we would not have had the compliments and admiration we now have for the way we conduct our meetings.

With the usual fundraising for my Mayoral charity being curtailed by the pandemic, I took a positive from the past few months and used technology to our advantage, hosting the first ever virtual Mayor's quiz night on the 24th September. I was joined by the Mayor and Consort of Gosport, Alan Mak MP, Havant Rotary and by fellow members where we not only had a good evening, but raised vital funds for Hannah's Holiday Home as well, thank you again to all that took part in the evening.

The day after I joined the team at Waterloofood bank, helping to get parcels ready for those that need them most. The operation in my ward is run by the most wonderful volunteers who truly go above and beyond to ensure everyone has access to food and other essential items. I had first-hand experience during the lockdown of running Waterloofood's Helping Hands, working very closely with Debbie and her team to support the most vulnerable in our community and to see in person the work they do was truly inspiring. I was so pleased to hear that on top of amazing public donations, local supermarkets such as Morrison's, Lidl, Sainsbury's, Asda, Tesco and M&S all contribute stock to help support the food bank. Thank you to all the volunteers and contributors that enable everyone in our community to have access to the things they need most.

On September 28th I visited Grainger who took the time to show me the progress being made on the Berewood site in Waterloofood. By working with developers such as Redrow Homes, Bloor Homes, Barratt Homes and David Wilson Homes, Grainger have ensured that 40% of the homes at Berewood are affordable housing, meaning more of our younger families and professionals can take

that first step onto the property ladder. I was also impressed with the emphasis on the environment and nature and the steps being put in place to ensure that the site is a sustainable one.

On Thursday 1st October I joined the Lord Lieutenant of Hampshire virtually for his awards evening for SERFCA. As with all other virtual events, it brings many positives in the form of a wider audience, better accessibility and cost saving. The Lord Lieutenant and I were once again at an event together on October 4th at Portsmouth Cathedral, where I took part in the Seafarers service. I laid a wreath on behalf of all the citizens from our Borough and commemorated the sacrifice and service of all Seafarers from the Royal Navy, Merchant Navy and all other fishing fleets. Not only did Seafarers keep our nation afloat during both World Wars, but modern-day Seafarers have ensured throughout this pandemic, that we are still able to access the vital fuel, food and medicines we so needed. Over 90% of the UK's imports come via our seas. It was lovely to be joined at this service to recognise the efforts of our Seafarers by Her Excellency, Ms Nomatamba Tambo, South African High Commissioner to the UK, the Lord Lieutenant of Hampshire, Lord Mayor of Portsmouth, fellow harbour Mayors, Naval Base Commander of Portsmouth, Chaplain of the Fleet and the city's MP's. It was a great compliment to me that I also received such positive comments and praise about the work I am doing across the Borough during the pandemic from fellow Mayors who had been keeping track of my movements via social media, the newspapers and the radio. After the service I also tuned in virtually to Winchester's Harvest festival from the Cathedral.

On Monday 5th October, following on from my Think Pink visit to Purbrook Infant School, they kindly invited me back on what was world teachers day and gave me the honour of opening the school's brand new library that has been funded through their amazing parent/teacher association. I know first-hand how incredibly pro-active the school are and have seen how they go the extra mile for all of their pupils, the school are a huge credit to our Borough. The children were so excited to have a brand-new library in their school and to have the chance to listen to the impact this had on them was inspiring. I spent time reading to the children and was given a first-class tour by the pupils themselves. It has taken years of planning, fundraising and hard work to get to the opening and along with the staff and pupils at the school, I would like to extend an enormous thanks to all those who have contributed towards the project and in turn enabled pupils to have a wonderful place to develop their reading skills. My thanks to the Portsmouth News for covering this with a main article, I know that meant a lot to the school.

On the 6th October I visited Right at Home in Havant where I learnt more about the fabulous home care they provide to residents across our area. Over 80 carers have throughout the lockdown ensured that all those who crucially needed care support were able to access it. Duncan's team really do go that extra mile for all their clients and it was a pleasure to be able to meet some of them today, where I also drew a raffle that has raised over £150 for my Mayoral charity, Hannah's Holiday Home – Thank you!

It was such a privilege on the 9th October to have been given the opportunity to open Havant & Waterlooville FC's brand-new pitch, along with their new stadium name the Draper Tools Community Stadium. I've been going to watch the Hawks play since I was a little boy and to see how the club have now become such a social hub for the community is amazing. As well as being an elite club, the facilities now mean that teams from all ages and demographics are able to use the stadium seven days a week, all year round. The new pitch installed by S&C Slatter is state of the art and it's such a proud moment for our Borough that this community stadium is now open and more accessible than ever. I also had great pride in presenting the Chairman Derek Pope with our crest of arms to mark the occasion. Thanks again to Portsmouth News for covering this widely.

The following day on world mental health day, I met with Ross from HEH Mind to hear more about their children's crisis line and their young people's safe haven. I'm really pleased to hear that HCC are funding Mind to deliver training on mental health awareness, suicide prevention and how to talk about mental health through their connect 5 programme. As a charity Mind's information was accessed 16 million times this year, their helplines responded to over 118,000 people and over

775,000 employees were reached through their well-being in the workplace initiatives. I promoted Mind's do one thing project and ensured that I gave all the relevant information about the charity and how to contact them when posting online.

On Sunday 11th, I once again virtually attended the Law Matins service from Winchester Cathedral and supported the efforts of the High Sherriff to keep Her Majesty the Queen's peace across Hampshire. On the 13th I was lucky enough to be invited back after my Think Pink Week to join Mill Rythe Infant School's School Council meeting, where the year R, 1 & 2 children got to ask me some excellent questions about our local area, my role as the Mayor, the environment and education. I was very impressed with their questioning skills, knowledge and enthusiasm! I also gave pupils their very own Mayor's badges to take home. I look forward to coming back to the school again very soon, thank you for having me.

The following day I met with the team at Barratt Homes who took me on a tour of their site in Waterlooville, where they are delivering over 300 homes for local families, a staggering 40% of which is affordable housing meaning many more younger people and families can take their first step onto the property ladder. I was incredibly impressed with the covid measures put in place by the team, ensuring everyone on site is safe at all times. The extraordinary level of detail given to each house from start to finish was clear to see, meaning that those moving into the new homes would be as impressed as I was today.

I am very proud that Havant has been recognised as the happiest place to live in Hampshire. The ONS survey only reinforced what I already knew – Having always lived, been educated and worked in our Borough, I know first-hand why it's such an amazing place to live. We are surrounded by the strongest of communities and to have the privilege of being the Borough's first citizen, is something that I am incredibly proud of and very happy about!

On Saturday 24th October, I was given the honour for the second year running of launching this year's Poppy Appeal in Havant. It's is more important than ever that this year we remember the sacrifice and service of our Armed Forces that has given us the freedoms we enjoy and enabled our way of life to continue as we know it. My Mayor's message –

The act of Remembrance is one of the most powerful things we can all do to commemorate the sacrifice and service of all the British, Commonwealth and Allied servicemen and women during the First World War, Second World War and all other conflicts through to the present day. We owe our freedom and our way of life to all those personnel that have served in and beside our Armed Forces.

This year also marks the 75th Anniversary of the end of the Second World War in 1945 and the 80th anniversary of the Battle of Britain in 1940 and victory in the skies above us, where never had so much been owed by so many to so few. I would also like to pay tribute to Dame Vera Lynn who will forever remain our Forces and nations sweetheart. Although at this moment we may be restricted by government guidelines, I believe it is more important than ever that contribute to this year's Poppy Appeal and that we mark this Remembrance Sunday and Armistice Day at 11am with a two minute silence from the comfort and safety of our own homes, paying respect to all those that have enabled us to be here today.

On the 25th October, after hearing about the decision on free school meals, I myself contacted local businesses, restaurants and cafes, compiling a list of 17 amazing places across our Borough that were offering free meals for children during the half term week. No child deserves to go hungry this half term and I stand firmly beside every place offering support to families and children with food supplies throughout this week. It's essential that every child no matter their circumstances, has access to food. This half term incredible places across our Borough have stepped up to support anyone that needs access to food and free meals. I made a personal commitment that anyone who contacted me directly for support would indeed get the support they needed, and I am proud to have

fulfilled my commitment to our residents. The list of places available to help support families and their children that I compiled was shared 385 times and reached 48,012 people on social media.

On Tuesday the 27th Sophie and I helped re-open the Cowplain Day Nursery, a family run setting that has provided a lifeline during the lockdown for local families. Having gone to Padnell Infants and Juniors next door and living just up the road, I know what the nursery means to the community and how much of an incredible job Sandra and her team do to support young children locally. We spent time talking and listening to the staff and children, answering their questions and also presented the nursery with a Borough pennant to add to their art gallery. In the afternoon Sophie and I both visited the fabulous Stoke Fruit Farm, which has very quickly become one of our Borough's most popular places and it's no surprise why! From endless sunflower fields in the summer to 100,000 pumpkins being picked this October, it's a very special place to come and see. On our tour of the farm, Sam and Nette taught us about the different produce that the farm creates, most of which can also be bought in the farm shop which is stocked full of the farm's own and other local produce – it's well worth checking out! The farm is this year also offering a pumpkin recycling scheme where after use pumpkins can be returned to be composted and used back on the land. By doing this we could all do our bit to promote sustainability, recycling, waste reduction and of course this helps our environment!

On the 28th October, Sophie and I joined the Final Straw Foundation for a beach clean at Ferry Point. I was genuinely shocked to see the amount of micro-plastics that were scattered across every part of the beach. We've all seen Sir David Attenborough's new Netflix film, changing what we do at a local level is the way to start making a difference to nature and our environment. By 2050 there will be more plastic in our seas than fish, it's time to address this issue starting at a local level. Top tips from the Final Straw: only flush what you're meant to down the loo, cut down on single use cups and bottles and get yourself a reusable one, recycle properly and put the right stuff in the right bin, reduce, recycle, reuse. We can all make these slight changes, next time you visit the beach look a little closer to the ground at the rainbow of colours surrounding your feet, it's not natural it's plastic. That's only what's come out of our seas, not what's left in it – let's not add to the problem, let's try and change it. Congratulations also to the Final Straw on becoming a registered charity, I full support the work you are doing across our Borough and I look forward to our next beach clean. Straight from the beach we returned to the warmth of the parlour and got photos taken and quotes written for our next serving you, along with our Christmas photo!

On a very different Halloween to most years, we were all deeply saddened by the loss of Sir Sean Connery and my thoughts are with his friends and family. Sean was THE James Bond and growing up I idolized him as a role model and will continue to do so.

With the lockdown announced for the Thursday ahead, on Tuesday 3rd November I recorded my wreath laying and reading for the Holocaust Memorial Day which will be published on 27th January. My reading, Protest, by Zofia Kossak-Szczucka is incredibly striking and we should in January ensure we mark this incredibly important Memorial Day. I also took this opportunity to film a short clip for our Council's Can initiative, my thanks to Cllr Rennie for organising this on the day.

The day before lockdown I knew I needed to get as much done as I possibly could, this began with me having the honour of welcoming the Deputy Lieutenant of Hampshire, Major-General James Balfour and former Chief of Defence Staff and head of our Armed Forces, General the Lord Richards, to St Faith's Church. We all took part in the pre-recorded service and ensured we laid wreaths, read aloud the names of the Sons of Havant we have lost in conflict, heard the Last Post played brilliantly and statements were also given that formed part of Canon Kennar's brilliant Sunday Service. Lord Richards and I also took the opportunity to record a separate clip getting across the importance of the act of Remembrance and why despite current restrictions, it's more important than ever that we remember this year. It's vital that we commemorate the service and sacrifice of our Armed Forces which has ensured our freedom and that our way of life continues as we know it. Even though another lockdown is upon us, General Richards and I are both incredibly

determined to see Remembrance this year marked as it rightfully should be. It was inspiring to hear the former Chief of Defence Staff speaking about his experiences and why we should all mark Remembrance this year, my thanks go to Lord Richards for his contribution. This clip along with my statement on behalf of the Borough were posted onto social media in the lead up to Remembrance, encouraging everyone to fall silent at 11am.

Thursday 5th November was bonfire night, where we celebrated 415 years of British tradition dating back to 1605 in a very different way. I teamed up with the advice from Hampshire Fire & Rescue Service and urged all to think twice about having firework displays at home, but if done planned carefully following the firework code. Having served as part of the incredible team of Firefighters at Station 19 Waterlooville, I know first-hand the importance of fire safety. It's crucial that we all do all we can to protect not only ourselves and our families, but also our emergency services who have been by our side continuously. Throughout this pandemic our Fire Service, Police and Ambulance services have been inspirational in their dedication to our safety. Let's do our bit and protect them this evening, as they do us every day.

The 6th November was a very special day for Hilda McElwee who celebrated her 100th birthday! I ensured that I dropped a gift and letter from me to her prior to the lockdown and also filmed a clip on her birthday that I sent across to her family to play on the day. What an incredible achievement to be able to celebrate your 100th birthday. I wished Hilda the very best for her special day and although so much has changed over the past century, it's people like Hilda that have been a constant and I very much look forward to the years ahead with her.

On this Remembrance Sunday we have all come together in a unique way from our own homes to commemorate the service and sacrifice of all British, Commonwealth and Allied servicemen and women that have fought to protect our way of life and our freedoms. In Havant the bells of St Faith's Church rang 161 times for each son of Havant that has been lost in war and that we remember especially, today. I was joined prior to the lockdown by the former Chief of Defence Staff and head of our Armed Forces, General the Lord Richards and by Her Majesty's Deputy Lieutenant of Hampshire, Major General James Balfour to complete Havant's service ready to be shown to all at home today. It is 100 years since the funeral of the unknown soldier and the unveiling of London's Cenotaph. In Havant our memorial was unveiled 98 years ago through public subscription. The fundraising was spearheaded by Mrs Leng, wife of the chairman of the Council at the time, Mr Frederick Leng. Mr and Mrs Leng had lost their son, Private Harold Leng who served under the Hampshire Regiment at Ypres and was killed in action in September 1918. Along with the help of the Rector at St Faith's, Mrs Leng went house to house across Havant for seven years collecting the £435 needed for the building of our memorial. Next time you visit Havant, please do take a moment to absorb the history and meaning of our war memorial. A special thanks must go to my Mayoral Chaplain, Canon Tom Kennar for his devotion to Remembrance, ensuring we are all able to mark today from wherever we may be. If you want to take another look at the service, it is available at on St Faith's Facebook page and also on St Wilfrid's Cowplain's page. My thanks must also go to Ian Snares for his tremendous effort in creating an excellent online service. Our focus now turns to Armistice Day, where once again we should all fall silent at 11am to remember those that gave their tomorrow, for our today. Lest we forget.

On Monday 9th November I was delighted to join the Havant Men's Shed to chat about the work they have been doing in the community and to hear their plans for the future post lockdown. I have met the team on many occasions and have seen their drive, enthusiasm and camaraderie first-hand. The shed is a place where all can go to share tools, skills, projects and of course coffee! It's a wonderful place for likeminded people to meet and really does act as a social hub for the community. If you or someone you know would be interested in joining them please do get in touch with the team, they are fab!

11/11 - Armistice day. 102 years ago, at 11am on the 11th November, the guns of the Western Front fell silent and it marked the end of over four years of the Great War. Today we think especially

of the 161 sons of Havant who fought and gave their lives in the First World War, Second World War and all other conflicts through to the present day. We commemorate their sacrifice and remember that it is only because of their selflessness that we are able to stand here today. We stand alongside our Allied neighbours on this day and it is our duty to ensure that the service and sacrifice of those that gave their tomorrow for our today is never forgotten. The formal ending of the First World War was signed in 1919 at Chateau de Versailles, in the hall of mirrors. This document that concluded the Great War was signed on parchment made in Havant - from a global scale to a local one, our common goal is simply to remember those who have given their lives, for us to live on. A wreath from me as Mayor and in turn on behalf of the 130,000 citizens of the Borough can be found at the memorials in Havant, Emsworth and Hayling. Lest we forget, we will remember them.

On Friday 13th November I had the privilege of returning to my old schools at Padnell Infants and Padnell Juniors, virtually. I joined the Juniors for their school assembly with my own Year 6 teacher Mrs Bloy to celebrate the weeks achievements. I then met with all three Year 2 classes at the Infant school where they asked me some brilliant questions about my role as the Mayor. It was humbling to be back albeit virtually, in the same classrooms I had worked in as a child growing up. Both schools also took part today in my Think Pink initiative, joining the other 22 local schools that have taken part to help raise vital awareness and funds for my Mayoral Charity Hannah's Holiday Home, by wearing something pink into school. Both schools helped raise £619.14 today for the charity, how incredible! It's even more poignant as Hannah attended both Padnell schools as a child, a memorial to her still stands proud in the school grounds.

Both schools looked fabulous in pink today and I even found a couple of old photos of me in both school uniforms, that you can find on social media and for anyone wondering, yes, my mother did cut my hair!

On Saturday 14th, I wished all a very Happy Diwali. Every year me and my family join the billions of other people across the globe to celebrate the Festival of Lights, which tells the story of when Lord Rama returned to his kingdom with his wife Sita after defeating Ravana and having served 14 years in exile. Diwali means so much to so many, from fireworks, family feasts and the exchange of gifts through to the diyas that light up every corner of a family home, it's a special time of year for all. My best wishes go to my friends at the Havant Hindu temple, that I had the privilege to help re-open last year.

In the short term diary moving forward, I look forward very much to attending Hart Plain Infant school's assembly during their Black Lives Matter week, to talk about my experiences coming from a diverse background and being the youngest Mayor ever elected in the UK of ethnic minority. I am also due to virtually open a new nursery and chair full council. I will of course continue to think outside the box with fundraising and event planning, continuing to engage with businesses, charities and organisations personally, leading from the front.

The vast majority of invitations have continued to come in via social media, enabling Sophie and I to continue our civic duties across the Borough, engaging with and using to our advantage, the virtual world we are surrounded by. I am pleased to say the Instagram page is growing day by day which is being used alongside my main social media tool, my Cllr Prad Bains Facebook page.

Since being elected as Mayor on July 22nd, I'm incredibly proud to say that my organic posts have now reached 231,177 people. Nearly a quarter of a million times my initiatives and ventures across the Borough have appeared on people's screens in just the last three months, Havant is truly being put back on the map.

Thank you.

 <https://www.facebook.com/MayorofHavant>

 <https://www.havant.gov.uk/mayor>



Additional comments
Wednesday 27th January 2021

After my previous report saw us through to Diwali on the 14th November, on the 16th I had great pride in joining Hart Plain Infant School's Black Lives Matter week. This week the school focused on key individuals from different ethnicities and backgrounds that have made a positive impact in society, I was honoured to be part of that group. I spoke to each school bubble about the importance of equality, diversity and inclusion and how they can achieve anything they set out to regardless of any characteristic. I spoke of the pride I have in being the first Mayor of Havant to come from an ethnic minority background and also being the UK's youngest diverse Mayor. I explained the importance of embracing differences and how we should all be treated with the same level of respect. I also gave the children an insight into my family background and my Indian heritage, something that I am incredibly proud of. All the children were so engaged with me today and I was asked some fabulous questions by them about my experiences, culture and views. I left feeling so very proud of what we had discussed, and it gives me enormous encouragement that children in our local schools are being educated in understanding the importance of equality, diversity and respect for everyone. From a local school assembly to an international F1 grid, it's something we can all play our part in. My thanks to the News for a brilliant write up on the occasion.

It was so lovely the following day to be able to join the children and teachers from Kingscourt School for their nursery opening! I had the chance to talk to the children about their brand-new nursery, which they are all so excited to start using! The children who all looked fabulous in their Diwali outfits, joined me in counting down from 5 before cutting the ribbon to open their brand-new space. Mrs Bembridge then took me on a virtual tour of the nursery and I was so impressed with not only the state of the art facilities, but with the wonderful views of the grounds the children will enjoy and experience every day from the environmentally friendly nursery. I visited the school prior to the lockdown when they also took part in my Think Pink week and raised an incredible £396.81 for my Mayoral Charity

Hannah's Holiday Home. I was able to also see the progress of the build at the time, which has now come to fruition. Thank you so much to the school for also sending me a lovely caterpillar cake so that I could join in with the school's celebrations from home! I am incredibly grateful to the school for inviting me to help open their nursery today in the most unique of ways and very much look forward to our continued relationship together.

On November 19th, whilst taking a walk on my lunch break at Staunton Country Park, I met community artist, Mandie from Artscape. The charity aims to bring people together in a covid secure way, helping to combat the isolation the pandemic has caused, using art as an outlet of support. Since being founded the charity has helped people to become part of a community, grow their artistic skills and in some cases has assisted people in returning to work. Artscape are at Staunton every Thursday from 11-1, pop along to the gazebo to find out more!

November 22nd - 4 months in as Mayor. All duties fulfilled. Initiatives created. Borough promoted. Restrictions overcome. Modernised an ancient role. Thousands raised for charity. A quarter of a million people reached on socials. Loving every moment.

On the 24th November, I was invited as guest speaker to the Rotary Club of Havant, where I not only had the opportunity to talk to members about my life and my role as the UK's youngest ethnic minority Mayor, but I also learnt more about the invaluable contribution Rotarians make to society both locally and internationally. Rotary International have a strong focus on the environment and are at the forefront of the fight against polio, where along with efforts from the Bill and Melinda Gates

Foundation, immunisation programmes have led to a 99% reduction in global cases of the disease. As well as contributing to worldwide efforts, the local club who I also met at last summer's Step by Step BBQ, focus on assisting our local charities and initiatives and have helped support our community since 1957. Thank you to Cllr Branson for your help and support this very successful evening.

On November 25th I joined the Cowplain School in their Christmas hamper efforts. As a former student, I am so proud of The Cowplain School where students, staff and the Cowplain community have come together to create food and Christmas hampers for the school's families that need that extra bit of support at this time of year. The school who have collected hundreds of donations, will give around 100 of their families a festive hamper with staff delivering each and every one to the doorstep. They have been inspired by Marcus Rashford's campaign for free school meals, that I also supported during the half term and will in their efforts ensure any family from the school that needs an extra bit of support this Christmas, has it.

A message from Cowplain School: "We very much hope you will be able to donate a little or a lot, whatever you can afford will be very gratefully received. Your donation will fund our mission to provide meals during the holiday season to many of our students and their families and give them all something special to celebrate! Thank you kindly and a Merry Christmas to all! From the Christmas Food Appeal Team at The Cowplain School". From leading with this school initiative, to taking part in my Think Pink week raising a staggering £704.90 for Hannah's Holiday Home, the school are at the forefront of the effort in helping to support our local community - thank you.

26th November - Staunton Country Park. We are so lucky to have somewhere like Staunton Country Park in the Borough. Today on my walk I discovered how the park are diversifying to attract more visitors. From rolling landscapes to brand new tea rooms, the Staunton team have ensured that the park is a place everyone can enjoy, helping to restore the area to its former glory as part of the Bicentenary of Sir George Staunton's purchase of the estate. I waded through 200 years of history and here are the best bits I picked up -

- Staunton is home to a 500-year-old tree planted during Henry VIII reign in the 1500's
- The restored 1820's follies have housed crocodiles and other exotic creatures
- The old icehouse also acted as a bunker during the Second World War
- The lake was used as a testing site for the Admiralty for their mines and submarines
- The mansion house blueprint is marked out exactly where the house once stood
- The new tea rooms run by Park Community School were once the estates stables
- The new Chinese bridge highlights Staunton's travels to China, where he brought back trends like Earl Grey tea.
- Staunton is home to 15 species of bat, more than the New Forest
- There's a Chinese fort on the island that was surrounded by 8 canons that fired every day and the Chinese Imperial flag.

There's so much history on our doorstep and it's brilliant to see the park being restored to its former glory, whilst balancing a modern approach with community groups like The Right to Work CIC making use of the old kitchen garden and Park Community School opening their amazing new Tearooms at The Coach House (Coffee is fab!). Staunton Farm is also a huge asset to the area and with a brand-new car park the site is now more accessible than ever, so get on your wellies and head down!

November 27th - #BestoftheBorough photography competition.

I have challenged the Mayor of Gosport to a photographic competition that showcases the best of what our Boroughs have to offer. I'm encouraging anyone and everyone that lives in the Borough to simply take a photo, capturing a shot that represents the best of our area. It can be anywhere and any theme - from coastline to churchyard, wildlife to scenic view, all showcasing the best bits of

what our Borough has to offer. The comp opens from Dec 1st and all you have to do is to send your best picture to my office via email before Friday 18th December. After doing that and if you upload your picture onto socials tag me into your post on insta @mayorofhavant and Facebook - Cllr Prad Bains and use the hashtag #bestoftheborough. On the closing date, the Mayor of Gosport and I, along with a panel of judges from the photography world will chose the best submission from each Borough who will then go head to head with each other, resulting in one becoming the overall winner from all the submissions across both of our areas. The winner will take the photographic crown back to their own Borough along with a winning prize from both Mayors as part of this inaugural competition. I would love the title to come back to Havant and I have complete faith in the artistic abilities of all of our residents to produce the defining submission. Let's do this, let's get snapping and let's bring this one home to Havant! A huge thank you to Sophie for designing the artwork for the competition!

November 28th - I'm right behind Havant & Waterlooville F.C. for their FA Cup second round tie against Marine Football Club live on BT Sport tomorrow. After dominating the preliminary rounds, the Hawks saw off Cray Valley in the first round proper, that was also streamed live on BBC Sport. I have watched the Hawks since I was a little boy, I was at Anfield in 08' to watch us go ahead against Liverpool and I had the privilege of opening Havant's new pitch in October as Mayor. Under the leadership of Chairman Derek Pope, the club has grown into being a community hub, helping to promote sport across the area. It has helped connect local businesses, inspire children into the game and has seen the first team go from strength to strength, turning pro this year. I'm incredibly proud of the club and what the lads have achieved on the pitch to get even this far is remarkable, let's get through this one and welcome City to the Community Stadium in round 3! Make sure you tune in tomorrow at 2.45pm to see the Hawks do one better in Merseyside this time round. Daring to dream.

November 30th - LIGHTS ON! - Havant in her Christmas finest. The Christmas lights have now officially been switched on across the Borough and we have some fabulous Christmas trees dotted around for you to enjoy. Locations include Havant, Leigh Park, Emsworth, Hayling and a magical display in Waterlooville. Thanks to every single person involved in the effort, you've done a brilliant job!

December 1st - Christmas card appeal: Thank you so much to Rachel Madocks School for designing my Mayor's Christmas card this year. The children have worked really hard in getting the card ready and I'm sure you'll agree, it looks fabulous! This year I'm asking that if you know of anyone that will appreciate a Christmas card during this festive period, please just drop me a message with their details and I'll ensure they receive one from me. Christmas can be a lonely time of year for many, heightened with the restrictions in place, if I can help in this smallest of ways then I endeavour to do just that. Sophie and I have already signed over 300 cards ready to be delivered to every corner of the Borough, please do just get in touch if you can think of any relative or friend that would appreciate a Christmas card from us. Thanks once again to Rachel Madocks school for their efforts in designing the card, I have always been a big supporter of the school and look forward to my next visit in January!

December 3rd - EAT LOCAL/SHOP LOCAL/BUY LOCAL – On my social media pages there's a list of businesses around Waterlooville we can support. Last night I met up with George Purnell who runs the fabulous Koop & Kraft that is now back open for business, along with many other restaurants, shops and services, locally. Over this festive period, I'm encouraging everyone where they can to book a table at their local independent, get their New Year's trim from the local barber up the road and to get their Christmas flowers from the florist at the end of the street. We can all support our local businesses by eating, shopping and buying local. I've got a list of businesses on my social media pages, please comment with any that I've missed off so I can add their details. Thanks to Cllr Narinder Bains and Cllr Gwen Robinson for helping me out with this as well – we had some brilliant response and thanks from local businesses for including them on this list, I've been a firm supporter of our local businesses from the outset and will continue to do so into the future.

December 5th - Happy anniversary to the best Mayoress in the world!

On the 8th December I gave an update via social on the memorial woodland project at Havant Thicket. I am so proud that my memorial woodland idea in partnership with Portsmouth Water has really grown to life. Over 3,000 trees have been planted, creating a brand-new woodland that will be accessible to all. Just before the lockdown I was joined by children from Warren Park Primary School to help plant the last few trees on the site, they did an amazing job! I've also asked the school to help me name the woodland that will be opened officially in the Spring. The memorial woodland will also commemorate our areas connection to the Armed Forces with info boards about local history being installed and will also offer people a peaceful place to go to, to reflect and remember loved ones. The project will help enhance local biodiversity & wildlife, creating a real spot of beauty in Havant. The link to education is going to be a strong focus, being a place that schools can come to visit to learn more about local history as well as the importance of protecting our environment and the natural world around us. Sustainability is key, the topic of the environment is at the forefront of our minds and our younger people are the ones that will drive this forward into the years ahead. 3,000 trees planted, a woodland created and a place of beauty in Havant for all to enjoy. Stay tuned for the official opening!

On the 9th December I joined a covid secure coffee afternoon at the Acorn Centre. I've always been so proud to represent Hart Plain ward as a Councillor, the Acorn Community Centre, Wecock Farm is the beating heart of the ward and I've always been in awe of the work they do and what they've achieved for our local residents. I worked very closely with Ann and her team throughout the lockdown with my Waterlooville's Helping Hands group to support local residents and I regularly pop in to say hi and to see how the centre and the organisations operating within it are getting on. By offering a home to key local organisations such as Hannah's Holiday Home, Squirrels Nursery, Wecock Farm Big Local that all operate from the centre, it has allowed me also to build brilliant relationships with these key local groups and the amazing people that make the place so special. Today I joined the covid secure outdoor coffee afternoon and got a look at the fabulous Christmas display up across the community centre. It really is a place where all can go and be made to feel welcome and is the epitome of what a community centre should be. It'll be open until Christmas Eve, so come check it out!

December 10th - It was brilliant to meet Ian Kingswell Photography today at the picturesque Langstone Harbour. The local photography business operates from the heart of Havant and have so kindly donated to my Mayoral Charity for the year Hannah's Holiday Home. They along with so many of our other local businesses, organisations, schools and individuals have selflessly donated what they can to my Mayoral Appeal, enabling Pam and her team to continue supporting local families and children suffering from cancer.

Every penny counts, if you can donate please consider doing so and drop me a message if you'd like to know more - Details are below:

- Mayor of Havant's Charity Appeal Fund
- Account number - 61706612
- Sort code - 60 10 20

December 11th - It was brilliant meeting local business Aura Gas -today, hearing about how they've adapted and diversified during the pandemic. I was really impressed with their covid strategy, with a huge emphasis on the protection of their staff and residents they serve. From completing online surveys, producing FaceTime quotes to utilising a sector leading online booking system, this local business has really adapted to continue to meet the needs of the local area. With cold nights ahead, please make sure you stay warm in these winter nights and if you need any info around heating or boilers, give them a shout! #shoplocal

December 12th - It was fantastic to be able to open St Faith's Church, Havant, Christmas Fair this morning. It was fabulous to see small local businesses setting up stalls in and around the Church, many of which have been formed during the pandemic and of course also gladdening to see many residents in person once again, in a covid secure way supporting the Church and our local businesses. I would personally like to thank Canon Tom Kennar and his wonderful team of volunteers for enabling the Fair to happen, it was an incredible success! I managed to pick up a lovely lemon drizzle cake, along with some Christmas decorations and a flower vase from our local stall holders, thank you! #ShopLocal

Please read the lovely write up from a parishioner after the event, so kind! – “You may be shocked beyond belief to hear that I am not a political animal, particularly when it is local politics and squabbling. However – credit where it's due – I am so impressed with the current Mayor of Havant Prad Bains. No idea which party he represents and it really doesn't matter – he represents the Borough in such a positive way. Whenever there is something happening, so matter how inconsequential, he turns up (and not just for a photo opportunity like another politician we all know and many of us dislike!) and gives every impression that there is nowhere he would rather be. Children at school, older folk in care homes, faith groups of any persuasion. This morning I saw him after he'd left the Church Fair – and he was chatting away to a group of boys on bikes (who had just been riding through the crowded market – bonkers) as if they were the only people that mattered. In return, they were talking back to him. No photographer, no guards, just a man talking to young people and I thought it was brilliant. Well done Prad!”

December 13th – As you can on social media, Sophie and I have each painted a mural for a project that will see the buildings of park parade covered in artistic expression. You can probably guess which one is mine and which one is the Mayoress', a clue is that only one of us has an A level in Art! The project is run by Artscape & Jon Miness and is free and open to everyone, all you have to do is collect a square and get painting! Portrait artist of the year, I'm coming for you!

December 14th - Connecting organisations to our food banks: I'm lucky enough to visit many of our Borough's brilliant organisations, businesses and charitable groups - utilising these visits and having the ability to connect organisations together that would benefit from joint efforts, is something I do my best to achieve. Having led Waterlooville's Helping Hands throughout the lockdown, working alongside our food banks, I know first-hand the vital role they play in our community. I have assisted our local food banks in Waterlooville and Havant through connecting them with local businesses offering assistance, the generous public, Friends of BAPS Havant, Hampshire Fire and Rescue Service and HSDC. After making the connection, the Hindu Temple have kindly given across donations from members of the Havant Hindu community to the Waterlooville Food Bank. The Waterlooville Fire Station also collected and gave a generous donation to the Foodbank, ensuring it was safely delivered and the local community supported from the efforts of station 19. The Sport department at HSDC, led by Ollie Jones helped to raise vital donations for the Foodbank PO9. Through the collection of non-perishable items, cash donations and a FIFA tournament being played, the department helped the local Havant community immensely. It's important to also recognise the efforts of individuals and other businesses that have helped our food banks after being introduced to their inspirational work. Thank you to everyone that has done their bit to help out those in need.

December 15th - My message to our 126,894 residents that has gone through 56,091 of our Borough's letterboxes this week. My Mayor's Message - “I would like to start in the only place that is appropriate, by extending the most heartfelt thanks to every single volunteer, business, charity and organisation that has stepped up during the lockdown to support others when they most needed it. Having created and led the voluntary group Waterlooville Helping Hands, being joined by a team of over 100 amazing volunteers, I saw first-hand the goodwill and empathy of so many which was abundant across the Borough. As we all know our keyworkers have been an inspiration to us all, enabling us to continue our way of life in the toughest of times, you are all incredible. As a collective across Havant, we have adhered to government guidelines and done all we can to help protect

those we love and care for, we have to continue and persevere in this same way so that we can defeat this virus together. As we head into the Christmas period, I would urge you to stay safe, follow the guidance and to continue the fight against this virus together as one”.

December 16th - Great to be back at my local today having a bite to eat with a drink, the Rainbow Waterlooville is what every pub should be, a welcoming place that puts their customers first - pop along and check out their new menu and support your local pub #eatlocal

On the 17th December it was announced that Havant was moving into tier 3 from Saturday and I ensured that I informed residents on social media straight away.

December 18th – video with Hants Fire & Rescue: I’ve teamed up with Hampshire Fire and Rescue Service at Havant Fire Station to get across 6 key points we all need to follow and be aware of this Christmas. Small actions on our part will help to keep our families and homes safe this Christmas period.

1) Christmas Trees 

Make sure that your real trees are watered as if they become dry, they become prone to fire.

2) Christmas Decorations 


Ensure you unplug your Christmas decorations if you leave the house and also when you go to sleep. Also make sure that you don’t overload your sockets.

3) Cooking 

Never leave your cooking unattended. When you’ve finished cooking turn off all appliances and take any pots and pans off a heated surface. Never leave any kitchen equipment or towels near any heat sources. Make sure that you clean ovens & grills properly as fat build up created a fire risk.

4) Candles 

Don’t leave burning candles unattended, always keeping them away from children at all times. Don’t attach decorations to live candles and use LED alternatives where possible.

5) Working smoke detectors 

Make sure that your smoke detectors are working and test them weekly. You should have one on every floor of your home.

6) Escape Plan 

Ensure everyone in your home knows where keys are to doors and windows to allow for an easy escape in the event of a fire.

My thanks to Station Commander Dave Graham and Firefighter Marley Cameron from Havant Fire Station

for getting across this vital info. Let’s all follow these key tips, keeping our families, homes and our Fire Service safe! Merry Christmas.

December 19th – Havant moves into Tier 4 from midnight, I ensured again this was communicated to residents via social media.

December 20th - Very pleased to have attended the Rotary Club of Havant Community Carol Service at

St Faith's Church, Havant, this afternoon. Tom Kennar, his choir and volunteers all did a fabulous job to keep within our tier 4 restrictions. I felt like a kid at Christmas listening to Santa explaining how he’s overcoming the restrictions this year to ensure the children of the Borough have a very merry Christmas!

December 21st - Combatting loneliness - Mayor’s phone call. With Havant plunged into Tier 4 and many left facing Christmas alone, I’m asking you to do one simple thing over the next few days, pick up the phone to someone you know that will be alone this Christmas. Whether it be a Great Aunt or long-lost friend, it’s a moment from your day that will make someone else’s. My Christmas card

appeal this year targeted our isolated residents and ensured that many received a Christmas card from me this past week after being nominated by friends, families and neighbours. I'm pledging my support once again to those most in need - If you DM me with details of someone who you feel would appreciate a call at this time of year, I will personally pick up the phone and speak to them this Christmas, ensuring they have someone to chat to during this festive period. Christmas can be the loneliest time of year for many, let's all do our bit to help combat this. I'm pleased to say that I made some very worthwhile calls to isolated residents over the Christmas period.

December 22nd – I published information on social media about supermarkets open in different tiers locally as well as our Borough's boundaries. 21,000 residents accessed this information from my pages.

On December 23rd I published the latest covid data for our area to residents on social media. Hampshire is being moved into Tier 4 from Boxing Day. It's reassuring to know that other neighbouring areas in Hampshire are being moved to tier 4, with cases over the Borough border under Winchester City Council in excess of 800+ in every 100K, it was a step that was required to protect the residents of Havant.

Christmas Eve - Merry Christmas to you all from Sophie and I, we know that it's been so tough for everyone and many festive plans have had to change, however we do sincerely hope that each and every one of you has a very special day 🥰🎄🧑🏻‍🎄

Boxing Day - The traditional Boxing Day walk at Staunton 🍁🍁 Hope that you all had a lovely Christmas 🎄

December 27th – Havant update to residents on social media regarding covid data was seen by almost 28,000 residents. Data shows that cases in Havant have rapidly increased to 433 per 100K. In just a month, the rolling weekly average has risen from 93 to 124 to 219, now standing at 433. With nearly 3,000 cases across the Borough, rising daily across all age's groups, it's more important than ever we all do our bit to drive these numbers down.

December 31st - My highlight of 2020 - Waterlooville's Helping Hands. It's easy for us to focus on the negatives this year has had to offer, however I wanted to end 2020 with the same positivity I started it with, through sharing a stand out moment that showcased what our community is all about and can do. At the start of the first lockdown in March I became aware of the lack of first-hand support for shielding residents across Waterlooville. With no time to spare I created Waterlooville's Helping Hands that aimed to support any resident that needed it with shopping, medical collections and being call buddies to those in isolation. Through a social media push seeking volunteers to assist in the effort, in less than 48 hours I was joined by an incredible team of over 100 volunteers. From NHS nurses, teachers, young students, through to retired residents, people came from all walks of life in order to support those that needed it most in our Waterlooville community. Over the coming weeks and months thousands of tasks were accomplished, some still being undertaken to this day; essential supplies bought and dropped off, medical prescriptions collected and regular catch up calls made. Through our buddying up system, consistency was created, friendships were made and community spirit was reignited. Every single volunteer that joined in with the effort gave one of our neighbours the lifeline they needed, with no other outlet of support our volunteers ensured that no-one that contacted us was turned away and everyone that needed support received it. The group coped with referrals from the County helpline, HBC, family, friends, some even from abroad seeking to support loved ones in our area. We also worked very closely with local food banks and our volunteers ensured parcels were collected and dropped to the doorstep. I have got to know each and every one of the 100+ volunteers that stepped up to support 120 vulnerable residents across Waterlooville. I am truly humbled by their actions and will always remain in their debt for their unwavering support that enabled so many local people to access what they needed, when they needed it most. I am so proud to have be a part of the Waterlooville Helping Hands response and I would like to head into 2021 by thanking each and every volunteer that joined in to support our local

residents during this pandemic - Thank you 🍷 Wishing you all a joyful and prosperous New Year 🍷

January 3rd - The incredible talent within our Borough. I have long resigned myself to be the least talented member of my household, you'll be able to see why after watching this video. More than being just my younger bro, Deeps has taken his music to new levels consistently and without bias, has to be one of the brightest talents in the music industry. His latest tune 'Parachute' has all been shot within our Borough by the uber talented Huon Barlow and the music heard was also a product of the talented Callum Trimby. It showcases our Borough's relationship with the arts, from music through to incredible film creation. We as younger people often are critiqued for our lack of ambition and drive; however, this is a clear indication that not only is talent in our Borough abundant, but the future of the Arts locally is in safe hands. The link to the full YouTube video is on my social media, go check it out.

January 6th – Havant update on social media: Cases in Havant have escalated this past week to 666 per 100K, with an increase of 841 cases in the last week, taking our Borough up to over 4.2K cases. With cases rising, I have today pushed again for our Borough to have access to lateral flow/rapid tests to help drive down our figures and reverse this trend and we await a response from Public Health Hampshire regarding this. With the roll out of both vaccines we can now see light at the end of the tunnel. With a third national lockdown here, it's essential we all do our bit now more than ever.

January 7th - STOP DOMESTIC ABUSE #youarenotalone. I met with the brilliant Havant team at Stop Domestic Abuse virtually to talk about the rise in cases they are dealing with. The charity has seen a significant surge in demand for their services throughout this pandemic, I was however reassured that those that need access to this support are receiving it and that the Charity is doing everything in its power to support members of our community. Regardless of the lockdown rules, you CAN still leave your home to get help if you are affected by domestic abuse. If you are in immediate danger, please call 999 (if you cannot speak press 55 afterwards).

The message below is directly from the team 📌

“Our current primary message is:

If you are affected by domestic abuse, please call us on 0330 016 5112. Our advice line is open 9.30-8pm Monday to Fridays (excluding bank holidays). Our refuges remain open, please call us on the number above, you are able to access refuge 24 hours a day. Please remember regardless of the current measures in place, you CAN still leave to get help if you are affected by domestic abuse. If you are in any immediate danger, please dial 999. Please don't suffer alone, we are here to help you”.

January 8th - On my latest lockdown walk I stumbled across the prettiest of follies in our Borough, the Beacon built in 1830 situated in our magnificent Staunton Country Park. Wellies advised 😊

January 10th - Walk at Langstone harbour 🌊 As well as being a true spot of beauty in our Borough, during the Second World War the harbour contributed to the War effort by acting as a Starfish decoy site to misdirect night time enemy bombers that were aiming for Portsmouth. One of 237 decoy sites around the country, the harbour lit up at night and took some of the force from the City. Today marks 80 years since the biggest air raid on Portsmouth during the Second World War where 172 civilians so sadly lost their lives. A walk around the harbour not only offered a chance to see the wildlife and the views, but to reflect on the sacrifice of others and the role our area has played in protecting our way of life.

January 11th - It was really good to meet Luke, Nick and Neil (my old teacher!) from CM Sports virtually today to hear about the resilient work they've been doing during the pandemic. The organisation work with over 100 schools across Hampshire, including many in the Borough, delivering PE lessons, events and after school clubs for local children. Their efforts have continued during the lockdown where they are helping our schools in supporting vulnerable children and those

of Keyworkers. In normal times CM Sports engage with 25,000 pupils per week and deliver over 114 after school clubs every week! The organisation also helped to deliver the Connect4Summer programme that Sophie and I attended in August. Being a strong employer to some of our younger people, this educational provider has really impressed me with their approach to coaching, education and their contributions to our Borough's children - well done CM Sports!

January 14th - The #BestoftheBorough photography competition has now come to a close, we have received over 100 incredible submissions, showcasing every aspect of both our Boroughs. Thank you to every single person that sent in a photo! With the help of guest judge Huon Barlow who himself is one of the South Coasts' finest photographers, we have painstakingly narrowed the 100+ entries down to a top 10. Now we need your help to decide who takes home the 'most popular photo' crown, all you have to do is the following:

- 1 - Like your favourite photo from the top 10
- 2 - tag 3 friends below in the comments who can do the same

This will close on Sunday evening and the winner of this most popular photo, along with Mayor's favourites and the guest judges' favourite will be announced on Sunday too!

January 15th - Growing Places Nurseries - thank you 🍌 It was really nice to meet the team at Growing Places virtually today, who across their 6 settings have stood up during the pandemic to support local children and families. All 6 nurseries, including one in my ward, have stayed completely open, not turning away any child who needs their support. From constructing outdoor classrooms, installing temporary walls to create further rooms, deep cleans, altering working hours to coincide with NHS parent's shifts, to cooking key-worker parents' meals after a days' work, the staff at the nurseries have truly gone above and beyond. Since the first lockdown began Growing Places also opened their community larder, where for a fiver anyone could fill a bag full of shopping for the week and this has assisted so many local families. The nurseries are real community nurseries and the staff really do believe in what they do, helping to raise the aspirations of local children ensuring they feel valued at all times. Every setting always has its doors open to help anyone and in such difficult times has stepped up when they were needed most. I'm really excited to see plans for their vision moving forward materialise and am so very thankful that we have such a wonderful organisation in my ward and across our Borough. Thank you to every single Early Years educator and to every member of staff at Growing Places for your resilience, efforts and determination!

On January 16th I published the latest covid data for Havant on social media. Havant update: 🟢 2.7 million vaccines have already been administered nationally, at a local level we have seen thousands of residents in the Borough have their first dose of the vaccine already. Although still very high, for the first time in a long time we have seen a reduction in weekly cases down to 604 cases per 100K. 169 fewer cases overall than the previous week's data which is a positive sign. Local vaccination centres are also looking for volunteers to help in the effort, if you or anyone you know would like to assist, please email - prad.bains@havant.gov.uk

January 17th - WINNER OF THE #bestoftheborough PHOTOGRAPHY COMP - SARAH TALBOT



On Thursday I published the top 10 photos from our #bestoftheborough competition between Havant & Gosport that saw over 100 submissions showcasing every aspect of our area. We asked for your help to decide the 'most popular photo' by simply liking your favourite shot from our top 10. We had well over 200 votes since Thursday and with a staggering 60 of those, (28.6% of the overall vote) it gives me enormous pleasure to declare the winning photograph of the inaugural #bestoftheborough photography competition to 'Staunton Country Park' taken in Havant Borough by Sarah Talbot. I know it was the first competition Sarah's entered and I'm so pleased to be able to announce her success, I'm sure you'll all agree that her photo is just fabulous and showcases such a special place in our Borough! The Mayoress and I have each selected a photo that we were

particularly fond of from the initial submissions, Sophie's favourite featured in the top 10 and was taken by Beth Racklyeft, bringing to us the magnificent sunset at Hayling Island. Mine was 'tropics' by Huon Barlow - For obvious reasons we didn't consider the photo for the top 10 but I feel the drone view of an area between Hayling and Emsworth is something I've never seen before, capturing the contours and meanders of the harbour, giving another dimension to our area. Huon as guest judge helped us immensely throughout and has also given us his personal favourite, which was the Final Straw's amazing shot 'Oak Tree' in Hollybank Woods - the lighting is insane! I would like to finally say a massive thank you to each and every person that submitted an entry to the competition, the standard was incredible and really showed off the best of what our Boroughs have to offer. A big thank you to the Mayor of Gosport, Zoe Huggins who joined me for this inaugural competition and to Huon for guest judging it all! Congrats again Sarah and well done for bringing the trophy back to Havant! 📷

In the short-term diary moving forward, I look forward very much to attending Rachel Madocks School's LGBT initiative virtually, growing places' 20th birthday celebrations, Holocaust Memorial Day, the Armed Forces Covenant resigning and full council. I continue to engage with and support our local businesses, charities and organisations promoting our Borough at every step.

The vast majority of my ward work and invitations have continued to come in via social media, enabling Sophie and I to continue our civic duties across the Borough, engaging with and using to our advantage, the virtual world we are surrounded by. I am pleased to say the Instagram page is growing day by day, now over 615 followers, which is being used alongside my main social media tool, my Cllr Prad Bains Facebook page. Over half my ward work comes via my social media pages.

Since being elected as Mayor on July 22nd, I'm incredibly proud to say that my 90 organic posts on my Facebook page alone have reached 426,341 people. Nearly half a million times my initiatives and ventures across the Borough have appeared on people's screens since taking office, Havant is truly being put back on the map.

Thank you.

 <https://www.facebook.com/MayorofHavant>

 <https://www.havant.gov.uk/mayor>

NON-EXEMPT

HAVANT BOROUGH COUNCIL

COUNCIL

27 January 2021

CODE OF CONDUCT REVIEW

FOR DECISION

Portfolio Holder: Councillor Bowerman

Report Number: HBC/021/2020

1. Purpose

- 1.1. This paper is submitted to Council for approval of the revised code of conduct and supporting documents recommended by the Governance, Audit & Finance Board.
- 1.2. The Governance, Audit & Finance Board is required under their terms of reference to advise the Council on the revision of the Code of Conduct which was undertaken following the publication of the report into standards in local government published in January 2019.
- 1.3. The Governance, Audit & Finance Board is responsible for the arrangement for dealing with allegations and the Board have approved the supporting process which will be implemented if council adopted the revisions to the Code of Conduct.

2. Recommendation

Council is asked to:

- 2.1. Agree the Code of Conduct recommended by the Governance, Audit & Finance Board.
- 2.2. Agree the supporting procedures as approved by the Governance, Audit & Finance Board.

- 2.3. Delegate to the Governance, Audit & Finance Board authority to make any minor amendments to the Code of Conduct and to correct inconsequential typographical or other errors.

3. Executive Summary

- 3.1. The draft Code of Conduct is substantially different in form and format to the current version. There are several approaches to Codes of Conduct and this is an attempt to balance the behaviour based code with some practical wording around areas that cause concern amongst Councillors and residents.

- 3.2. The report of the Lord Evans report can be found at the following link;

<https://www.gov.uk/government/news/local-government-ethical-standards-committee-publishes-report>

the report made 26 recommendations, some of which require changes in legislation and 15 Best Practice comments for adoption. The revised Code of Conduct meets many of the Best Practice requirements and incorporates where possible some of the recommendations.

- 3.3. The Monitoring Officer awaits the Local Government Association model code of conduct being provided (recommendation 1 of the report). The draft model code is now at consultation stage and is not likely to be completed for some time. This Code of Conduct has therefore been proposed albeit recognising a new model code may be produced in the future.
- 3.4. The Governance, Audit & Finance Board considered the draft Councillor Code of Conduct at its meeting on 7 October 2020 and agreed the code in principle.

4. Additional Budgetary Implications

- 4.1. None

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

- 5.1. This links directly to the delivery of a revised Corporate Plan and the revised Constitution.

6. Options considered

6.1. Option 1: Do nothing. This does not answer the issues raised in the report.

Option 2: Await the LGA model code before acting but this would result in a delay in the adoption of a new Code of Conduct.

Option 3: Adopt the current proposed code and commence consultation acknowledging the need to ask the Governance, Audit & Finance Board to monitor and review.

Option 3 is the recommended option.

7. Resource Implications

7.1. Financial Implications

None

Section 151 Officer comments

None.

7.2. Human Resources Implications

None

7.3. Information Governance Implications

None

7.4. Other resource implications

None

8. Legal Implications

- 8.1. The Localism Act 2011 requires a code of conduct to be in place. Local authorities have significant discretion on how to implement the statutory requirements.

9. Risks

Monitoring Officer comments

Date: 18 January 2021

The Acting Monitoring Officer has been involved in the drafting of this report and has no further comments

- 9.1. Member Code of Conduct risks primarily relate to reputation impact upon reputation and public confidence.

10. Consultation

- 10.1. None.

11. Communication

- 11.1. This will be published and publicised with the new constitution.

12. Appendices

- 12.1. Appendix 1 Code of Conduct and process for investigation and hearing.

13. Background papers

- 13.1. Local government ethical standards: report published 30 January 2019.
<https://www.gov.uk/government/publications/local-government-ethical-standards-report>

Signed off by:

Monitoring Officer

Section 151 Officer

Contact Officer:

Name: Daniel Toohey

Job Title: Acting Monitoring Officer

Councillors' Code of Conduct

PREAMBLE TO THE CODE OF CONDUCT

This Preamble provides an explanatory introduction to the Councillors' Code of Conduct. It does not form part of the Code of Conduct, and in the event of any conflict between the Preamble and the Code, the Code shall take precedence. The Governance, Audit & Finance Board is responsible for administering the Councillor's Code of Conduct.

Introduction

The Havant Borough Council has adopted the following code dealing with the conduct that is expected of Councillors and co-opted members of the Council when they are acting in that capacity, as required by section 27 of the Localism Act 2011 ("the Act").

The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors, and the Code sets out the standards that the Council expects Councillors to observe.

The Code is not intended to be an exhaustive list of all the obligations that are placed on Councillors. If in doubt, Councillors should seek advice from the Monitoring Officer or Deputy Monitoring Officer, but the final decision and responsibility on how to act rests with Councillors themselves.

Councillors should not do anything in their capacity as councillors, which they could not justify to the public or could not justify by law. Councillors' conduct and what the public believe about their conduct will affect the reputation and credibility of Councillors and the Council as a whole.

Failure to comply with the code may result in a sanction being applied by the Council.

Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and/or disqualification from office for a period of up to 5 years.

Expectations and Values

It is the responsibility of individual Councillors to understand the provisions of the Code of Conduct and the Protocols contained in or linked to the Council's Constitution, as well as such other legal obligations as may apply to them from time to time.

Councillors have a responsibility to ensure that they comply with the Code of Conduct in all respects.

Councillors are community leaders who will hold their peers to account and challenge any conduct which is unbecoming to the role and position of Councillor.

Councillors will treat each other and officers civilly and with respect and will challenge any breach of this requirement.

Councillors will regularly review their personal circumstances and intended actions in the context of the Code.

It is not enough to avoid impropriety; perception is also important. Councillors should avoid any occasion for suspicion and any appearance of improper conduct.

SEVEN GENERAL PRINCIPLES OF PUBLIC LIFE

The Code of Conduct includes and is intended to be consistent with the following seven principles, introduced by the Committee on Standards in Public Life, as required by the Localism Act 2011.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions to the public and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

CODE OF CONDUCT

Part A

General Provisions

Introduction and interpretation

1. — (1) This Code applies to members of the Council and any co-opted member.

(2) It is your responsibility to comply with the provisions of this Code.

(3) In this Code—

"meeting" means any meeting of—

(a) the Council;

(b) the Cabinet of the Council;

(c) any of the Council's or its Cabinet's Committees, Sub-Committees, Joint Committees, Joint Sub-Committees; and

(d) any informal meetings,

"member" includes a co-opted member and an appointed Councillor.

Scope

2. You must comply with this Code whenever you:

(a) conduct the business of your Council (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your Council, and references to your official capacity are construed accordingly.

(c) you act or may be perceived as acting in your role in public life.

General obligations

3. (1) You must treat others civilly and with respect.

(2) You must not—

(a) do anything which may cause the Council to breach the Equality Act 2010 (or subsequent legislation)

(b) bully¹ any person;

(c) intimidate or attempt to intimidate any person, in particular:

(i) a complainant,

¹ Bullying definition is the definition as adopted by ACAS and updated from time to time and includes any offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Councillor has failed to comply

with the Council's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

(3) The Chief Executive and the Monitoring Officer should be advised about any close personal relationship with an Officer or a close family member of an Officer, that goes beyond that of a simple friendship which might be expected to exist between colleagues.

4. You must not:

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice (such as legal advice) provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is permitted by law; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which a reasonable member of the public would regard as bringing the Council or the office of councillor into disrepute.

6. You must:

(a) represent the needs of residents- the whole community and your constituents, including those who did not vote for you,

(b) deal with representations or inquiries from residents and visitors, fairly, appropriately and impartially

7. You:

(a) must not use or attempt to use your position as a Councillor improperly to confer on or secure for yourself or any other person, an advantage or disadvantage²; and

(b) must, when using or authorising the use by others of the resources of the Council—

(i) act in accordance with the Council's reasonable requirements;

² The advantage may be any benefit and need not be material or financial.

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

8. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

(a) the Council's Chief Finance Officer; or

(b) the Council's Monitoring Officer, where that Officer is acting pursuant to his/her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

Disclosable Pecuniary Interests

This part explains the statutory requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These are enforced by criminal sanction.

1. Notification of disclosable pecuniary interests

Within 28 days of becoming a Councillor or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) of the following descriptions:

(a) Details of any employment, office, trade, profession or vocation carried on for profit or gain

(b) Details of any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(c) Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.

(d) Details of any beneficial interest in land which is within the area of the relevant authority.

(e) Details of any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

(f) Details of any tenancy where (to your knowledge) the landlord is the relevant authority; and the tenant is a body in which the relevant person has a beneficial interest.

(g) Details of any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the relevant authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For the purposes of the foregoing “relevant authority” means the Council; “relevant period” means the period of 12 months ending with the day on which you notify the Monitoring of your disclosable pecuniary interest, and “relevant person” means you or your spouse or partner as defined above.

2. Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the Council’s website.

3. Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour and the Monitoring Officer agrees, if the interest or information is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest or information, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

4. Non-participation in case of disclosable pecuniary interest

a) If you are present at a meeting of the Council, Cabinet, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:

- You may not participate in any discussion of the matter at the meeting.
- You may not participate in any vote taken on the matter at the meeting.
- If the interest is not registered, you must disclose the interest to the meeting.
- If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

In addition, the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.

b) Where a Cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by them, the Cabinet member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

5. Dispensations

The Monitoring Officer may authorise the granting of dispensations pursuant to section 33 of the Localism Act 2011.

6. Offences

It is a criminal offence to:

(a) Fail to notify the Monitoring Officer within twenty-eight days of election of any disclosable pecuniary interest

(b) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register.

(c) Fail to notify the Monitoring Officer within twenty-eight days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

(d) Participate in any discussion, see paragraph 12 below, or vote on a matter in which you have a disclosable pecuniary interest

(e) As a Cabinet member discharging a function acting alone and having a disclosable pecuniary interest in such a matter, fail to notify the Monitoring Officer within 28 days of the interest.

(f) Knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

7. Notification of changes

You must notify the Monitoring Officer within 28 days of any new disclosable pecuniary interest, or any change to a disclosable pecuniary interest already notified/registered.

Other Interests

8. Notification of Other Interests

(1) You must, within 28 days of adopted of the Code; or your election or appointment to office notify the Monitoring Officer in writing of the details of your other interests within the following categories, for inclusion in the register of interests:

(a) Details of any body of which you are a member or in a position of general control or management;

(b) Details of any body exercising functions of a public nature, any body directed to charitable purposes or any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(c) Details of any gift or hospitality with an estimated value of at least £50 that you have received in connection with your role as a Councillor, and details of the donor, the reason for acceptance and disposal .

(2) You must, within 28 days of becoming aware of any new interest or change to any interest registered under this paragraph notify the Monitoring Officer of the details of that new interest or change.

9. Disclosure of Other Interests

(1) Subject to sub-paragraphs (2) to (6), where you have an interest described in paragraph 8(1) above or in paragraph (2) below in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of that interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) You have an interest in any business of the Council where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a member of your family or any person with whom you have a close association, to a greater extent than the majority of other Council Tax payers.

(3) Where you have an interest in any business of the Council of the type mentioned in paragraph 8(1)(c), (gifts and hospitality) you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Where you have an interest by virtue of paragraph 8(1) but, by virtue of paragraph

11, sensitive information relating to it is not registered in the register of Councillors' interests, you must indicate to the meeting that you have an interest but need not disclose the sensitive information to the meeting.

(5) Where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2), and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

10. Register of interests

(1) Any interests notified to the Monitoring Officer under paragraph 8 above will be included in the register of interests.

(2) A copy of the register will be available for public inspection and will be published on the Council's website.

11. Sensitive interests

Where you consider that disclosure of the details of another interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour, and the Monitoring Officer's agrees, if the interest

is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

12. Nonparticipation in case of certain other interests

(1) Subject to paragraphs (2) and (3) below, where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2) AND the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest you may not participate in any discussion of the matter at the meeting, and you may not participate in any vote taken on the matter at the meeting.

In addition, the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.

(2) Where you have an interest in any business of the Council to which paragraph 12(1) applies, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, and provided that you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

(3) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have an interest under paragraph 12(1) that relates to the functions of the Council in respect of—

(i) housing, where you are a tenant of your Council provided that those functions do not relate particularly to your tenancy or lease;

(ii) an allowance, payment or indemnity given to Councillors;

(iii) any ceremonial honour given to Councillors; and

(iv) setting Council Tax or a precept under the Local Government Finance Act 1992.

(v) Where, as a Cabinet member, you may discharge a function alone, and you become aware of an interest under paragraph 12(1) in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

ARRANGEMENTS FOR DEALING WITH ALLEGATIONS THAT A MEMBER OF THE BOROUGH COUNCIL HAS FAILED TO COMPLY WITH THE RELEVANT CODE OF CONDUCT.

LOCALISM ACT 2011 SECTION 28

These arrangements are made under Sections 28(6) and (7) of the Localism Act 2011, and set out how Havant Borough Council will deal with allegations that a councillor has failed to comply with the relevant Code of Conduct. These arrangements provide for the Council to appoint at least one Independent Person, whose views must be sought by the Council before it takes a decision on an allegation which it has decided should be investigated, and whose views can be sought by the Council at any other stage.

1. Making an Allegation

(1) An allegation that a councillor has failed to comply with the requirements of the relevant Code of Conduct must be made to:

(a) The Monitoring Officer,

(2) An allegation may be sent by email, or other any other media with any supporting information to the Monitoring Officer. A form for this purpose is available on the Council's website.

(3) The allegation must be that the Councillor(s) has, or may have, breached the relevant Code of Conduct.

(5) Anyone making an allegation should provide full details of the conduct complained of and how it is alleged to constitute a breach of the Code of Conduct. Details of the person making the allegation will generally be provided to the Councillor, unless the Monitoring Officer considers that there are special reasons for keeping this information confidential.

2. Procedure once an allegation is received

(1) Once an allegation is received or the Monitoring Officer has been made aware of circumstances meeting the criteria in Appendix 1, the Monitoring Officer will provide a copy of the allegation or a summary of the circumstances to the Councillor complained of, and advise that the Councillor may submit any comments to the Monitoring Officer if the Councillor wishes to do so.

(2) In appropriate cases, the Monitoring Officer may seek to resolve the matter informally. This may involve the Councillor accepting that his/her conduct was unacceptable and offering an apology.

(3) If informal resolution is not possible, the Monitoring Officer will, in consultation with the Independent Person, the Chair of the Governance, Audit & Finance Board and, if appropriate inform the Chief Executive, determine whether the complaint merits formal investigation, or whether no further action should be taken.

(4) The Monitoring Officer may refer a complaint to the Governance, Audit & Finance Board for a decision to investigate if the Monitoring Officer considers it would be inappropriate for them to take the decision.

(5) Whilst each allegation will be considered on its own facts, the assessment criteria are provided to assist.

(6) If an allegation is not referred for investigation, the complainant has no right of appeal.

The Monitoring Officer will report to each scheduled Governance, Audit & Finance Board meeting on the complaints received and decisions taken on them. The report will not be open to the press and public as it will contain information relating to named individuals.

3. Investigation

(1) Where a complaint is referred for investigation, the Monitoring Officer will arrange for the investigation to be undertaken by an Officer of the Council, or by an external investigator.

(2) If the Investigating Officer finds no evidence of failure to comply with the Code, the Monitoring Officer may close the matter, in consultation with the Independent Person, Chair or Vice-Chair of the Governance, Audit & Finance Board and inform the Chief Executive. The Monitoring Officer may still refer the matter to the Governance, Audit & Finance Board if in their absolute discretion it appears appropriate. The Monitoring Officer will in any event provide a summary to the next meeting of the Governance, Audit & Finance Board

(3) Where a formal investigation finds evidence of failure to comply with the Code of Conduct, an opportunity for local resolution may be provided and the complainant may be satisfied by recognition of fault or an apology. The Monitoring Officer has authority to agree a local resolution, in consultation with the Independent Person, the Chairman or Vice-Chairman of the Committee subject to the complainant being satisfied with the outcome a summary report will be made to the Governance, Audit & Finance Board.

(4) In all other cases where the formal investigation finds evidence of a failure to comply with the Code of Conduct, the Governance, Audit & Finance Board will hold a hearing within two months of the investigation report at which the Councillor complained of may respond to the investigation report and the Committee will determine whether the Councillor did fail to comply with the Code of Conduct and what action, if any, is appropriate. The Committee's Pre-hearing and Hearing Procedures is set out in Part 4 – Section 3 (C) and (D).

The Hearing Committee will be advised by an Independent Person and by the Monitoring Officer.

(5) The sanctions open to the Governance, Audit & Finance Board are:

- i. to censure, to report the findings to Full Council,
- ii. to recommend the Councillor's Group Leader to remove the Councillor from any or all Committees,

iii. to withdraw Council facilities, such as a computer, or to exclude the Councillor from the Council's offices with the exception of meeting rooms as necessary for attending meetings of Council/Committee.

There is no right of appeal.

4. Conflict of Interest

(1) Where a complaint is made by a Councillor about another Councillor, and the membership of the Committee there could also be a perception of conflict of interest where the Chair is consulted and is of the same group as the complainant. The Monitoring Officer will discuss with both the Chair and the Vice-Chair the management of any possible perceived conflicts of interest.

ASSESSMENT CRITERIA

1. The Monitoring Officer will reject a complaint if it fails to meet one or more of the following tests:

a. The complaint is against one or more named Councillors or co-opted members of Havant Borough Council.

b. There is sufficient evidence to suggest the Councillor was acting in a public or Council capacity.

c. The complaint, if proven, would be a breach of the Code of Conduct.

2. The Monitoring Officer, following consultation with the Independent Person, the Chair, or the Governance, Audit & Finance Board may decide to refer a complaint for investigation where the complaint discloses a potential breach of the Code of Conduct sufficiently serious, if proven, to warrant a sanction, and where it would be in the public interest to investigate.

3. Circumstances where the Monitoring Officer following consultation with the Independent Person, the Chair of the Governance, Audit & Finance Board and the Chief Executive, if appropriate or the Governance, Audit & Finance Board may decide that no action should be taken in respect of a complaint:

a. Where the complaint is about someone who is no longer a member of the Council,

b. Where a substantially similar allegation has previously been made by the complainant to the Governance, Audit & Finance Board or the complaint has been the subject of an investigation by another regulatory authority,

c. Where the Monitoring Officer has considered the complainant has unduly delayed without reasonable cause,

d. Any undue delay has resulted in the Councillor being so unfairly prejudiced that it would be wholly unreasonable to continue. In the event the delay was caused or contributed to by the actions of the subject councillor the delay the Monitoring Officer may continue with the investigation and any hearing.

4. Where the allegation is anonymous, and without capability of independent corroboration.
5. When the allegation discloses a potential breach of the Code of Conduct, but the complaint does not appear serious enough to warrant further action.
6. Where the complaint appears to be malicious, politically motivated or tit-for-tat, unless a serious matter is raised in the complaint

REFERRED FOR INVESTIGATION

1. When an allegation is referred by the Monitoring Officer or the Governance, Audit & Finance Board for investigation, the Monitoring Officer will within ten working days or as soon as reasonably practicable, inform the Councillor who is the subject of the allegation of failure to comply with the Code of Conduct, (“the Subject Councillor”), the person who made the allegation (“the Complainant”), and the clerk to any parish council concerned that the matter has been referred for investigation.
2. The Monitoring Officer may appoint an Investigating Officer who may be an Officer of the Council, or an external investigating Officer. The Investigating Officer may appoint persons to assist him/her in the conduct of the investigation and may obtain such professional advice as may be necessary. The Monitoring Officer will advise the Subject Councillor and the Complainant of the appointment of the Investigating Officer.
3. The Investigating Officer may make such inquiries as they think necessary or expedient for the purposes of conducting the investigation, and may request any person to give such information or explanation as the Investigating Officer thinks necessary or expedient for the purpose of conducting the investigation. The Investigating Officer may require any of the relevant authorities concerned to provide such advice and assistance as may reasonably be needed to assist in the investigation, and to provide reasonable access to such documents in the possession of that authority as appear to the Investigating Officer to be necessary for the purpose of conducting the investigation.
4. Statements will be prepared and agreed with each person interviewed during an investigation, including the Subject Councillor. The Subject Councillor will be advised that they may be accompanied by a professional representative or advisor, a Group colleague or friend during the interview. Any other person interviewed may be accompanied by a friend or representative if they so wish. Any accompanying person must either be under a professional duty of confidentiality (a solicitor or legal representative) or have signed a confidentiality agreement in respect of any information disclosed during the interview or hearing that is not in the public domain.
5. The Investigating Officer will complete the investigation within a reasonable period of time according to the nature of the complaint and the extent of the investigation required.
6. The Investigating Officer, having concluded the investigation, will consider whether to produce a draft report before the final report. A draft report may be appropriate where the facts are complex or ambiguous, or where the facts are

disputed. Any draft report will be issued to the Subject Councillor and the Complainant for review and comment and will indicate that it does not necessarily represent the Investigating Officer's final conclusion.

7. If the Investigating Officer issues a draft report, the investigator will consider whether the responses reveal a need for further investigation or for changes to the report. In some complex cases, the Investigating Officer may wish to issue a second draft report before the final report.

8. The Investigating Officer's final report will include all relevant documents, and copies of all witness statements obtained during the investigation. The report will commence with a statement of the Investigating Officer's conclusion. The conclusion will indicate if the evidence supports a failure to comply with the Code of Conduct of the council or parish or town council

9. The Investigating Officer will submit the final report to the Monitoring Officer.

PRE-HEARING PROCEDURE

1. Where an investigation report indicates that there has been a breach of the Code of Conduct and the matter cannot otherwise be resolved by local resolution, a hearing will be arranged within two months of receipt. The hearing will be a meeting of the Governance, Audit & Finance Board convened specifically for that purpose.

2. A copy of the investigation report will be sent to the Subject Councillor, the complainant and the Chair of the Governance, Audit & Finance Board.

3. The subject Councillor may provide written response within 15 working days, which response shall set out the Subject Councillor's reply to the Investigating Officer's report and shall state if they:

a. Disagree with any of the findings of fact in the report, giving the reasons for any disagreement

b. Wish to be accompanied at a hearing by any person

c. Wish to give evidence to the Board, either orally or in writing

d. Wish to ask any person to give evidence to the Board

e. Wish any part of the hearing to be held in private

f. Wish any part of the Investigating Officer's report or other relevant documents to be withheld from the public.

4. The Subject Councillor shall be informed that if, at the meeting of the Board, they seek to dispute any matter contained in the Investigating Officer's report without having previously notified the intention to do so, the Board may refuse to allow the disputed matters to be raised unless satisfied that there are good reasons why they have not been raised beforehand.

5. Upon receipt of the Subject Councillor's response, the Investigating Officer shall be invited to comment on it within ten working days. If the report is disputed the investigating officer must indicate if they are appointing another officer or person to be present the evidence upon which the report was based.

6. Upon receipt of the Investigating Officer's response, the Monitoring Officer will consider the responses of the Subject Councillor and the Investigating Officer and set a date for the hearing in consultation with the Chair of the Governance, Audit & Finance Board.

7. If the subject Councillor has indicated they wish a person to attend to give evidence the Governance, Audit & Finance Board may in its absolute discretion agree to hear from that person. A question may only be asked with the permission and absolute discretion of the Chair of the Governance, Audit & Finance Board.

8. Nothing in this procedure shall limit the Chair of the hearing from requesting the attendance of any additional witnesses whose evidence he/she considers would assist the Committee to reach its decision.

HEARING PROCEDURE

1. The Hearing shall decide, on a balance of probabilities, on the evidence presented to it, whether the complaint is upheld.

2. All matters shall be decided by a simple majority of votes cast. If there are equal numbers, the Chair shall have a second and casting vote.

3. The Independent Person shall attend the hearing in an advisory, non-voting capacity.

4. The meeting will be open to the press and public unless confidential or exempt information is likely to be disclosed.

5. The procedure for the hearing shall be as set out below, but the Chair may agree to vary this procedure in any particular instance where they are of the opinion that such variation is necessary in the interests of fairness.

6. The Subject Councillor may be accompanied during the meeting by another person to support, advise or assist them.

7. The Board may take legal advice from its legal adviser at any time during the hearing or during its deliberations. The substance of any advice given to the Board will be shared with the Subject Councillor and the Presenting/Investigating Officer if they are present at the hearing.

8. At the start of the hearing, the Chair shall introduce each of the members of the Board, the Independent Person, the Subject Councillor (if present), the Investigating Officer (if present) and any other Officers present, and shall then explain the procedure which the Board will follow in the conduct of the hearing.

9. The Board shall then confirm that it is quorate, and deal with any disclosures of interests.

10. If the Subject Councillor is not present at the start of the hearing:

a. The Chair will ask the Monitoring Officer if the Subject Councillor has provided any explanation.

b. The Board shall then consider any reasons which the Subject Councillor has provided for not attending the hearing and shall decide if in exceptional circumstances an adjournment is justified.

c. If the Subject Councillor has not given any reasons for nonattendance, the Board shall consider the matter and make a determination in the absence of the Subject Councillor.

11. If there is disagreement, the Presenting/Investigating Officer will present the evidence which is relevant to the facts in dispute. With the permission of the Board, witnesses can be called to give relevant evidence. With the permission of the Chairman of the Board, the Subject Councillor, the Committee members and the Independent Person may ask questions of a witness.

13. The Subject Councillor will then present the evidence that is relevant to the facts in dispute. With the permission of the Board, witnesses can be asked to give relevant evidence. With the permission of the Chairman of the Board, the Subject Councillor, the Board members and the Independent Person may ask questions of a witness.

14. If the Subject Councillor disagrees with any relevant fact in the report without having given prior notice, they must provide reasons, the Board may continue with the hearing, relying on the information in the report, may allow the Subject Councillor to make representations about the issue and invite the Presenting/Investigating Officer to respond. The Board may in exceptional circumstance postpone the hearing.

15. The Board will consider in private, with the Independent Person, all the evidence which it has heard in order to establish its findings of fact, and to reach a conclusion as to whether there has been a failure to comply with the Code of Conduct.

16. At any stage in the consideration of the matter, the Board may return to ask further questions of the Investigating Officer or the Subject Councillor or seek further information. The other party will be given an opportunity to comment upon the questions asked or the responses made.

NON EXEMPT

HAVANT BOROUGH COUNCIL

COUNCIL

27 January 2021

Council Tax Support Scheme 2021/22 **Report by Brian Wood – Head of Customer Services**

FOR DECISION

Portfolio: Finance
Cllr Mark Inkster

Key Decision: Yes

Report No - HBC/025/2020

1.0 Purpose of Report

1.1 To agree the Council Tax Support Scheme for 2021/22

2.0 Recommendation

2.1 At its meeting held on 13 January 2021 Cabinet recommended to Council the following:

- 1) that the 2020/21 Council Tax Support Scheme is retained for 2021/22 but with the following amendments:
 - (i) the Allowances and Premiums used in determining entitlement for working age claims are changed as set out in paragraph 5.3 of this report
 - (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of this report.
- 2) that the necessary amendments are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2)

3.0 Summary

3.1 The localised Council Tax Support scheme was introduced by the Local Government Finance Act 2012 to replace the national Council Tax Benefit Scheme from 1/4/13

3.2 The legislation imposes a duty on each Council to adopt a scheme by 11 March each year to apply for the forthcoming financial year

3.3 This report puts forward a recommended approach for 2021/22.

NON EXEMPT

4.0 HBC's current scheme

- 4.1 HBC's current scheme is based on the Ministry of Housing, Communities & Local Government (MHCLG) default scheme (which mirrored the former council tax benefit scheme) but with a reduced maximum amount of support available for certain working age households.
- 4.2 The scheme requires a minimum payment of 8.5% of the council tax liability from all working age households apart from those in receipt of disability related incomes. For these households, the scheme therefore offers a slightly reduced level of support compared to the former council tax benefit scheme.
- 4.3 Scheme expenditure and caseload had reduced since 2013/14 mainly because of the improving economic situation; However, the current crisis has impacted on the working age caseload to increase it since April but a reduction in state pension age claims caseload has resulted in a slowing of the overall reduction and it is expected that with the changing economic situation predicted over the next year that the caseload will show an increase going forward into 2021/22.

Council Tax support scheme caseload and expenditure

	Cases in payment on 31 March	Amount of benefit paid out	note
2012/13	11,118	£9,174,118	last year of council tax benefit
2013/14	10,569	£8,632,007	
2014/15	10,059	£8,207,832	
2015/16	9,788	£7,916,713	
2016/17	9,654	£8,013,050	
2017/18	9,298	£8,341,559	
2018/19	9,123	£8,392,266	
2019/20	8883	£8,463,841	
2020/21	8861	£8,845,351	As At 09/09/20
2021/22	8939	£9,140,967	Estimated cost for the year

5.0 2021/22 scheme and Hardship Fund

- 5.1 The estimated cost of retaining the current scheme for 2021/22 is £9,140,967

This estimate assumes that the current caseload pattern continues for the remainder of 2020/21 and through 2021/22. The estimate also takes account of the possibility that the relevant precepting authorities will levy the same increase in their Council Tax precept from 1 April 2021 as was levied in 1 April 2020.

NON EXEMPT

- 5.2 Uprating – this is the process under which various elements (Personal Allowances, Premiums and Non-Dependant deductions) used in the calculation of entitlement under the scheme are altered to reflect inflation and changes to the level of pensions and other Benefits.
- 5.3 Personal Allowances and Premiums – the arrangements for pensioners within our scheme are prescribed by the MHCLG and they will be advising Councils of the new figures that must be included in our scheme for 2021/22. However, for working age claims it is for the Council to decide. The Personal Allowances and Premiums in our current scheme match those that are used to calculate Housing Benefit for working age claimants. To retain this consistency with the Housing Benefit scheme, it is recommended that the Council adopts the same figures that the Department of Work and Pension (DWP) will be specifying for the Housing Benefit scheme for 2021/22. The DWP will advise councils of these in due course but it is expected that the DWP will increase the personal allowances and premiums based on last year's figures.
- 5.4 Non-Dependant deductions – our current Council Tax Support scheme includes the same levels for non-dependant deductions for both pension age and working age claims. The MHCLG will be prescribing the revised non dependant deduction levels for pension age claims and to retain consistency, it is recommended that the revised figures set by the MHCLG for pension age claims for 2021/22 are also adopted for working age claims for 2021/22. The MHCLG will advise councils of the amounts in due course
- 5.5 To continue a Council Tax Support Hardship Fund to support the most vulnerable Council Tax Support customers to:
- (ii) Allow a short period of time to adjust to unforeseen short-term financial circumstances whilst the applicant seeks alternative solutions.
 - (iii) Support the applicant in managing their finances
 - (iIII) Help the applicant through personal circumstances and difficult events that affect their finances
 - (iIV) Prevent exceptional hardship
 - (iV) Support those who are trying to help themselves financially

The expected cost would be £5,000.

6.0 Implications

6.1 Resources:

Considering the assumptions outlined in paragraphs 5.1 – 5.4, the estimated cost of retaining the current scheme for 2021/22 is £9,140,967. Retaining the current scheme would require no increase in staffing or other administration costs

It is planned to carry out a full review of the Council Tax Support scheme to consider a simplified Council Tax Support scheme in readiness for 2022/23.

NON EXEMPT

6.2 Legal:

The Council has a statutory duty to operate a Council Tax Support scheme. Any changes to the current scheme for 2021/22 must be adopted by full Council by 11/03/2020.

6.3 Strategy:

The Council Tax Support scheme provides financial assistance to those on low incomes. The proposed scheme retains comparable levels of support to those provided for in the scheme.

6.4 Risks:

A full Customer Impact Assessment of the proposed 2013/14 scheme was completed during 2012. The proposed scheme for 2021/22 differs only marginally from the 2013/14 scheme.

An increase in caseload would lead to an increase in the cost of the scheme. This is difficult to predict in the current economic climate, but it is expected that the caseload will increase but as the current crisis has already seen an increase in working age claims which is expected to continue through to end of march 2021. It is expected this increase will slow during 2021/22.

6.5 Communications:

Hampshire County Council will be advised of the proposed scheme for 2021/22 on behalf of the major precepting authorities. It is not anticipated that they will have any difficulties with the proposal. As the proposed scheme for 2021/22 retains comparable levels of support to those in the 2020/21 scheme, it is considered unnecessary to undertake any further public consultation.

6.6 For the Community:

The Council Tax Support scheme provides financial assistance to those on low incomes. The proposed scheme for 2021/22 retains comparable levels of support to those provided for in the 2020/21 scheme and does not therefore impose any significant additional burden on council tax payers.

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

An Integrated Impact Assessment (IIA) of the 2013/14 scheme was completed in 2012.

7.0 Consultation

Portfolio Holder for Finance
Revenues and Benefits Contract Manager (Client)
Director of Corporate Services
Monitoring Officer

NON EXEMPT

Head of Housing and Communities
Hampshire County Council will be made aware of the proposed scheme.

Appendices:

None

Background Papers:

None

Agreed and signed off by:

Monitoring Officer: (13th October 2020) Daniel Toohey
S151 Officer: (23rd October 2020) Lydia Morrison
Director: (23rd October 2020) Lydia Morrison
Portfolio Holder: (14th October 2020) Cllr Mark Inkster

Contact Officer: Brian Wood
Job Title: Head of Customer Services
Telephone: 01730 234150
E-Mail: brian.wood@easthants.gov.uk

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

COUNCIL

27 January 2021

Adoption of a new Constitution for the Council FOR DECISION

Portfolio Holder: Councillor Lulu Bowerman

Report Number: HBC/027/2020

1. Purpose

- 1.1. The appended Constitution is submitted to Council for final approval.

2. Recommendation

Council is asked to approve the new Constitution, with an effective date of 1 March 2021.

3. Executive Summary

- 3.1. The Constitution Sub-Committee, was tasked by Council to develop this new Constitution, has met and worked with Bevan Brittan to produce this final document for approval by Council.
- 3.2. If Council approves the new Constitution, it will take effect on 1 March 2021.

4. Additional Budgetary Implications

- 4.1. None

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

- 5.1. This links directly to the delivery of a revised Corporate Plan. This work supports the projects for closer working and improved governance.

6. Options considered

- 6.1. Council has already evaluated the options on the need for a revised Constitution.

6.2. The options open to Council are to decide whether this draft accurately reflects the will of the chamber and meets expectations or to reject this version and seek an alternative.

7. Resource Implications

7.1. Financial Implications

None.

7.2. Human Resources Implications

None

7.3. Information Governance Implications

None

7.4. Other resource implications

None

8. Legal Implications

8.1. The Council must have a Constitution. The minimum constitutional requirements are set by statute. However, the multiplicity of legislation applicable to local government has inserted requirements for Councils to do or make provision for a multiplicity of activities and these requirements are scattered through the legislative cannon with no overarching or consolidating index.

8.2. The ever-changing legislative regime will require the constitution to be updated or reviewed regularly.

Monitoring Officer comments

The Acting Monitoring Officer has been involved in the drafting of this report.

9. Risks

9.1. Council has previously agreed that the current constitution has aged over time and requires updating. The risk of failing to update is that ever increasing lacunae will be identified which will hamper the efficient functioning of the Council.

10. Consultation

10.1. Councillors received a briefing on 28 October 2020 and were invited to raise any concerns or proposals. The Constitution Sub-Committee amended the text in light of comments raised by councillors and has met with Bevan Brittan to finalise the document for submission to Council for approval.

11. Communication

11.1. The new constitution will be widely publicised, with all Councillors receiving a revised copy for personal use.

12. Appendices

12.1. Appendix 1: New Constitution (Digital copy viewable alongside the meeting agenda)

12.2. Appendix 2: Summary Document

13. Background papers

13.1. Council paper Constitution Review July 2019
Council agenda and minutes 9 September 2020

Contact Officer:

Name: Daniel Toohey

Job Title: Acting Monitoring Officer

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Havant and East Hampshire Councils
Summary of Constitutional Review
11 January 2021

CONSTITUTION REVIEW

1 BACKGROUND AND CONTEXT

- 1.1 In autumn 2019 Havant Borough Council (“HBC”) and East Hampshire District Council (“EHDC”) (and together “the Councils”) jointly commissioned Bevan Brittan LLP to carry out a review and health-check of their respective Constitutions.
- 1.2 The Councils sought to review their Constitutions and align their governance arrangements, deliver continuous improvement, increase efficiency and provide value for money for residents, by adopting similar committee structures, codes and requirements where possible (recognising that there will be some Council specific variations e.g. HBC is a Coastal authority with significant involvement with coastal issues and EHDC has significant involvement with the South Downs National Park). Alongside harmonising their respective Constitutions, the Councils wanted to undertake a review of compliance with legislative provisions and best practice with a view to developing a clearer, more succinct Constitution which is accessible, up to date, modernised and easier to use.

2 FORM AND STRUCTURE OF THE REVISED CONSTITUTION

- 2.1 There is much in the Constitutions which is important for the Councils to have somewhere, but need not be contained in this document. To avoid the documents becoming quickly out of date unnecessarily we have included hyperlinks to policies, legislation and procedures etc. on the intranet or the web. This makes the whole document less daunting and unwieldy and, if this information is not a formal part of the Constitution, allows for it to be more easily altered/refreshed without needing to undertake a full Constitution review. An example is links to the existing web pages outlining individual Councillors, their wards and interests etc.
- 2.2 The Constitutions have been updated to address inconsistencies in approach, inaccuracies in cross-referencing and areas of duplication. They have been modernised through the use of more modern language, web links and better presentation in a revised structure. Whilst the current Constitutions are largely up to date, a number of statutory and legislative references have been updated throughout the document (e.g. references to Accounts and Audit Regulations 2003/2006/2011 rather than the Accounts and Audit Regulations 2015).
- 2.3 We have included an index within each part of the Constitution as well as headers and footers to know at a glance which part of the Constitution is being viewed. The Glossary of defined terms has been expanded and all terms in bold in the document can be found within the Glossary.
- 2.4 Online, the format will be that the Constitution may be viewed as a whole, so there is the ability to use an electronic search facility to find things more easily, and also provided in separate distinct Parts to aid navigation of the document for those who are familiar with it.

Part 1 Introduction

- 2.5 The Constitutions have been rigorously edited to remove repetition and to make them more user friendly. Most notably, we have removed the Articles from the Constitution to reduce since much of the Articles are replicated elsewhere. Some of the content of the Articles has been moved to other parts of the Constitution. More information is provided in Annex 1 which maps where in the Constitution the Articles have been moved to.
- 2.6 The Introduction has been expanded to give more information about how the Council works, being drawn from the Articles to give a more comprehensive picture.

Part 2 Responsibility for Functions

- 2.7 We have introduced an ‘Introduction to Decision Making’, to explain how the Council operates and the separation of responsibilities between ‘executive’ and ‘non-executive’ functions. This includes the introduction of a key decision threshold of £250,000 and a prohibition on officers taking key decisions

save where this is specifically delegated by the Leader, the Cabinet, a committee of Cabinet or a Cabinet member.

- 2.8 The Council's Decision Making Structure and Management Structure have been updated.
- 2.9 The Committees of the Council are now presented in a uniform and consistent way, with clarity of the matters reserved to members and therefore not delegated to officers.
- 2.10 Those which had been missing are now included (e.g. the Shareholders Sub-Committee and Planning Policy Committee).
- 2.11 The purpose of the **Shareholders Sub-Committee** is to approve and oversee the Council's strategic objectives across Havant Borough Council's companies and to support the development of these companies in line with the Council's regulations and ambitions. The Shareholders Sub-Committee will provide monitoring and strategic oversight of the Council's companies and provide assurance to the Cabinet that these companies are compliant with the Council's constitution, rules and procedures; achieving best value; and are fit for purpose. The Shareholders Sub-Committee may also take decisions reserved to the Council regarding operation of the companies, for example agreeing significant changes to the annual business plan.
- 2.12 The **Planning Policy Committee** now reports directly to Council although it may make recommendations to Planning Committee, the Cabinet or full Council, depending upon the issues involved. The Committee will have a valuable role in planning policy issues, particularly in connection with the Havant Local Plan.
- 2.13 The role of **Overview and Scrutiny** has been redesigned to allow for a single committee to be responsible for these functions yet with the ability to create sub-committees and task and finish groups to work on specific tasks under the work programme as necessary, to enable an effective and efficient scrutiny function that is flexible and tackles key issues for the Council such as climate change. Overview and Scrutiny plays a key role in ensuring that the Council acts in an open and transparent way and in holding the Council's executive decision-makers to account to ensure effective local democracy.
- 2.14 Planning the **Overview and Scrutiny** work programme is key to making an impact on the ground - allowing the necessary time and attention to be given to a particular issue in order to make a tangible difference to the work of the Council. Under the proposed structure, the Overview and Scrutiny Committee sets its own annual work programme, a long-term agenda, preferably focussing on delivering the Council's key policy aims, whilst making it flexible enough to accommodate any urgent, short-term issues that might arise during the year. Effective scrutiny helps to secure the efficient delivery of public services with increased customer satisfaction; and drives improvement within the Council itself.
- 2.15 It is proposed that at the first meeting each year the **Overview and Scrutiny Committee** will establish sub-committees or task groups and confirm the terms of reference specifically to consider the following areas (based on relevant existing portfolios of Portfolio Holders at the beginning of the municipal year) as an element of the committee's annual work programme, and to report back to the Overview and Scrutiny Committee on any recommendations:
- Business and Commercial Services, including any relevant strategic partnerships
 - Operations and Place Shaping, including regeneration issues.
- 2.16 A dedicated Audit Committee and a Standards Committee have been created to ensure good governance and oversight of corporate governance risk, and member conduct.
- 2.17 The **Audit Committee** will focus primarily on the Council's finances, risk and assurance including the Annual Governance Statement. It will have responsibility for oversight of the risk register, internal and

external auditors, receive the Annual Management Letter and consider the Council's response as well as approving the Council's Annual Statement of Accounts.

- 2.18 The **Standards Committee** is responsible for promoting and maintaining high standards of conduct across the authority, particularly by Councillors. The Committee will have a role on member training and induction and will also manage the Council's arrangements for dealing with complaints that a Councillor has breached the Code. The Committee is responsible for determining how hearings will be held and will make recommendations to full Council on appropriate sanctions, where there has been a breach of the Code. The Committee will also have power to grant dispensations, where appropriate, to allow Councillors with interests to attend, speak and vote on matters and deal with appeals from decisions of the Monitoring Officer on such matters.
- 2.19 The **Standards Committee** will respond on behalf of the Council to national reviews and consultations on standards related issues. The Government has still to respond to the Committee on Standards in Public Life (CSPL) report that made numerous recommendations to improve standards in local government two years ago in January 2019. The Committee will have a key role in considering whether to make any changes to the Council's Code of Conduct for Councillors, following the recent publication of the LGA Model Code, that is available at: [Model Councillor Code of Conduct 2020 \(local.gov.uk\)](https://www.local.gov.uk). The Committee will also be the conduit for changes to the Constitution that are not delegated to the Monitoring Officer (see below).
- 2.20 The Joint Arrangements in place for Human Resources between the two Councils have been updated and clarified and we have introduced provision for statutory officer discipline and an Independent Persons Panel as required by the Local Authorities (Standing Orders) (England) Regulations 2001.
- 2.21 The Scheme of Delegation to Officers has been simplified, moving away from a recital of numerous statutory powers and in favour of functional areas, to avoid a situation where any change in law or in Council structure would otherwise require a review. The Scheme is more descriptive and high level, with reference back to matters reserved to members, meaning that the Scheme is less likely to become out of date so quickly. The drafting has been future proofed so changes in post holders, should not, of themselves, trigger a redraft. The Scheme is more generic and wide-ranging in order to cover future changes to service specific legislation.
- 2.22 The Monitoring Officer has been provided with greater delegation to make changes to the Constitution to include changes which improve drafting and clarity and efficiency of operations. The Monitoring Officer is required to report to Council to notify members of the changes made as and when they are undertaken.

Part 3 Rules of Procedure

- 2.23 The Standing Orders have been updated throughout in line with current legislation. In respect of the Council and Committee Standing Orders at Section A, it is recognised that the Council is currently holding meetings remotely under the Coronavirus Act and Regulations¹ and that as these are time limited (to 7 May 2021), the Constitution will be kept under review as the position evolves.
- 2.24 Within the Access to Information Standing Orders at Section B, the provisions have been updated regarding exempt matters in particular. This is largely to deal with the requirements of the Local Government (Executive Arrangements) Meetings and Access to Information (England) Regulations 2012 and the rules around notice of private meetings of a decision-making body. Currently, Standing Order 51 (SO 49 EHDC) provides that the Cabinet will decide whether meetings relating to matters which are not key decisions will be held in public or private. However, in accordance with regulation 3 of the 2012 Regulations meetings are to be held in public unless legislative exemptions apply.
- 2.25 In respect of Section F Officer Employment Standing Orders, the provisions have been updated regarding staff matters and in particular the requirements in relation to the Investigation and

¹ Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 SI 2020/392

Disciplinary Committee in order to marry up with the latest JNC Terms and Conditions of Service for Chief Executives and Chief Officers.

- 2.26 At Section H Contract Procurement Rules, these have been updated to cover the 2015 Public Contracts Regulations and in line with the introduction of a key decision financial threshold, clarified how decisions are taken. It is recognised that the UK is in the transition period for Brexit and a 'health' note is given in respect of this.

Part 4 Codes and Protocols

- 2.27 The Codes have been largely replaced with updated versions.
- 2.28 A new Code of Conduct for Officers has been introduced which is high level and focuses on the key principles of probity without straying into either employment matters or matters covered within the Councillor/Officer Protocol.
- 2.29 The Code of Conduct for Councillors has been replaced following a review by the Council. The Code now extends to where a member of the public may perceive that a Councillor is acting in an official capacity, as well as including interests beyond DPis and the requirement to declare gifts and hospitality over £50. The Planning Code of Conduct has been reintroduced into the Constitution.
- 2.30 A revised Councillor/Officer Protocol has been introduced in an effort to simplify the previous protocol and further clarify the relationship between officer and members.

Part 5

- 2.31 The latest Councillors Allowances Scheme is to be inserted into the document.

Glossary




- 2.32 The Glossary of defined terms has been expanded and all terms in bold in the document can be found within the Glossary.

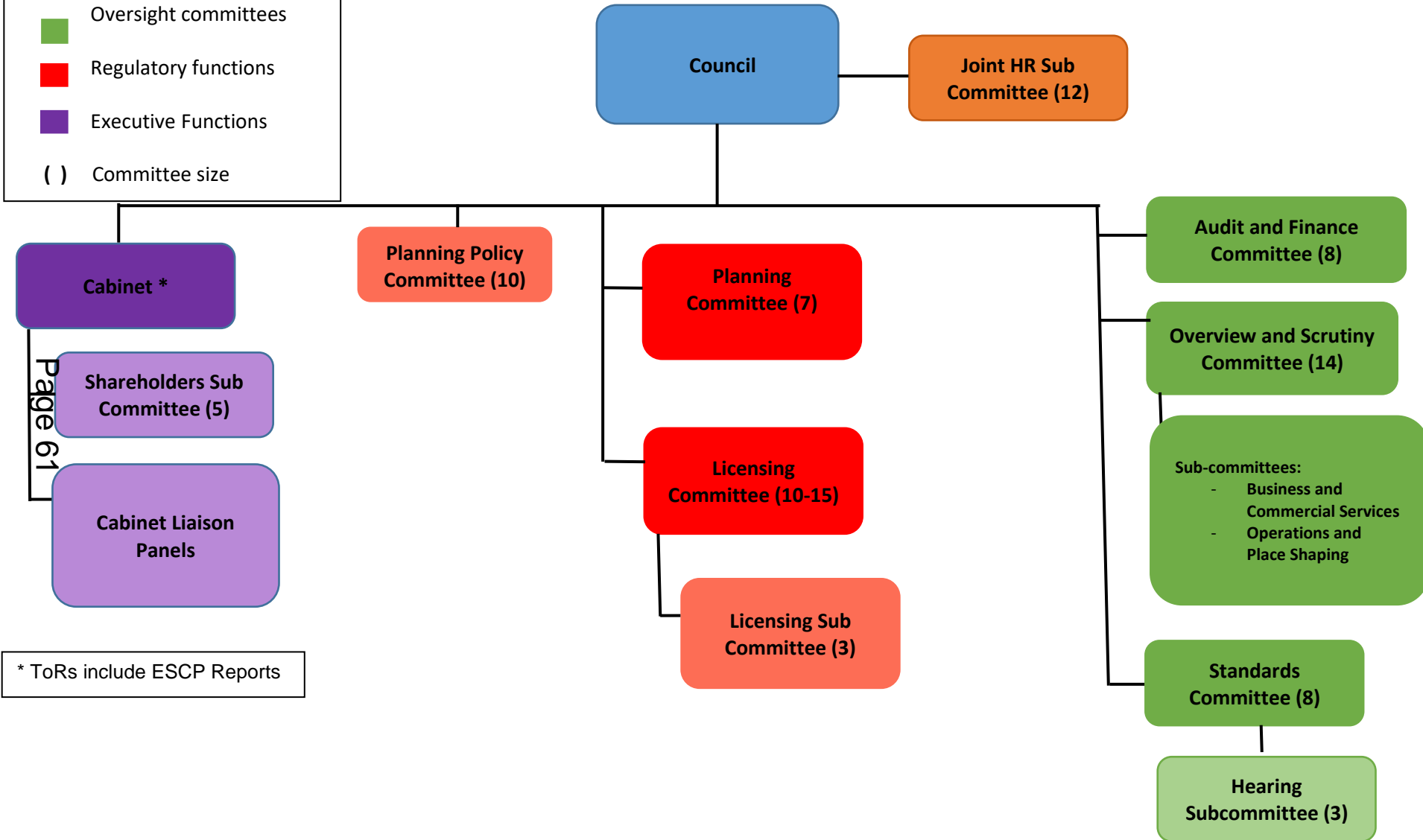
Bevan Brittan LLP
11 January 2021

Articles	Proposed Approach
Article 1:	Add re-vamped purpose of the Constitution to Part 1 Summary and Explanation with hyperlink to member details.
Article 2:	Rights of residents of the public extended and included in Part 1 Summary and Explanation.
Article 3:	Full Council – Moved to Part 2 Responsibility for Functions.
Article 4:	The Mayor – Included in Part 1 Summary and Explanation.
Article 5:	Non-Executive Functions – Moved to Part 2 Responsibility for Functions. The general role of Scrutiny is included in Part 1 Summary and Explanation.
Article 6:	Scrutiny Functions – Moved to Part 2 Responsibility for Functions.
Article 7:	Executive arrangements – Moved to Part 2 Responsibility for Functions.
Article 8:	Joint Arrangements – Moved to Part 2 Responsibility for Functions.
Article 9:	Officers – Moved to Part 2 Responsibility for Functions, within the Officer Scheme of Delegation.
Article 10:	Decision-making principles –relocated within Part 2 Responsibility for Functions and Part 3 Rules of Procedure (Access to Information Standing Orders).
Article 11:	Finance, contracts and legal matters – Moved to Part 2 Responsibility for Functions and Part 3 Rules of Procedure.
Article 12:	Review and revision of the Constitution – Moved to Part 2 Responsibility for Functions.
Article 13:	Description of Executive Arrangements – Moved to Part 2 Responsibility for Functions.

Decision Making Structure

Key:

-  Oversight committees
-  Regulatory functions
-  Executive Functions
- () Committee size



* ToRs include ESCP Reports

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

Council

27 January 2021

Report of the Independent Remuneration Panel in respect of Councillor Allowances FOR DECISION

Key Decision: No

Report Number: HBC/022/2020

1. Purpose

- 1.1. To consider amending the Councillor Allowances scheme after consideration of the recommendations of the Independent Remuneration Panel and the Governance, Audit and Finance Board, subsequently supported by Cabinet.

2. Recommendation

- 2.1 Council is asked to consider the alternative proposals for members allowances at recommendations (A) and (B), along with recommendation (C) in respect of establishing and maintaining an Independent Remuneration Panel in line with legislation.

Council resolves to agree either:

A The Independent Remuneration Panel's recommendations

- (i)** To adopt the recommendations of the Independent Remuneration Panel as set out in Appendix 1 of this report including the following scheme of allowances effective from 1 April 2020:

Allowance	Current	Recommended
Basic Allowance <i>(To incorporate Modernisation Allowance)</i>	£5,430	£6,216
Mayor		£2,500
Leader	£14,800	£17,000
Deputy Leader	£10,018	£10,618
Cabinet Member	£8,425	£8,925

Governance Audit & Finance Board Chairman	£6,831	£6,831
Scrutiny Board Chairman	£5,692	£5,692
Development Management Committee Chairman	£5,009	£5,309
Licensing Committee Chairman	£1,116	£1,400
Joint HR Committee Chairman	£3,643	£3,643
Group Leader	£911-£3,643	£911-£3,643

Or

- B** The recommendation of the Governance, Audit and Finance Board supported by Cabinet
- (i)** To adopt the Members' Allowance Scheme as attached as Appendix 2, as compiled by the Governance, Audit and Finance Board and supported by Cabinet during the setting of the budget, which includes the following changes to the Council's Special Responsibility Allowances:

Allowance	Current	Recommended
Basic Allowance	£5,430	£5,579
Modernisation Expense Allowance	£461	£461
Leader	£14,800	£17,901
Deputy Leader	£10,018	£10,293
Cabinet Member	£8,425	£8,656
Governance Audit & Finance Board Chairman	£6,831	£7,018
Scrutiny Board Chairman	£5,692	£5,848
Development Management Committee Chairman	£5,009	£5,146
Licensing Committee Chairman	£1,116	£1,147
Joint HR Committee Chairman	£3,643	£3,743
Group Leader	£911-£3,643	£936-£3,743

and

- C** The Council appoints and maintains an Independent Remuneration Panel for a period of four years to allow the panel to be consulted on proposed changes to the Councillors allowance scheme during this period.

3. Executive Summary

- 3.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 an Independent Remuneration Panel (comprising of Mr Michael Bevis, Mr John Thompson and Mr John Pressdee)("the IRP Panel") has undertaken a review of Councillor allowances for the Council. The findings and recommendations of the IRP are attached at Appendix 1
- 3.2 At the same time as the IRP undertook its review, a panel of the Governance, Audit and Finance Board concluded the final aspect of its review commenced in 2018 by reviewing the Leader's Allowance. The findings of the Board's Panel are attached at Appendix 4.
- 3.3 Agreeing the scheme of Councillor Allowances is a function of Full Council.

4. Additional Budgetary Implications

- 4.1 The current budget for members allowances is £325,159. This covers the costs of the current scheme with the recommendations of the Governance, Audit and Finance Board for the appointments as at February 2020.
- 4.2 Since budget setting in February 2020, the total value of SRA's paid to Councillors has increased by £16,850 due to additional appointments made to positions which attract an SRA. The officer pay award has also been confirmed as 2.75%.
- 4.3 The uplift in line with the officer pay award has been factored into the budget for 2020/21, along with the proposed increase in the Leader's allowance made by the GAF Board. However, the combination of factors detailed above have realised an increase of £9,534 above the agreed budget for 2020/21, making a total current cost of the scheme as at October 2020 of £334,693.
- 4.4 The recommendations as tabled are therefore outside of agreed budget and would need to be met from savings from within the cost centre for members.
- 4.5 The tables below the additional expenditure that the two options, coupled to the increase in Cabinet Leads, would realise over the budget agreed in February 2020 at para 4.1.

Option 1 – Independent Remuneration Panel’s Recommendation

2020/21 £25,106	Annual Recurring £25,106 + Basic Allowance uplift annually in line with officer pay award.
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Option 2 – Governance, Audit and Finance Board’s / Cabinet Recommendation

2020/21 £15,113	Annual Recurring £15,113 + Basic and all Special Responsibility Allowances to be uplift annually in line with officer pay award.
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5. Background and relationship to Corporate Strategy and/or Business Plans

5.1. Under the Local Authorities (Members’ Allowances) (England) Regulations 2003 and subsequent amendments to these regulations (SI 1022 and SI 1692), all authorities are required to establish an Independent Remuneration Panel to make recommendations to Council on Members’ Allowances. A new scheme of allowances must be agreed at least every four years, with the Council taking regard to a review from an Independent Remuneration Panel.

5.2. Since 2011 HBC has received a review from an independent Remuneration Panel every four years. Previously, the Independent Remuneration Panel was a standing panel which reported annually. The purpose of a standing panel is to allow the local authority the flexibility to change its committee structure and associated Special Responsibility Allowances at any time and to have these allowances reviewed by the IRP as required by legislation. It is for this reason that the appointment of a standing panel is recommended as recommendation C.

6. Options considered

6.1 The Council has the following options:

- (a) agree a scheme of its own choosing
- (b) retain the existing scheme
- (c) accept the recommendations of the Independent Remuneration Panel in whole or part or propose an alternative scheme.
- (d) accept the recommendations of the Governance, Audit and Finance Board in whole or part or propose an alternative scheme.

6.2 The Council has a duty to pay regard to the recommendations of an Independent Remuneration Panel when agreeing a scheme of allowances.

7. Resource Implications

7.1. Financial Implications

The current scheme of Councillor Allowances was adopted in 2018, following a review by the Governance, Audit and Finance Board. As part of this it was agreed that from 2020/21 the basic allowance be increased in line with the officer pay award. This approach has been endorsed by the Independent Remuneration Panel in its review of councillor allowances.

The officer pay award for 2020/21 has been confirmed as 2.75%.

With the basic allowance receiving this uplift, the total cost of members allowances under the current scheme for 2020/21 is £334,693 (as at October 2020)

If adopted, the Governance, Audit & Finance Board recommendations endorsed by Cabinet would total £340,272 in 2020/21, an additional expenditure of £15,113 above agreed budget and £5,579 above current expenditure.

If adopted, the Independent Remuneration Panel recommendations would total £350,579 in 2020/21, an additional expenditure of £25,106 above agreed budget and £15,113 above current expenditure.

In future years any uplift to allowances would need to be agreed as part of the budget setting process, with a bid put forward to Council in line with the full budget.

Section 151 Officer comments

Date: 12 November 2020

I have no comments to make on the review but would like to take the opportunity to thank the Independent Remuneration Panel for the report.

7.2. Human Resources Implications

None.

7.3. Information Governance Implications

None.

7.4. Other resource implications

7.5. None.

8. Legal Implications

The Council is required to review its scheme of councillor allowances at least every four years, following a review by an Independent Remuneration Panel. The last report of an Independent Remuneration Panel was considered by the council in February 2016. The Council must give due consideration to the panel's work and should give reasons where it does not agree with a panel's recommendation.

9. Risks

Monitoring Officer comments

Date: 10 September 2020

The Monitoring Officer has no further comments on the report.

9.1 None to report.

10. Consultation

- 10.1 All members of the Council were given the opportunity to complete the Panel's questionnaire and cross section of eight Councillors encompassing all political parties were interviewed by the Panel.

Communication

- 10.1. This report to be included within the agenda for the Full Council meeting at which it is to be considered and

11. Appendices

Appendix 1 – The Independent Remuneration Panel's report in respect of HBC Councillor Allowances.

Appendix 2 - The report of the Governance, Audit and Finance Scrutiny panel and the Report of the Governance, Audit and Finance Board to Cabinet.

Appendix 3 – Financial Breakdown.

12. Background papers

- 12.1. None

Agreed and signed off by:

Director: 12 November 2020

Monitoring Officer: 10 September 2020

Section 151 Officer: 12 November 2020

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APPENDIX 1
Havant Borough Council

Report of
the Independent Remuneration Panel

on the review of the

Members' Allowances Scheme

December 2019

Introduction

The Independent Remuneration Panel, comprising Mr John Thompson (Chairman), Mr Michael Bevis and Mr John Pressdee, has undertaken a review of the Councillors' allowances Scheme and this report sets out its recommendations. Mr Thompson has been on the Arun DC Panel since 2001 (with a short break) and Chair for most of that time and on the Chichester DC Panel since 2015. Mr Bevis was on the Arun DC Panel from 2001 to 2008 and has been on the Chichester DC Panel since 2011 Mr Pressdee has been on the Chichester DC Panel since 2007 and has been Chair since 2011.

In accordance with Local Authorities (Members Allowances) (England) Regulations 2003, the Panel was tasked with undertaking a review of the councillors' allowances scheme including the amount of each allowance in the current scheme. See Appendix B. The Panel worked between August and December 2019. The aim of the Panel has been to ensure that Members are not out of pocket, and that the allowances reflect fair recognition of the **responsibility** accepted and the time devoted to the various roles. We have tried to achieve an appropriate balance between the needs of the Authority and its Members and the cost to the tax payer.

It emerged during interviews of Members that the Authority's Governance, Audit and Finance Scrutiny Panel were also conducting a review of Members' Allowances. The Panel is deeply disappointed that they were not made aware of this review at the outset of their review, which we believe has undermined the work and standing of the Independent Panel. The Scrutiny Panel has greater knowledge of the working of Authority (particularly relative responsibilities) and full access to support from Officers. Nor was it suggested that we interview the Review Chairperson. This may also account for the disappointing level of response to the Panel's questionnaire. Moreover the Scrutiny Panel has report. We have taken account of some of their considerations, but not their recommendations. It is also noted that under s.19 of the Members Allowances Regulations referred to above, **before** making changes the Members' Allowances Scheme recommendations of an Independent Remuneration Panel must be taken into account

During this period the Panel:

- Were briefed on the operation of Havant BC, the working of the Council and the Members' responsibilities.
- Carried out two benchmarking exercises against similar local authorities in the South East of England and the South East Employers' (SEE) data for all Authorities in the South East helped inform the Panel's recommendations. Circulated a questionnaire to all Members (only 10 out of 38 were returned)
- Interviewed a representative cross section of Members
- When obtained reviewed the findings of the Authority's Governance, Audit and Finance Scrutiny Panel Review of Members' Allowances.

The Panel determined that:

- a Public Service Element of about 30% should be taken into account. The Public Service Element being work undertaken as a Councillor outside the Scheme of Allowances
- the Scheme and any increases should be affordable both financially and in terms of public perception
- any Member may Renounce all or part of any allowance they are entitled to receive under the scheme
- less than 50% of Members should be in receipt of a Special Responsibility Allowance (SRA) – the 50% rule
- only one SRA only should be paid to an individual Member – supported by most respondents to the Questionnaire.

A number of common themes became apparent through this research and the panel would like to record its gratitude to Members for sparing their time both to complete the questionnaire and attend for interviews. The Panel were also grateful for the support of Officers, particularly James Harris.

Evidence and Recommendations

The conclusions of the panel are as follows:

- (i) Most Members responding to the Questionnaire and at interview were clear that Members' Allowance were not a factor in them standing for election although they realised that they might be for some and that any realistic Scheme would not greatly change the diversity and engagement of the public in the local democracy. The Panel is aware that an argument was put forward by the previous Panel for performance to be taken into account in the Scheme of Members' Allowances. The current panel are aware that some Members do a lot more than others – to the annoyance of other Members. The performance of Members is a matter for their Group Leader and possibly the Head of Paid Service. The Panel endorses the previous Panel's welcome for improved training provision. The Panel was pleased to note that the Authority has attracted a number of younger people to be Councillors: although the clear message is that the Scheme of Allowances has limited bearing on whether individuals stand for election. A number of Members referred to the time of day meetings are held as presenting some problems. Finally, the Panel notes that some adjustments were made to the Scheme in 2018 by the Authority's own Governance, Audit and Finance Board.

- (ii) Basic Allowance.

During the review the Panel:

- Were informed through the responses to questionnaires:
 - The hours per month spent by Members on all Council work averaged out 37 hours a month

- Respondents who had been Members in 2015 reported that the work load on Members had increased by about 4 hours a month
- Those responding suggested the Basic Allowance should be £5,965.
- Were given more information and rationale during interviews
- Were told that workloads have increased and, in future, might be expected to continue to increase – the Panel noted that the increased use of social media and the expectation of faster responses to electors enquires had had an impact on the way in which many Members work
- Found that for the comparator Authorities the current allowance was at the bottom of the top quartile and for all South East Authorities was close to median.
- There is also the issue of the Modernisation Allowance, currently £461 a year. This is an allowance given to cover Members' office and IT expenses and is not taxed. However, the Panel's understanding is that all allowances are taxable. Members may either claim expenses by completing a Her Majesty's Revenue and Customs (HMRC) tax return or by submitting vouched expenses claims: the Authority might usefully look at the arrangement Chichester DC has entered into with HMRC. This being the case the Panel **recommends** that the Modernisation Allowance be rolled up into the Basic Allowance
- Index linking allowances to NJC Rates (Officers Pay) was agreed a fair way forward, but not by all. The increase in Officers pay from 2015 is about 6% - or a £325. Given the periodic changes to scheme since 2015 it is difficult to be clear when each allowance has changed.
- There was little appetite for an increase either in the evidence we received directly or from the Scrutiny Review.

The Panel's **recommendation** is that the Basic Allowance (including the Modernisation Allowance) be **increased** from £5,430 by £325 to £5,755 (£6,216 with Modernisation Allowance added)

(iii) Mayor

An SRA has not in the past been paid to the Mayor. However, there is a Mayoralty Budget out of which the Mayor may make three claims up to the value of £3,000 for expenses (see comments above). 12 of the 16 comparator Authorities do give the Mayor an allowance to reflect their vital role as Chair of the Council and in recognition that they are barred from holding a post that attracts an SRA and to defray some of the expenses incurred in representing the Borough at engagements that the Mayor is required to attend and those that the Mayor is invited to so as to support the work of the Borough – in Havant BC's case, the latter being recoverable from the Mayoralty Budget. A question about a mayoral allowance was not included in the Question and interviewees were of the opinion that some

allowance should be paid in the top of the fourth quartile of comparator Authorities. An SRA of £2,500 would put the allowance in the upper end of the 4th quartile of the SEE comparators and the bottom of the 3rd quartile of comparator Authorities.

The Panel **recommends** a modest SRA of £2,500 a year for the Mayor.

- (iv) Leader of the Council. The answers to the returned questionnaires and the follow up interviews suggest that the Leaders SRA should be increased. The Leader devotes three days a week to the role: not all in the office. The Leader is ultimately responsible for all the key policy decisions of the Authority. From the benchmarking data the Leader' SRA is in the middle of the third quartile of SEE comparators and near the median of the comparable Authorities. An increase in line with Officers' pay would add £880. The Scrutiny Panel drew a similar conclusion – although their four year comparison is of limited value as many Authorities review their Schemes only every four or five years.

The Panel therefore **recommends** that the Leader' SRA of £14,800 be **increased** by £2,200 to £17,000

- (v) Deputy Leader. Given the responses to the Panel's enquiries and taking into account benchmarking against other similar local authorities puts the Deputy Leader's allowance in the second quartile of SSE Authorities and close to the median of comparator Authorities. An increase in line with Officers' pay would add £600 to the allowance. The Scrutiny Panel noted that increase could be justified.

The Panel **recommends** the Deputy Leader's SRA of £10,018 be **increased** by £600 to £10,618

- (vi) Cabinet Members. The role of the cabinet member can be high profile. The panel notes that the current SRA of £8,425 is the top of the 2nd quartile of comparable Authorities and in at the lower end of the top quartile of SSE Authorities. An increase in line with Officers' pay would add £500 to the allowance The Panel took into account the lower than usual number of cabinet members and that there are no deputy positions.

The Panel **recommends** that the Cabinet Members' SRA is **increased** from £8,425 by £500 to £8,925.

- (vii) Committee Chairmen. The Panel is mindful of the differing responsibilities of the council's various committees and notes that there are three different levels of allowances to reflect their responsibilities. Benchmarking is difficult as increasingly Authorities organise their committees in different ways. Also,

some authorities are moving away from Cabinet based governance and returning to varying forms of Committee systems

a) Development Management Committee Chairman. The Panel is aware from experience elsewhere of the tremendous work done around Development Control. There is evidence to support the level of responsibility of this high profile role and the work required. Also the Chairman is responsible for some quasi-judicial functions. It noted however that the current allowance is now at the bottom of the third Quartile of comparator authorities and well below the median of SEE reporting authorities. An increase in line with Officers' pay would add £300 to the allowance. Governance, Audit and Finance Board. The proposed increase would move the SRA nearer the median of comparator authorities, but is below that suggested by the Scrutiny Panel.

The Panel **recommends** that the Development Management Committee Chairman's SRA be **increased** by £300 from £5,009 to £5,309.

b) Scrutiny Board Chairman. The complexity of role of the Scrutiny Board Chairman depends on the issues facing the Authority, the number of decisions called in and complexity of the tasks delegated to the Board. The panel notes that the current SRA of £5,692 again is the bottom of the top quartile of comparable Authorities and 28th out of 78 of the SSE Authorities.

The Panel **recommends** that the Scrutiny Board Chairman's SRA **remains** at £5,692.

c) Licensing Committee Chairman Based on evidence received, the work load of the Licensing Committee (and sub-Committees) is variable as is number of meetings per year. The Chairman is responsible for some quasi-judicial functions. Most responding Members thought the SRA about right. However, the current SRA is the lowest but one paid by comparable Authorities and 52nd out of 58 SEE Authorities. The modest increase proposed would bring the allowance into the third quartile of comparators. This also reflects the views of the Scrutiny Panel. Governance, Audit and Finance Board.

The Panel **recommends** that the Licensing Committee Chairman's SRA be **increased** by £384 from £1,116 to £1,400.

d) Governance, Audit and Finance Board Chairman The SRA paid to the Chair of Governance, Audit and Finance Board has recently be reviewed in the light of revised working arrangements. The role is an important one and the Board has a wide ranging remit. Responding Members suggested an

allowance nearer £5,000. It is the highest paid in the comparator Authorities and 5th highest of allowances paid by SEE Authorities (higher than three County Authorities). The Panel was not made aware of any reason to increase the allowance.

The Panel **recommends** that the Governance, Audit and Finance Board Chairman's SRA **remains** at £6,831

e) The Panel recognises the work of the Joint HR Committee and its contribution to efficient operation with a partner Authority. It also notes that the Chairmanship rotates annually with East Hampshire District Council and suggests that parity between the two councils would be both logical and fair.

(viii) Non ruling party group leaders. The current scheme pays an SRA of between £911 and £3,643, based upon the number of councillors in the group. In the Panel's view taking into account what is paid elsewhere this arrangement is fair and provides an appropriate level of support to ensure there is effective opposition.

The Panel **recommends** that these arrangements **remain** unchanged.

- (xi) Mileage and Subsistence. No case was made for any changes in the current arrangements. The panel **recommends** that the mileage remain at 45pence a mile and all other rates be linked to those paid to Officers.
- (x) Child care and dependent relative care allowances. The panel is keen that those councillors who have young children or dependent relatives should not be disadvantaged financially when attending council meetings. Given the time of council meetings and coupled to an average time that a babysitter would be required a rate of £10.00 is **recommended** by the Panel. The Panel also **recommends** that the allowance for dependent relative care be maintained in-line with the Hampshire County Council Domiciliary care rate In respect of these allowances, councillors should be encouraged to use the most cost effective solution that ensures adequate safeguarding and provides the required level of care.
- (xi) Modernisation Allowances. Most respondents were content with the Modernisation Allowance – currently £461, but see para (ii) above
- (xii) Indexing. The Authority has already agreed that from April 2020 increases in the Basic Allowance will be made in line with NJC increases (ie linked to Officers' Pay). This becoming common practice and is supported by the Panel.

(xiii) Effective date 1 April 2020

The cost of the proposed changes is £20,334 or 6.65% of the current Members' Allowances budget.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The Panel **recommends** that the next review be carried out in 2023 with a view to an updated scheme being in place by April 2024.

Appendix A

Allowance	Current	Recommended	Cost
Basic Allowance (Includes Modernisation Allowance)	£5,891	£6,216	£12,350
Mayor		£2,500	£2,500
Leader	£14,800	£17,000	£2,200
Deputy Leader	£10,018	£10,618	£600
Cabinet Member	£8,425	£8,925	£2,000
Governance and Audit Committee Chairman	£6,831	£6,831	£0
Scrutiny Board Chairman	£5,692	£5,692	£0
Development Management Committee Chairman	£5,009	£5,309	£300
Licensing Committee Chairman	£1,116	£1,400	£384
Joint HR Committee Chairman	£3,643	£3,643	£0
Group Leader	£911- £3,643		

*Leaders of any political group, other than the ruling group, comprising two or more members to receive an SRA based upon the current formula.

Additional allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. This should not include ward business or political activities, such as attending group meetings.

Other Travel and Substance Rates: Paid in line with arrangement applying to Officers

Child care: £10.00 per hour.

Dependent relative care: Paid in line with the Hampshire CC Domiciliary care rate

TERMS OF REFERENCE – INDEPENDENT REMUNERATION PANEL 2019

The following terms of reference have been set for the Independent Remuneration Panel for 2019:

To make recommendations to the Council:

1. as to the amount of basic allowances that should be paid to Councillors;
2. about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such allowances;
3. as to any amount relating to and ICT provision for Councillors;
4. about the duties for which a travelling and subsistence allowance can be paid and as to the amount of such allowances;
5. as to the allowance for arranging for the care of children and dependants and for the duties for which such allowance can be paid;
6. on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended; and
7. as to whether annual adjustments of allowance levels may be made by reference to an index and, if so, for how long such a measure should run.

In forming its recommendations, the panel will pay regard to affordability and public perception.



**Governance, Audit and
Finance Scrutiny Panel**

**Review of Members'
Allowances**

For

Havant Borough Council

Foreword

I am delighted to present this report of the Members Remuneration Panel.

The purpose of this report is to address those matters which were not resolved by the review of the members allowances scheme undertaken last year.

The Panel recognises that the Council (as all Councils) should seek to attract a wider range of candidates, particularly from under represented groups, such as younger people who are employed, ethnic minorities, adults charged with home caring responsibilities. Indeed, this was a constant theme echoed by all interviewees. However, ultimately this issue needs addressing by central government in how it determines the model of English local government.

A Members' Allowances Scheme can only play a part in making standing and remaining as an elected Member a more feasible proposition for those from under represented groups. But, the reality is that if the Panel were to make recommendations that ensured being an elected Member was financially attractive it would be recommending levels of remuneration that would make Members in Havant Borough Council by far the highest paid in the UK. The Panel is aware that the Council could not afford to pay such suggested levels nor was there any suggestion from the evidence received that it should do so.

This is not to suggest that financial considerations have driven this review. While the Panel was aware of its fiduciary responsibilities in ensuring value for money for the Council Tax payers of Havant Borough Council it was concerned primarily with arriving at the appropriate allowances for the roles that Members are required to undertake. Moreover, the Panel did not feel entirely comfortable setting allowances at such a level to make being a Councillor financially attractive. The role of the Panel has been to balance the requirements that the Council provides proper remuneration for being an elected Member (within a sensible framework) while ensuring that a degree of public accountability is brought to bear on the Council's right to determine its own Members' Allowances Scheme. As such, it has sought to address anomalies in the scheme within the current framework.

I would like to thank all those councillors and officers who gave evidence for their valuable Contributions.



Councillor Crellin
Lead for the Members Remuneration Panel

1.0 Introduction

- 1.1 The following is a synopsis of the proceedings and recommendations made by the Members' Remuneration Panel ("the Panel") appointed by the Governance, Audit and Finance Board to consider its current Members' allowances scheme and advise the Council on a revised scheme.
- 1.2 In September 2018 Full Council the Governance, Audit and Finance Scrutiny Panel ("the previous Panel") submitted its [Report](#) on the Members' Allowances scheme ("the 2018 Review") to Full Council on 28 September 2018. The report recommended a number of revisions to the scheme, which were adopted by the Council. The previous Panel also committed itself to undertake a further review into the Leader's Special Responsibility Allowance ("Leader's SRA"), including the budgetary implications of any changes to this allowance with the objective of submitting this report to Cabinet and for consideration of the Independent Remuneration Panel when it convened in 2019.

2.0 Recommendations

- 2.1 The Governance, Audit and Finance Board be requested to recommend Council to adopt the Members Allowances Scheme attached as Appendix A to this report.

3.0 Associated Documents

This report should be read in conjunction with the "Background Papers" used by the Panel. These are published online in a separate document entitled "[Background Papers to the Review of Members' Allowances for Havant Borough Council](#)"

3 The Panel

- 3.1 The Review was undertaken by the Panel which included the following members:

Councillor P Crellin (Lead Councillor)
Councillor P Bains
Councillor T Hart
Councillor K Smith

- 3.2 The Panel would like to record its gratitude to the Members and Officers of Havant Borough Council for making themselves available to meet with the Panel. Full details of these members and officers may be found in the document entitled "Background Papers to the Review into Councillor Allowances 2019" (Background Papers)

4 Terms of Reference

- 4.1 The Panel agreed to undertake the review of the Leader's SRA recommended by the previous Panel in 2018. The Panel, also considered it appropriate to re-evaluate the changes made to the scheme in 2018 to ensure that it fulfilled the objectives of the previous Panel. The Panel in particular agreed this review would:

- (1) ascertain whether the current Leader's SRA is reasonable;

- (2) ascertain how changes to the Leader's allowance (if any) will affect other Special Responsibility Allowances ("SRAs") and the impact this will have the Council's budget;
- (3) consider any new SRAs or revisions to existing SRAs; and
- (4) consider whether any further changes were required to ensure that the Members Allowances Scheme was robust and fit for purpose

4.2 It was envisaged that the recommendations arising out of this review would be submitted to Cabinet and for consideration by the Independent Remuneration Panel to be held in 2019.

5. Methodology

5.1 The Panel met in August, September and October 2019. Panel meetings were held in private session to enable the Panel to interview Members in confidence.

5.2 The Panel approved a project plan which is set out in the Background Papers

5.3 Although the Panel was not required to follow the statutory guidance relating to the Independent Remuneration Panels (IRPs), it considered that it would be appropriate to follow this guidance to ensure that the recommendations of this report are robust and based on nationally recognised processes.

5.4 The Panel considered that changes to SRAs should be evaluated using the role evaluation scheme adopted during the last review. The Panel is satisfied that this scheme has produced a hierarchy of SRAs role based on the responsibilities, skills and workloads of each SRA post which is free from discrimination and perception and provides a fair system which can be used to evaluate any new SRAs or changes to existing SRAs. Full details of the scheme, relevant documents and final score sheet are included in the Background Papers.

5.5 The Panel's activity fell into 6 parts:

(a) Review of background information

This included, the current councillor allowance scheme, key documents relating to the previous Councillor Allowances Review, and details of the background to the Special Responsibilities Allowances ("SRAs") and changes made to these SRAs over previous reviews, number of meetings held, allowances paid in comparator authorities and copies of the regulations and statutory guidance. A full list of information considered by the Panel is reiterated in the Background Papers.

(b) Benchmarking survey

A benchmarking exercise was undertaken to find out whether Havant Borough Council's allowances had fallen behind that paid by peer authorities.

The results of this exercise are set out in the Background Papers.

(c) Meeting with the Leader of the Council

The Panel wished to gain an insight into the role and responsibilities of the Leader and his views on increasing the Leader's SRA.

(d) Evaluation of the Post of the Mayor

The Panel considered whether to recommend an SRA for the position of Mayor and undertook a role evaluation exercise using the scheme referred to in 5.5 above.

(e) Interview with the Chief Finance and Monitoring Officers

To discuss the legal and financial implication of the proposed recommendations

(f) Arriving at recommendations

6. Principles of the Review

6.1 Before the Panel arrived at its recommendations it decided that its deliberations should be underpinned by the following principles; namely that:

- (i) the recommendations would seek to minimise barriers to public service without allowances becoming a motivating factor in serving the Council;
- (ii) the recommendations should be based on a transparent and logical construct that is understandable and justifiable;
- (iii) all recommendations should be based on evidence
- (iv) any scheme recommended should be simple to administer.
- (v) Recommendations should seek to reflect the responsibilities, skills and workload held by Members in Havant Borough Council
- (vi) the scheme should separate those allowances that are taxable from those where a Councillor may be eligible for a tax deduction.

6.2 As noted in the preamble the Panel has sought to address the SRAs within the present financial and local framework.

6.3 The Panel has set out its deliberations in this report to assist Members and the public to understand its approach. The Panel has considered the worth of Members' roles and at the same time the issues of public perception and affordability. While the Panel's recommendations are not mandatory it is hoped that if the Council disagrees with the actual figures recommended that it would accept the Panel's logic. The recommendations presented in this report at the present represent the view of the Panel and not the official view of Havant Borough Council.

The Evidence Considered

7. Key Messages and Observations

7.1 The Issue of Member Performance

7.1.1 The issue of Member performance is often raised when undertaking a review of the Members' Allowances Scheme. Ultimately, the final arbiter on Member performance is the electorate, with the group system acting as the intermediate influence. The arbiters for the performance of the SRA holders are the person and/or body responsible for appointing the members to these posts i.e. the Leader of the Council and Council.

7.2 Members and Recognition, they are "Doing More with Less"

7.2.1 While the Council is seeking further savings in expenditure, it does not mean Members are doing less. The Council continues to address the range of issues that affect all councils. This has increasingly meant an enhanced partnership working that accompanies this agenda, particularly affecting senior Members. Indeed, it also affects the top tier of management as Havant Borough Council now has a shared Chief Executive and Executive Paid Officers with East Hampshire District Council. This sharing of senior Officers has reduced the top three tiers of management in both.

7.2.2 This has had an impact on senior members and the operation of the scrutiny function in Havant Borough Council; not least the reduction in the numbers in the Havant Borough Council within the Cabinet, reducing by 2 to five Cabinet Members (+ the Leader)

7.3 The Role of the Panel and Current Economic Context

7.3.1 The prime role of the Panel is to assess what it judges the roles and posts under review are worth based on the evaluation of the evidence. Yet, the Panel has to be aware of the current economic climate both generally, where many residents of Havant Borough Council are facing uncertain economic future and internally, where the Council is seeking further efficiencies.

7.3.2 This has led the Panel to take the view that it would be reluctant to significantly increase the total spend on allowances, and even a marginal increase in total spend would require strong evidence for the Panel to make such a recommendation.

7.3.3 On the other hand, the economic context has to be balanced against the demands that continue to be placed upon Members who cannot be expected to undertake the roles required of them on a voluntary basis – unless by individual choice. It is unrealistic not to at least provide a degree of support and recognition through the allowances' scheme to ensure proper democratic representation and fulfilment of the duties that they are required to carry out.

7.4 Appeal of the Allowances

7.4.1 The 2018 review had established that although allowances are important and an emotive issue, the level of these allowances were not the driving force in becoming a Councillor or an SRA post holder.

7.5 A Robust Scheme

7.5.1 The 2018 Review introduced a role evaluation system which produced a robust and transparent scheme for calculating SRAS,

7.5.2 The Panel agreed to the principle established by the 2018 Review that changes should only be made to allowances if there was an overwhelming justification for such changes.

8. Basic Allowance

8.1 Statutory Guidance

8.1.1 The Panel took into account the statutory guidance to which it must pay regard before arriving at its recommendations. In particular, the Panel was made aware that the authority's scheme of allowances must include provision for a Basic Allowance that is payable at an equal flat rate to all Members. The statutory guidance on arriving at the Basic Allowances further states:

Having established what local Councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, Councillors ought to be remunerated.¹

8.1.2 The Panel based its underlying approach to setting the recommended Basic Allowance on the statutory guidance and the Inland Revenue and Customs (HMIR&C, par. 67). Based on the above statutory guidance the Panel was under a duty to arrive at answers for the following three variables:²

- * What time is necessary to fulfil the role of the ordinary Member?
- * What amount of that time should be viewed as given as public service, known as the public service discount (PSD)?
- * At what rate of pay should be the remunerated hours?

9 Recalibrating the Basic Allowance

9.1 The Panel decided to revisit the original variables to test whether they were still appropriate. It recalibrated the original formula utilised to establish whether the current Basic Allowance was still valid and how robust it remains.

10 Setting the Basic Allowance –

10.1 Expected Time Inputs

10.1.1 The Members Allowances Survey indicates that Councillors work a minimum average of 16 hours a week and a maximum of 18 hours per week for Basic Allowance work.

10.2 The Voluntary Principle – Or Public Service Ethos

10.2.1 The statutory guidance requires the maintenance of the principle of public service when setting an appropriate Basic Allowance. This is the notion that an important part of being a Councillor is serving the public and, therefore, not all of what a Councillor does should be remunerated; a portion of a Councillor's time should be given voluntarily.

10.2.2 The Members' Allowance Survey undertaken in 2018 indicated that the Public Service Discount should be set at 46%

10.3 The Rate for the Job

10.3.1 Previous Independent Remuneration Panels utilised the Havant mean gross hourly wage rate as the rate for the job. In other words, to establish a rate for the job, it was recommended

¹ Department of Communities and Local Government and Her Majesty's Revenue and Customs, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, par 67

² See *Consolidated Guidance* July 2003 paragraphs 68-69 for further details.

that a Member's hourly worth be on a par with the average hourly wage in Havant. The Panel notes that the average hourly wage in Havant for which latest figures are available was £13.28 per hour. This the Panel accepted as the optimum rate for the job in Havant Borough Council in arriving at the recommended Basic Allowance.

10.4 Calculating the Basic Allowance

10.4.1 If the Panel was simply to use the original variables from this review with an up dated rate for the job, which is £13.16 per hour it would result in the following recalibrated Basic Allowance:

Minimum

- = [832 hours per year minus 46 per cent] X £13.16 per hour
- = 449.28 hours X £13.16 = £5912 (rounded down to nearest £10)

Maximum

- = [936 hours per year minus 46 per cent] X £13.16 per hour
- = 430.56 hours X £13.16 = £6652 (rounded down to nearest £10)

The Council current rate of £5430 is below the recalibrated calculated basic allowances

10.5 Benchmarking the Basic Allowances

10.5.1 The Benchmarking exercise showed that the Council is lower than the mean average for Basic Allowances paid by the benchmarking Councils. On the face of things, a recalibrated Basic Allowance to this mean average would represent an increase of over 14% on the current Basic Allowance of £5430.

10.6 Changes Made to the Basic Allowance Following the 2018 Review

10.6.1 The 2018 Review recommended that the payment of £461 per year given to all members in recognition of the out of pocket expenses Councillors incur for telephone calls, line rentals, IT and internet costs be separated from the Basic Allowance to make the scheme more transparent.

10.6.2 The 2018 Review also recommended that the Basic Allowance be increased in line with any NJC increase agreed each year from 2020/21. The current budget assumes that such an increase will be 5% which would raise the current allowance to £5702 (£490 below the mean average of the benchmark Councils)

10.7 Conclusions of the Panel

10.7.1 The Panel recognises that the Basic Allowance is currently lower than the other benchmark Councils and the basic allowance calculated using the government guidance.

10.7.2 However, there had been no overwhelming changes to the basic responsibilities, skills and workloads of members. Therefore, the Panel is content that taking into account the modest values placed on the variables utilised to arrive at the Basic Allowance and when placed in a comparative context the current index linked Basic Allowance of £5,430 is both equitable and appropriate. The Panel is even more convinced of its appropriateness when it notes that Havant Borough Council pays a limited range of expenses and SRAs compared to other comparable authorities.

11 Testing the Leader's SRA

11.1 The Panel noted that the post of Leader is a substantial role, while not required to be full time it does require a significant commitment that precludes employment in the normal sense. Moreover, the Panel also noted that the Leaders have not accepted the increases recommended by the Independent Remuneration Panels since 2011.

11.2 Comparing the Leader with the Benchmarked Councils

11.2.1 The Panel compared the Leader's SRA of £14800 with Leaders in comparable authorities. Currently the Council is ranked 5th out of the six benchmark Councils in the level of special responsibility allowance for the Leader of the Council. This special responsibility allowance is considerably lower than the mean and median averages for the benchmark councils.

Council	Leader SRA for 2019/20 (£)
Test Valley	12,982
Havant Borough Council	14800
Winchester City Council	16734
East Hampshire District Council	18000
Eastleigh Borough Council	20765
Fareham Borough Council	21251
Total	104532
No. of Councils	6
Mean Average	17422
Median Average	17367

11.2.2 A comparison of changes to the Leader SRA across the benchmark councils since 2016 shows the Council together with Winchester City Council have not increased this allowance since 2016. The mean and median average increases during this period were 2% and 1% respectively.

Council	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)	% Increase
Test Valley	12355	12355	12,982	12,982	5
Havant Borough Council	14800	14800	14800	14800	0
Winchester City Council	16734	16734	16734	16734	0
East Hampshire District Council	18000	18000	18000	18000	0
Eastleigh Borough Council	19959	19959	20765	20765	4
Fareham Borough Council	20426	20426	21251	21251	4
Total	102274	102274	104531.8	104531.8	13
No. of Councils	6	6	6	6	6
Mean Average	17046	17046	17422	17422	2
Median Average	17367	17367	17367	17367	1

11.3 As a Multiple of the Basic Allowance

11.3.1 The statutory guidance points out one particular approach to arrive at the Leader's SRA. In particular it states (July 2003 paragraph 76):

One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

11.3.2 Increasingly, the 'factor' approach is becoming more popular due to its simplicity and the emergence of a commonly accepted multiplier, which is in the range of 2.7-3.45. If the Leader's SRA was increased by the mean average multiplier of the benchmark councils (2.84) for 2019/20 (see above), the SRA would rise to £15220, which would be lower than the mean and median averages for the benchmark councils.

Council	Leader SRA for 2019/20 (£)
Test Valley	12,479
Havant Borough Council	15220
Winchester City Council	16734
East Hampshire District Council	18000
Eastleigh Borough Council	19959
Fareham Borough Council	20833
Total	103225
No. of Councils	6
Mean Average	17204
Median Average	17367

11.4 Key Message

11.4.1 The Panel consider that the current allowance does not reflect the roles, responsibilities or workload of the post of Leader of the Council and that this allowance should be increased to the mean average for the benchmark Councils (£17,204).

11.5 The Panel recommends that:

11.5.1 **The Leader's Allowance be increased to £17,204 (the mean average for Benchmark Councils) with effect from 1 April 2020;**

12 Arriving at Other SRAs

12.1 In arriving at the other SRAs the Panel took cognisance of the 2003 Statutory Guidance (paragraph 76) which states

A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance.

- 12.2 This approach assesses the Leader's post (SRA) as 100% and relates all other posts as a percentage of the Leader's SRA, e.g., 70%, 60%, 50%, 40% and so on. The advantages of this approach are that the Panel is able to maintain current differentials between SRAs (unless in any particular case there is reason to alter a differential), is transparent and relatively simple to understand as it assesses posts in a hierarchical fashion based on the council political structures. The pro rata approach simply expresses the current differentials and the main issue is to consider if there is a case to alter them. Generally, where a Havant post holder receives a comparatively high SRA then the IRP has rounded it downwards and rounded it up where a SRA is comparatively low.
- 12.3 The 2018 Review found there was inconsistency in the calculation and level of allowances for SRAs below the level of the Leader of the Council. To correct these anomalies the 2018 Review undertook a Role Evaluation exercise to provide a hierarchy of roles that was free from discrimination.
- 12.4 The Panel considered a suggestion by the Leader that following proposed method of calculating SRAs:
- (i) Leader's Allowance
3 x Basic Allowance
 - (ii) Deputy Leader
2.5 x Basic Allowance
 - (iii) Cabinet Leads
2 x Basic Allowance
 - (iv) Chairman of Governance, Audit and Finance Board
1.5 x Basic Allowance
 - (v) Chairman of DMC and Scrutiny Boards
1 x Basic Allowance
 - (vi) Chairman of Joint Human Resources Committee
0.5 x Basic Allowance
 - (vii) Chairman of Licensing Committee
0.25 x Basic Allowance
 - (viii) Leaders of the Opposition
 - Band A 0.25 x Basic Allowance
 - Band B 0.5 x Basic Allowance
 - Band C 0.75 x Basic Allowance

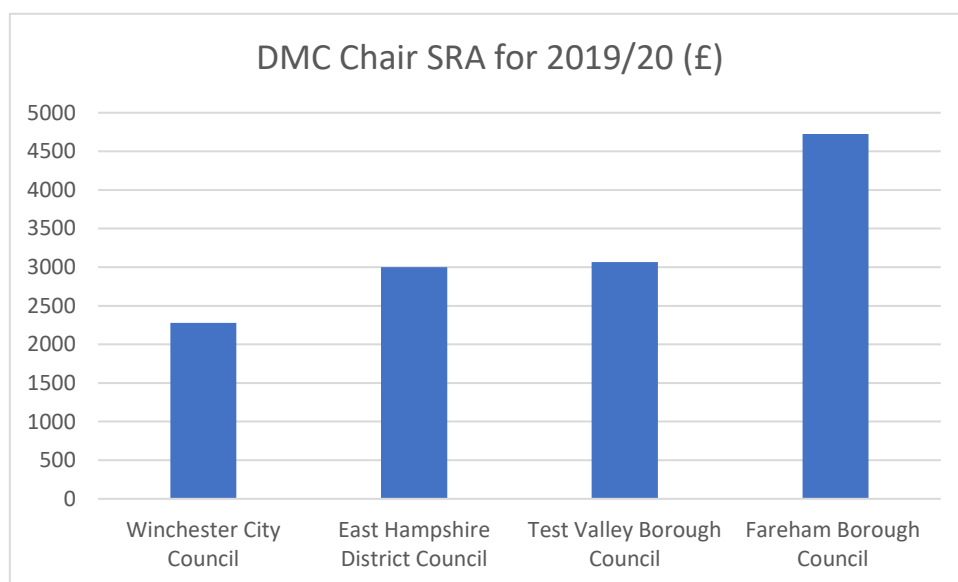
The Panel considered that such a method would reintroduce inconsistencies into the scheme and felt that the current role evaluation scheme was more robust. Furthermore, the Panel considered that the budgetary implications of an additional £43,291 (see Appendix A) could not be justified.

12.5 The Panel consider that there have been no overwhelming changes to the responsibilities, skills and workloads of the existing SRAs below the level of the Leader of the Council. Therefore, the Panel is content that any increase in the Leader’s Allowance recommended in this review should not lead to an increase in the other SRAs but the differentials for this scheme should be amended to accommodate the increase in the Leader’s Allowance.

12.6 The Mayor

12.6.1 Currently the Mayor does not receive an SRA.

12.6.2 Only 4 of the six benchmark Councils currently have a special responsibility allowance for the post of Mayor/Chairman of the Council.



The mean and median averages for this allowance is £3268 and £3000 respectively.

Council	DMC Chair SRA for 2019/20 (£)
Winchester City Council	2280
East Hampshire District Council	3000
Test Valley Borough Council	3067
Fareham Borough Council	4723
Total	13070
No. of Councils	4
Mean Average	3268
Median Average	3000

12.6.3 The Evaluation Exercise found that the percentage differential of the Leader's Allowance should be 37% which represented an allowance of £5,465 (see Appendix B”).

12.6.4 Although this allowance is higher than the mean (£3268) and median averages (£3000) for the benchmark councils the Panel is satisfied that the evaluation exercise accurately reflects the responsibilities and skills needed for the first citizen of the Borough and justifies this higher allowance.

12.7 The Panel recommends that:

12.7.1 the Mayor's SRAs is % of the recommended SRA for the Leader, which equates to £5,465

12.7.2 the Members' Allowance structure be amended to read as follows

	Adopted Structure	Band
Leader of the Council	Basic Allowance x 3.17	Band 1
Deputy Leader of the Council	57.5% of the Leader's Allowance	Band 2
Cabinet Leads	48.36% of the Leader's Allowance	Band 3
Chairman of Governance, Audit and Finance Board	39.21% of the Leader's Allowance	Band 4
Mayor	37% of the Leader's Allowance	Band 5
Scrutiny Board Chairman	33.98% of the Leader's Allowance	Band 6
DMC Chairman	28.75% of the Leader's Allowance	Band 7
Joint Human Resources Committee	20.91% of the Leader's Allowance	Band 8
Licensing Committee	6% of the Leader's Allowance	Band 9

13 Confirmation of Implementation and Indexing

13.1 The Panel recommends that the recommendations contained within this report (with any amendments) are implemented from the 1st April 2020.

13.2 The 2018 Review resulted in the scheme providing for the Basic Allowance to be increased in line with any NJC increase as agreed each year from 2020/21. The Panel also consider that all SRAs (including the Leader) should be increased in line with any NJC increase from 1 April 2020. This should ensure that the allowances do not fall further behind the benchmark councils.

13.3 The Panel recommends that:

13.3.1 all SRAS be increased in line with NJC increases from 1 April 2020

14 Limits on SRAs

14.1 The Panel recommends that as per current practice Members can draw one SRA only regardless of number of remunerated posts they may hold.

15 Design of the Current Scheme

15.1 The Panel considers that the current scheme is not particularly user friendly. Any Councillor or member of public wishing to consult the scheme would currently find it difficult to understand. The Panel consider that there is an urgent need for the scheme to be revised to overcome this issue and improve the transparency of the members' Allowances Scheme

15.2 The Panel recommends that:

15.2.1 the scheme be update and made more user friendly.

16 Budgetary Implications

Post	Current Number of SRAs	Basic Allowance	SRAs	SRA Totals
Basic Allowance				
All Members (38)		£5,702 ³		
SRAs				
Leader	1	£0	£17,422	£17,422
Deputy Leader	1	£0	£10,018	£10,018
Cabinet Leads	4	£0	£8,425	£33,700
Chairman of Governance, Audit and Finance Board	1	£0	£6,831	£6,831
Chairman of Scrutiny Board	2	£0	£5,692	£11,384
Chairman of Development Management Committee	1	£0	£5,009	£5,009
Chairman of Joint Human Resources Committee	1	£0	£3,643	£3,643
Chairman of Licensing Committee	1	£0	£1,116	£1116
Mayor	1	£0	£5,465	£5,465
Opposition SRAs				
Band A	2	£0	1068	2136
Band B	0	£0	£2,136	0

³ The Basic Allowance has been increased in line with the budget provision of a 5% increase in salaries.

Band C	0	£0	£3,204	0
Band D	0	£0	£4,272	0
Sub Totals		£216,676		£96,724
TOTAL				£313,400

Impact on Budget

	Basic Allowance	Modernisation Expenses	SRAs	Total
Budget Allocation 2019/20	£206,340.00	£17,518.00	£82,510.00	£306,368
Estimated Additional Expenditure (Excluding Modernisation Allowance)				£7,032
Add Modernisation Expense	= £461			£17,518
			Total Additional Expenditure	£24,550

Havant

BOROUGH COUNCIL

Members' Allowances Scheme

Members Allowances Scheme 2020-2024

1.0 Introduction

1.1. All Councils are required to form a scheme of allowances that:

- Determines how much individual Councillors receive for being a Councillor; (the basic allowance)
- Determines how much those Councillors who have additional responsibilities should receive (special responsibilities allowances)
- Determines the circumstances under which Councillors may claim expenses for costs they have incurred because they are a Councillor

1.2. The Council must set the scheme in accordance with the requirements of the Local Authorities (Members Allowances) (England) Regulations 2003. The Scheme has been produced having due regard to the recommendations of an Independent Remuneration Panel, a group of individuals who are entirely separate from the Council who have considered how much Councillors should receive.

2.0 The Scheme

2.1 The Havant Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1.0 This scheme may be cited as the Havant Borough Council Councillors' Allowances Scheme, and shall have effect from 1st April 2020 until such time as it is amended.

1.1 In this scheme:

"Councillor" means a councillor of the Havant Borough Council.

"Year" means the twelve months ending with 31st March.

"Chief Executive" is the most senior Officer, with overall responsibility for the management of the Council; also known as the Head of Paid Service.

"Chief Finance Officer" means the officer responsible for the administration of the financial affairs of the Council; also known as the Chief Finance Officer

"Monitoring Officer" means the officer charged with ensuring that everything the Council does is fair and lawful

2. Basic Allowance

2.1. Each Councillor shall receive a basic allowance as set out in Schedule 1 of this scheme ("Schedule1") shall be paid to each Councillor. This is an annual flat payment to all Councillors, intended to recognise the time devoted by our Councillors to work in their wards and political groups, recognising the out of pocket expenses Councillor incur in carrying out their functions. It is also recognises that Councillor undertake their Council work for the sake of public service and not private gain.

2.2. The basic allowance shall be uplifted each year (including the year 2020/21) by the same rate as the Annual Pay Award provided to the majority of Council staff.

3. Special Responsibility Allowances

- 3.1. Councillors shall receive a payment in line with Schedule 1 for any special responsibilities posts that they are appointed to by the Council.
- 3.2. A councillor may hold more than one special responsibility post, but may only be paid one special responsibility allowance.
- 3.3. All special responsibility allowances shall be uplifted each year (including the year 2020/21) by the same rate as the Annual Pay Award provided to the majority of Council staff.
- 3.4. No more than 50% of the number of Councillors can receive a special responsibility allowance.
- 3.5. All special responsibility allowances or amendments to these allowances must be evaluated using the role evaluation scheme set out in schedule 3 of this scheme before being approved by the Council, who must have due regard to the recommendation of the Governance, Audit and Finance Board.

4. Travel, Subsistence and Dependents/Caring Allowances

- 4.1. Members are allowed to claim travel, subsistence and dependents / caring allowances when carrying out official duties as listed within Schedule 2 of this scheme (“Schedule 2”).
- 4.2. Members must submit claims within 2 months using any approved forms / IT systems. For claims to be processed within the month submitted, they must be submitted in accordance with stated deadlines provided to members.

Transport Allowances

4.3. Where Councillors are undertaking official duties, claims for transport allowances will be paid at the following rates:

The rate for travel by a councillor's own <u>private vehicle</u> , or one belonging to a member of his family or otherwise provided for his use shall not exceed	45p per mile
The rates specified for travel by car may be increased in respect of the carriage of each passenger, not exceeding 3, to whom a travelling allowance would otherwise be payable under any enactment by not more than	5p per mile
Travelling by own private Bicycle, or one belonging to a member of his or her family or otherwise provided for his or her use	20p per mile

Public Transport	Standard Fare incurred; Councillors are expected to use any discount / concessionary fare entitlements
Taxis	Actual Fare, as evidenced by receipt; this should be pre-approved by the Chief Executive or Monitoring Officer and only in exceptional circumstances.
Car Parking, ferries and Toll Fares	Actual Fare incurred, as evidenced by ticket / receipt / statement

- 4.5. Travel on approved duties shall be at the most cost-effective method that meets the needs of the member, normally car, bus, aeroplane or train at standard rates. In particular, members who have to travel by train would be expected to travel second class unless exceptional circumstances require otherwise. In such a situation, first class travel must be given prior approval by the Chief Executive or Head of Organisational Development. If other types of journeys need to be taken by members on out of authority business (e.g. taxis) then these modes of transport must first get prior approval by the relevant Director. Furthermore, receipts must be provided for the reimbursement of any claims.
- 4.6. Should HMRC adjust the standard rates for car, motorbike or bicycle travel, then the Council may adjust the rates in 4.4 accordingly.
- 4.7. Rail tickets are available from Democratic Services for all rail journeys provided three days' notice is given.
- 4.8. The Council has made no provision for travelling to meetings from outside the UK.
- 4.9. The Monitoring Officer (or in his or her absence the Chief Executive or the Chief Finance Officer) is authorised to approve the payment of travelling and subsistence for tours, visits etc initiated by an Cabinet Lead subject to a maximum of £300 per annum for payments initiated by each Cabinet Lead.
- 4.10. Where two or more councillors are attending the same event car transport should be shared wherever practicable.

Subsistence Allowances

- 4.11. Wherever possible a member shall organise their meals and accommodation through the Council who will pre-book and pre-pay.
- 4.12. Where it is not practicable for the Council to pre-book accommodation a member shall be allowed up to 3 star accommodation which will be reimbursed on production of a receipt.
- 4.13. Where meals cannot be pre-booked and pre-paid reasonable costs will be paid on production of receipts, normally up to the same limits as apply to employees of the council.

Breakfast	up to £5.73
Lunch	up to £7.92
Dinner	up to £9.80

- 4.14. The daily maximum subsistence allowance will be increased in line with the percentage

increase in the casual users mileage rate as laid down by the NJC for Local Government Services.

4.15 No subsistence allowances are payable for attending approved duties within the Borough.

Dependents / Caring Allowances

4.16. A Dependant Carers Allowance may be paid where a councillor has to employ a person over 16 years of age (other than a member of their own family) to care for a child under age 14, disabled person or elderly person who is a member of the councillor's family living with the councillor and in need of full time care.

4.17 The rate of payment will be up to eight hours or two approved duties if less in any one week for:

(a) child care – at the relevant national minimum wage applicable to the age of the carer; and

(b) elderly and/or disabled dependents – at the hourly rate chargeable by Hampshire County Council Adult Services for provision of a Home Care Assistant up to a maximum of £14.20 per hour.

4.18 Payment will be made on production of evidence of payment i.e. a receipt bearing the name and address of person employed to provide cover, the date, and number of hours and amount paid.

4.19 There may be exceptional circumstances where, instead of employing a carer, other care arrangements are more appropriate e.g. paying for taxi fares to school for a disabled child where a councillor is attending a meeting outside the Borough. Payment up to the maximum at 4.171 may be allowed exceptionally with the agreement of the Chief Finance Officer.

4.20 Relevant meetings for this purpose are all approved duties in Schedule 2.

5.0 Attendance at Conferences

5.1 Subject to budget provision being available, approval of attendance at conferences or meetings is delegated to the Service Manager Legal and Democratic Services (or in his/her absence the Chief Executive or Chief Finance Officer) in consultation with the relevant Cabinet Lead(s); relevant travelling and subsistence also being payable

5.2 Selection of members should be on the basis that:

(a) Normally no more than two Members (preferably from more than one political party) attend – normally one from the Cabinet and one from the Scrutiny Boards;

(b) Selection for conferences and meetings will take account of the expertise relating to the subject and member responsibility within the Council; and

(c) Members attending will report back through the Members' Newsletter.

5.3 The conference fee will be booked directly by Council officers following approval of attendance by the Council.

5.4 Travelling and subsistence allowances shall be paid in accordance with Section 5 above

6.0 Expenses

6.1 Councillors shall receive a payment of £461 per year to recognise the level of out of pocket expenses Councillors incur for telephone calls, line rentals, IT and internet costs.

7.0 Attendance Allowance

7.1 No attendance allowances are payable.

8.0 Payment and Foregoing of Allowances

8.1. Claims for travel, subsistence co-optees' or dependant carers allowance under this scheme shall be made in writing and will not be paid if submitted more than four months after the date of a meeting for which the entitlement arises.

8.2 A Councillor shall be paid any allowances from their date of appointment, so that:

- (a) in an ordinary election year, basic allowances are payable from 4 days after the date of election;
- (b) in the event of a by-election, basic allowances are payable from the date of the by-election; and
- (c) In the event appointment to a special responsibility post, from the date the appointment was made

8.3 Payments shall be made

- (a) in respect of basic and special responsibility allowances, subject to paragraph 9, in instalments of one-twelfth of the amount specified in this scheme monthly in arrears at the end of the month
- (b) in respect of travel, subsistence or dependant carers allowance, at the end of each month in respect of claims received up to the 8th day of that month.
- (c) in respect of expenses relating to telephone calls both land and mobile, line rental costs, IT and internet access to be paid automatically in instalments of one-twelfth of the month of the amount specified in this scheme in arrears at the end of each month

8.4 Where an amount has been paid in respect of a period for which the allowance is not due (e.g. for a period of suspension) the Council may require repayment of the amount overpaid.

8.5 Where a member is also a member on another authority that member may not receive allowances from more than one authority for the same duties.

8.6 A Councillor may write to the Chief Finance Officer to notify of their intention to forego any allowance, or part of any allowance, payable to them under this scheme.

8.7 In the event that the Council agrees that a Councillor may be granted a leave of absence of more than 6 months, then the Councillor will not be entitled to receive a basic allowance

after they have been absent for more than 6 months. Their allowance payment will be resumed after they have attended a Council meeting.

8.8 Where an amount has been paid in respect for which the allowance is not due (e.g. for a period of suspension) the Council may require repayment of the amount overpaid.

8.9 Where a member is also a member on another authority that member may not receive allowances from more than one authority for the same duties.

9.0 Part-Year Entitlements

9.1 The provisions of this section shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

9.2 If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

9.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

9.4 Where this scheme is amended as mentioned in sub-paragraph 9.2, and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph 9.2(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.

9.5 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

9.6 Where this scheme is amended as mentioned in sub-paragraph 9.2, and a councillor during part, but does not have throughout the whole, of any period mentioned in sub-

paragraph 9.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

10 Claims

- 10.1 Claims for allowances that are not automatically paid should be made using the MyView system. Enquiries about all councillor's allowances should be made in the first instance to the Democratic Services Team.
- 10.2 Payment will be made monthly direct to a bank or building society unless a councillor certifies that they do not have such account.
- 10.3 Tax will be deducted from basic and special responsibility allowances in accordance with the instructions of H.M. Inspector of Taxes. Councillors are advised that certain expenses (e.g. use of homes and private telephones) may be justifiable as claims against their allowances; this is a matter for direct negotiation between the councillor and H.M.R.C. Any subsequent change in the level of expenditure will be the subject of the normal arrangements for the under and over deduction of tax in relation to the councillor's final tax position. National Insurance Contributions will be deducted where appropriate.
- 10.4 Councillors are reminded that they are responsible for keeping accurate records of approved duties and certifying claim forms accordingly. While the staff will always help councillors in any way possible, it is a requirement that councillors must personally submit all claims, including times and amounts claimed.
- 10.5 Completed claims will be paid at the end of the month, provided they have been submitted by the 8th day of that month.

Publication of Claims

- 10.6 As soon as is reasonably practicable after the end of a year to which a scheme relates, the Council shall make shall publish on the Council's website the total sum paid by them in the year to each councillor in respect of each of the following
 - (a) basic allowance;
 - (b) special responsibility allowance;
 - (c) dependant carers allowance; and
 - (d) travelling and subsistence allowance.

11.0 Insurance

- 11.1 The Council provides cover for councillors (which includes co-opted members) as follows:
 - 11.1.2 Third Party Cover

Councillors are indemnified, if the claim could have been made against Havant Borough Council, up to a maximum of £30,000,000 in respect of all sums (including costs and expenses) which they are legally liable to pay as compensation arising out of

- (a) Accidental bodily injury or illness to any Third Party; and
- (b) Accidental loss or damage to property arising out of the Council's function as a local authority.

11.1.3 Employers' Liability Cover

Councillors are indemnified, if the claim could have been made against Havant Borough Council, for an amount up to £30,000,000 in respect of sums (including costs and expenses) that they are legally liable to pay as compensation for bodily injury or disease suffered by an employee of the Council arising out of their employment.

11.1.4 Motor Insurance

If a councillor drives a Council vehicle he/she is required to be covered by comprehensive insurance (a good example might be driving the Mayor's official car).

11.1.5 Personal Accident

The amounts shown below are payable for accidents while on official duties in the U.K. or Europe or on activities which are complementary to the duties of a councillor e.g. Ward Surgeries, Caucus Meetings, Site Viewing, Addressing Public Meetings and Meeting of Council Tax payers.

Death or permanent total disablement
£100,000

Permanent partial disablement Percentage of this sum dependent on disablement

Temporary total disablement £175 per week for up to 2 years.

Temporary partial disablement £150 per week for up to 2 years.

Where temporary disablement occurs the period will be limited to the time when a councillor is prevented from engaging in his normal profession or occupation. If the councillor is not in remunerative employment the period is limited to the time in which he cannot carry out his activities as a councillor.

Cover is also given for assault committed on the person insured because he is a councillor, even if he is not on Council business at the time.

There is unlimited cover for damage to clothing/personal effects at the same time as the accident.

11.1.6 Slander and Libel

In defence of an action brought against them, councillors are indemnified if the claim could have been made against Havant Borough Council. The indemnity is subject to a maximum of £1,000,000 in respect of all sums (including costs and expenses) they are legally liable to pay as compensation for slanders in the course of official Council

business. Generally, this covers Committee Meetings and duties where the councillor is representing the Council on Management Committees of local organisations.

It does not extend to involvement in the operation of an organisation other than as stated above, nor to a councillor who holds a position on another body where a factor in the appointment has been that he is a councillor but he is not representing the Council in that position (e.g., Chairman of a voluntary body). It is for the organisation to hold their own insurances and councillors are recommended to enquire of the organisation about the cover held.

There is also a very limited indemnity for libel providing the text of the prepared statement is previously approved by the Council's legal department.

Statements made on radio and television are in practice not covered as they are within the definition of libel and thus would have had to be previously approved.

Councillors must bear 10% of the cost of any claim met by the insurers under the slander and libel policy (this is to encourage councillors to be accountable for their actions).

11.2 No insurance cover is held by the council for the following activities of councillors:

- (a) No cover exists for costs awarded against councillors in actions against them for alleged dereliction of duty (e.g., mandamus, etc.).
- (b) Councillors using their own private vehicles for Council business must arrange their own insurance. Use on Council business will probably not be classed as "social, domestic and pleasure". Councillors are advised to contact their insurers to ensure that their insurance provides cover while on Council business.
- (c) There is no cover for money in the possession of councillors. An example is the Mayor's Appeal Fund.
- (d) In any case where an individual councillor suffers physical injury, financial or other loss, or is defamed in circumstances arising out of their proper involvement in a matter as a councillor of the Borough Council and without any culpability on their part, where no insurance held by the Council offers compensation to the councillor concerned, the Council will lend reasonable and appropriate support to the individual councillor affected in pursuing whatever remedies and compensation are properly available to him/her in consequence of the injury suffered, subject to advice from the Monitoring Officer on the merits and strength of the case of the affected councillor and upon there being a reasonable and realistic prospect of them succeeding in whatever course of action is appropriate by way of remedy.

12. Independent Remuneration Panel

- 12.1. When setting its Members Allowances Scheme, the Council shall have due regard to the recommendations of an independent remuneration panel.
- 12.2 An independent remuneration panel shall consist of at least three members none of whom is also a member of an authority in respect of which it makes recommendations.
- 12.3 A person may not be a member of an independent remuneration panel if they are disqualified from being or becoming a member of a district, county or London borough council.

- 12.4 the independent remuneration panel shall produce a report making recommendations in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003.
- 12.5 Where the Council receive a copy of a report made to them by the independent remuneration panel they shall, as soon as is reasonably practicable:
- (a) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority at all reasonable hours; and
 - (b) publish in one or more newspapers circulating in their area a notice which:
 - (i) states that they have received recommendations from an independent remuneration panel in respect of their allowance scheme;
 - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in its report in respect of that authority;
 - (iii) states that copies of the panel's report are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
 - (iv) specifies the address of the principal office of the authority at which such copies are made available.
- 12.6 The Independent Panel must review the allowances scheme at least every four years.

Rates of Allowances

Post	£
Basic Allowance	
All Members (38)	£5,430
Special Responsibility Allowances (SRAs)	
Leader	£17,422
Deputy Leader	£10,018
Cabinet Leads	£8,425
Chairman of Governance, Audit and Finance Board	£6,831
Chairman of Scrutiny Board	£5,692
Mayor	£5,465
Chairman of Development Management Committee	£5,009
Chairman of Joint Human Resources Committee	£1,116
Chairman of Licensing Committee	£3,643
Leaders of any political group, other than the ruling group, comprising two or more members:	
Band A 2-5 Members	£911
Band B 6-10 Members	£1822
Band C 11-15 Members	£2732
Band D 16+ Members	£3643

Approved duties for the purpose of payment of transport, subsistence and carers / dependents allowances

The following are specified as approved duties for the purpose of travel allowances:

- (a) Attendance as an appointed member at meetings of the Council, Cabinet, Committees and Sub-committees.
- (b) Attendance at Presentations, Seminars and Workshops to which all councillors are invited by the Head of Customer and Support Services shall count as an approved duty.
- (c) Meetings convened by the Council including:
 - (i) Opening of tenders;
 - (ii) Weekly business meetings and agenda setting meetings;
 - (iii) Working Parties set up by the Council;
 - (iv) Annual Tours of the Borough;
 - (v) Committee briefing meetings;
 - (vi) Attendance at bodies to which the Council makes appointments or nominations;
 - (vii) Attendance at conferences and meetings to which Section 175 of the Local Government Act 1972 applies where attendance is agreed in advance;
 - (viii) Visits by councillors to Wesermarsch or other twin towns do not qualify as an approved duty;
 - (ix) Attendance by councillors serving on the Portchester Crematorium Joint Committee will qualify for travel allowances payable by this Authority, where such allowances cannot be claimed from the Portchester Crematorium Joint Committee;
 - (x) Attendance by the Chairman or Vice-Chairman of the Development Control Committee at the Civic Offices at the request of the Corporate Director to take any step on planning applications where the Committee have empowered them to act;
 - (xi) Attendance by a councillor at the written request of the Mayor, Chief Executive or Director for the purpose of furthering Council business;
 - (xii) Attendance of a councillor before any representative of the Commission for Local Administration, at the latter's written request, in connection with any investigation under Part III of the Local Government Act 1974;
 - (xiii) Attendance of a councillor before the Council's external auditor at the latter's written request in connection with a matter being considered at audit other than a payment to or a pecuniary claim by that councillor;

- (xiv) Attendance of a councillor, at the written request of the Head of Customer and Support Services, in connection with a public inquiry or legal proceedings to which the Council is a party;
- (xv) Attendance of a councillor at public inquiries where the councillor is called by the Monitoring Officer as a witness to represent the Council's position and the attendance is approved by the Chairman of the Development Management Committee for that purpose;
- (xvi) Attendance by the Mayor or Deputy Mayor at the Civic Offices to attend to mayoral duties not more than once a day;
- (xvii) Attendance at up to three pre-arranged meetings per week with officers; and
- (xviii) Any other approved duty agreed by the Council, Cabinet, Committees or Sub-Committees.

Special Responsibility Role Evaluation Scheme

Section 1 - Statement of Intent

- 1.1 This procedure sets out how the Council provides an internal framework to determine the appropriate level of special responsibility allowances paid to Councillors. This framework enables consistent decisions to be made on allowances paid to Councillors who have additional responsibilities. This procedure ensures that the integrity of the current Councillor Allowance structure is preserved.
- 1.2 For the purposes of this scheme “Special Responsibility Allowance” means an allowance as defined in regulation 5 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

Section 2 - Scope

- 2.1 This procedure applies to all posts that receive a special responsibility allowance.
- 2.2 The aim of the system is to provide a hierarchy of Councillor roles and allowances that are free from discrimination.

Section 3 – Responsibilities

Role Evaluation Panel

- 3.1 Where it is proposed to create a new or amend an existing special responsibility allowance, the Governance, Audit and Finance Board (“the Board”) will establish a Members’ Remuneration Panel (The Panel) to undertake a role evaluation exercise.
- 3.2 The Panel will comprise of at least 3 members of the Board. The Panel shall be assisted by an officer from the Democratic Services Team, the Chief Finance Officer or his or her representative, and the Monitoring Officer or his or her representative.
- 3.2 The Panel will ensure that the role evaluation is fair, transparent and robust.
- 3.3 The Panel will review all relevant information relating to the role and check factor levels (points) to ensure that the levels are technically correct, consistently applied and equitable. The Panel shall consider all sources of evidence including the outputs from the role evaluation discussion, any changes to existing roles that receive a special responsibility allowance, role descriptions, and scoring notes. To ensure that the Panel has a full understanding of the role, the Leader of the Council or proposer for the new allowance must also be prepared to present a business case for the change to the Panel and answer any queries the Panel may have. Where considered appropriate, factor levels (points) can be manually adjusted to remedy any accuracy or consistency issues.
- 3.4 Before submitting its recommendations, the Panel shall consult the Chief Finance Officer or his or representative, the Leader of the Council and the Monitoring Officer or his or her representative.
- 3.5 It is not the role of the Panel to amend role descriptions
- 3.6 Where the Panel’s members have an interest in a role, they are responsible for declaring so prior to the panel meeting.

3.7 The Panel are responsible for:

- (a) considering the role and not the person who may currently hold that role;
- (b) considering the role as it would be done at fully acceptable performance; and
- (c) considering the role as it is defined in the documentation and supporting information presented to the Panel by the Democratic Services Team – not the role as it was nor as it might be at some future date.

Chief Finance Officer

3.8 The Chief Finance Officer shall advise on the financial implications of changes to the special responsibility allowances.

3.9 The Chief Finance Officer may appoint a representative to undertake the duties set out in 3.8 above.

The Monitoring Officer

3.9 The Monitoring Officer shall advise on the financial implications of changes to the special responsibility allowances.

3.10 The Monitoring Officer may appoint a representative to undertake the duties set out in 3.9 above.

Democratic Services Team

3.11 A representative of the Democratic Services Team shall provide administrative support to the Panel including attending and minuting all meetings of the Panel, undertaking research for the Panel and drafting the final report and recommendations of the Panel.

Section 4 – Procedure

When to evaluate

4.1 All new special responsibility roles must be evaluated.

4.2 A review of the grading of an existing special responsibility role may occur when there are substantial changes to the role. This must be discussed first with the Leader of the Council who will provide advice on whether the changes are substantial enough to warrant a re-evaluation.

4.3 For each role to be evaluated the Panel must be provided with an up to date description of the responsibilities, skills and workload of the role to be evaluated. The Leader of the Council or proposer for the new allowance must also be prepared to present a business case for the change to the Panel.

Section 5 - The Outcome

5.1 The Panel may make one of the following recommendations

- a) increase or decrease an existing special responsibility allowance
- b) create a special responsibility role together with the level of the allowance for this role
- c) to make no changes to an existing special responsibility role

d) not to establish a new special responsibility role/allowance

5.2 The recommendations of the Panel will be submitted to the Governance, Audit and Finance Board, who will consider them in accordance with Standing Order 77.4 and submit its recommendations to Full Council for a final decision.

APPENDIX B

Implications of Leader of the Council's Proposals	Multiplier	Number of Post holders	Allowance	Projected Cost Based on Projected Basic Allowance
Leader's Allowance	3	1	£17,106	£17,106
Deputy Leader	2.5	1	£14,255	£14,255
Cabinet Leads	2	4	£11,404	£45,616
Chairman of Governance, Audit and Finance Board	1.5	1	£8,553	£8,553
Chairman of DMC and Scrutiny Boards	1	4	£5,702	£22,808
Chairman of Joint Human Resources Committee	0.5	1	£2,851	£2,851
Chairman of Licensing Committee	0.25	1	£1,426	£1,423
Leaders of the Opposition				
Band A	0.25	2	£1,426	£2,851
Band B	0.5	0	£2,851	£0
Band C	0.75	0	£4,277	£0
Band D	1	0	£5,702	£0

Total SRAs			£115,466
Total Basic Allowance	38	£5702 ⁴	£216,676
Total Allowances			£332,142
Plus Modernisation Allowance	17518		£349,660
Less Current Costs			£306,368
Total Additional Expenditure			<u>£43,292</u>

⁴ Assuming NJC

DRAFT BUDGET 2020/21

Report by: Governance, Audit and Finance Board

For recommendation

Key decision: No

Cabinet Lead: Councillor Leah Turner

Report No. HBC/002/2020

1.0 Purpose of the Report

1.1 To consider the recommendations of the Governance, Audit and Finance Board in relation to the:

- (a) scrutiny undertaken by the Budget Scrutiny Panel into members allowances for 2020/21; and
- (b) draft proposals for the Budget 2020/21.

2.0 Recommendations

2.1 Cabinet be requested to recommend the Council to adopt the Members' Allowance Scheme attached as Appendix B to these minutes.

2.1.1 Cabinet make provision in the 2020/21 budget for the allowances set out in Schedule 1 of Appendix B;

3.0 Summary

3.1 Members Allowances

3.1.1 In September 2018 the Governance, Audit and Finance Scrutiny Panel ("the previous Panel") submitted its Report on the Members' Allowances scheme ("the 2018 Review") to Full Council. The report recommended revisions to the Basic Allowance and Special Responsibility Allowances (SRAs) and minor changes to the scheme, which were adopted by the Council.

3.1.2 During the September 2018 review, Panel committed itself to undertake a further review into the Leader's Special Responsibility Allowance ("Leader's SRA"), including the budgetary implications of any changes to this allowance with the objective of submitting its recommendation after consideration of the Independent Remuneration Panel.

3.1.3 The Board felt that the scheme, in its current form, was not particularly user- friendly and not clear on the process. To overcome this issue the Board recommends that the revised scheme set out in Appendix A of this report be adopted. A copy of the scrutiny panel's report is attached as Appendix B.

- 3.1.4 Since the 2020 report was considered by the Board, the Independent Remuneration Panel (IRP) submitted its report (Appendix C) for consideration by the Council. On 29 January 2020 the Board was given an opportunity to review its recommendations in the light of the IRP report.
- 3.1.5 The Board was disappointed to read the criticisms by the IRP Panel that it had not been made aware of the Board's scrutiny panel review. The Board has since learnt that the IRP were advised of the Board's scrutiny review before it commenced its own review and kept up to date with the findings of the panel and Board's original recommendations. On a general note the Board was also disappointed to find that in contrast with the Board's scrutiny review, the evidence to support their findings was unclear and therefore difficult to verify the IRP's findings.
- 3.1.6 The main issues raised by the report were:

(a) The Leader's Special Responsibility Allowance ("Leader's SRA")

The Board was pleased to note that although the IRP had recommended a lower Leader's SRA, the Board and the IRP agreed that there was a need to increase this SRA. However, on examination of the IRP's recommendation, the IRP did not appear to have used up to date benchmarking data or given a clear rationale for the level of SRA recommended. In contrast the Board's recommendation was based on current data and the mean average of the benchmarked councils. The Board therefore concluded that it did not agree with the IRP's recommendation as the Board's original recommended increase was more robust and better equipped to withstand public scrutiny.

(b) The Mayor's Special Responsibility Allowance ("Mayor's SRA")

The Board noted that, similar to the Board's scrutiny panel, the IRP had recommended the introduction of a mayoral allowance. The Board found that other than finding out that 12 out of the 16 "comparator authorities" gave the Mayor an SRA, the reasoning for the introduction of such an allowance was unclear and the proposed level was not robust enough to withstand public scrutiny. The Board therefore retained its position reached in November 2011 that the mayor should not receive an allowance for the following reasons

- (i) to be appointed Mayor was a reward in itself;
- (ii) the Mayor already received an allowance of £3,000 under Section 3(5) of the Local Government Act 1972 to enable them to meet the expenses of the office;
- (iii) the operation costs (e.g. mayoral duties, secretarial costs etc.) of a Mayor was currently approximately £100,000 per annum; and
- (iv) the proposed additional allowance would hinder the Leader's flexibility to afford any new SRA posts and his long term aim for succession planning.

(c) Other Special Responsibility Allowances ("Other SRAs")

Unlike the Board, the IRP had not recommended an increase in all of the other SRAs. In 2018 the Council had adopted a process, which produced a hierarchy of SRAs based on the responsibilities, skills and workloads of each SRA which was free from discrimination and perception. The 2019 review found that there were no overwhelming changes to the skills, responsibilities or workloads of the existing SRAs below the level of the Leader. However, the Board did consider that all SRAs should be increased in line with any NJC increases from April this year to ensure that the allowances did not fall behind the benchmark councils.

The Board was, therefore, disappointed upon examining the IRP's report that the IRP had recommended a random set of increases without any evidence that there had been a change in the SRAs affected to justify such an increase.

In conclusion the Board considered that its original recommendations regarding other SRAs more robust and better equipped to withstand public scrutiny than the IRP's proposed increases.

(d) Basic Allowances

The Board was pleased to note that the IRP had agreed to linking the Basic Allowance with NJC rates. However, the Board could not understand why the IRP recommended an increase in this allowance despite admitting that there was no appetite for such an increase.

The Board was also disappointed that the IRP had recommended that the modernisation allowance be included in the basic allowance without any reasoning or justification. This allowance had been separated from the Basic Allowance for 2018 to improve the transparency of the allowance scheme and make it easier for the allowance to be claimed back as an expense.

- 3.1.6 In conclusion, although the Board was grateful for the work of the IRP, it considered that those recommendations made by the IRP which differed from the Board's recommendations in November 2019 were not robust enough to withstand public scrutiny. The Board, therefore, endorsed its previous recommendations.

3.2 Draft Proposals for the 2020/21 Budget

- 3.2.1 The Board was also given an opportunity to consider and comment upon the draft budget proposals.
- 3.2.2 The Board endorsed the draft budget proposals subject to provision being made for the recommendations set out in Minute 30/11/2019 of the Governance, Audit and Finance Board.

4.0 RESOURCE IMPLICATIONS:

4.1 Financial

- 4.1.1 The Chief Finance Officer has advised that the budget for 2020/21 will include a 2% increase to the Basic Allowance in accordance with Council Minute 23(E)/9/2018).
- 4.1.2 The additional Basic and Special Responsibility Allowances (B & SRAs") costs of recommendation 2.1.1 above is £12,664. The additional costs of implementing the IRPs recommended (B & SRAs") are £20,234 (Appendix D).

4.2 Legal:

- 4.2.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to the recommendations of the IRP before making changes to its Members' Allowances Scheme.

4.3 Strategy:

- 4.3.1 Key elements of the Corporate Strategy are to achieve public service excellence and financial sustainability. An attractive members allowance scheme which is financially viable and at the same time will attract a wider range of candidates for Councillors is the main objective of such a scheme

4.4 Risks:

4.4.1 None arising from this report

4.5 Communications:

4.5.1 None arising from this report

4.6 For the Community:

4.6.1 None arising from this report4.

Appendices

Appendix A	Revised Members' Allowances Scheme
Appendix B	Report of the Scrutiny Panel
Appendix C	IRP Report
Appendix D	Financial Implications

Background Papers

None

Contact: Councillor Tony Briggs
Title: Chairman of the Governance, Audit and Finance Board
Telephone: (023) 9225 5515
E-Mail: tony.briggs@havant.gov.uk

Appendices

None

Background Papers

Minutes of the Panel (exempt – paragraph 3, Schedule 12a, Local Government Act 1972)

Contact: Councillor Richard Kennett
Title: Chairman of the Budget Scrutiny Panel
Telephone: 07780 236443
E-Mail: richard.kennett@havant.gov.uk

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Post	Current		Board's Proposal			IRP'S Proposals		
	Current Number of Basic Allowances	Current Basic Allowance	Add 2.75% NJ Pay Increase 2020/21 (agreed)		Totals	Basic including Modernisation Allowance		Totals
Basic Allowance (per Councillor)	38	£5,430	£5,579			£6,216.00		
Total Basic Allowances					£212,002.00			£236,208.00
SRAs	Current Number of SRAs	Current SRA	Board's Proposals for 2020/21	Add 2.75% NJC increase	Total Cost	Panel's Proposals	Total Cost	
Leader	1	£14,800	£17,422	£17,901	£17,901	£17,000	£17,000	
Deputy Leader	1	£10,018	£10,018	£10,293	£10,293	£10,618	£10,618	
Cabinet Leads	6	£8,425	£8,425	£8,656	£51,936	£8,925	£53,550	
Chairman of the Governance, Audit and Finance Board	1	£6,831	£6,831	£7,018	£7,018	£6,831	£6,831	
Chairman of Scrutiny Board	2	£5,692	£5,692	£5,848	£11,696	£5,692	£11,384	
Chairman of Development management Committee	1	£5,009	£5,009	£5,146	£5,146	£5,309	£5,309	
Chairman of Joint Human Resources Committee	1	£3,643	£3,643	£3,743	£3,743	£3,643	£3,643	
Licensing Committee Chairman	1	£1,116	£1,116	£1,147	£1,147	£1,400	£1,400	
Mayor	1	£0	£0	£0	£0	£2,500	£2,500	
Opposition SRAs							£0	
Band A	2	£911	£911	£936	£1,872	£911	£1,822	
Band B	0	£1,822	£1,822	£1,872	£0	£2,136	£0	
Band C	0	£2,732	£2,732	£2,807	£0	£3,204	£0	
Band D	0	£3,643	£3,643	£3,743	£0	£4,272	£0	
Total SRAs		£105,173			£110,752			£114,057
Other								
Modernisation Expense Allowance	38	£461	N/A	£461	£17,518	£0	£0	£0
Grand Total					£340,272			£350,265
					£340,272			£350,265

		Board's variation from existing costs	IRP'S Variation from existing Costs
Current Costs	£334,693	£5,579	£15,572
Agreed Budget	£325,159	£15,113	£25,106

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Cabinet Lead Reports – Full Council 27 January 2021 Councillor Michael Wilson

Leader of the Council

Corporate Strategy

The Covid-19 pandemic, response and recovery continue to place considerable pressure on the organisation. When Full Council takes place, we shall still be in the midst of our third lockdown and the meeting will be wholly remote, rather than the hybrid experiment at previous meetings. Nevertheless, I am pleased to report that since the last meeting our services have been fully maintained and our response to the pandemic has continued to be rightly focussed on support for residents and businesses in the Havant Borough. Between Christmas and New Year, I attended a meeting of the Local Outbreak Engagement Board and a Ministerial Briefing regarding the changes moving from Tier 4 to Lockdown. I am grateful to those officers who worked over the holiday to revise guidance and messaging to help our residents.

Despite the current set back, we continue to concentrate on recovery and the first Cabinet Liaison Panel met during September to discuss our recovery programme to assist with community and business recovery. The Government is keen to ensure that the housing market and development continues and the progress of our Local Plan and our innovative approach to the nutrient neutrality issue will assist with development in our borough.

You will recall that at the last meeting Full Council agreed to the 'Shaping our Future' transformation programme which will enable us to progress our objectives and strategies in a sustainable and economically viable manner into the future. I have met with Max Wilde, who is an expert consultant in transformation, who will be providing advice on the programme. This will be a focus for me and senior management in the coming months.

External Relations

PUSH, HIOWLA & Solent LEP representative for HBC

Solent LEP 9th October.

The regeneration plans include a possible autonomous and cycle route along the Hayling Billy trail. This exciting and innovative proposal would enable a continuous off-road link between Havant town centre and Hayling Beach, providing an upgraded leisure link and also alleviate some of the congestion on the A3023. The Solent LEP kindly agreed to fund an initial feasibility study prepared by Lichfields. The study was presented at the LEP board meeting on the 30th September. I was pleased to be invited to promote the initiative and argue the benefits as a Solent project. There was widespread support for what has potential to be an eye catching and populate infrastructure project.

DCN Assembly and AGM

The DCN Assembly and AGM, which I attended on the 14th October was dominated by discussion surrounding the Planning White Paper. The keynote speech was provided by Christopher Pincher MP, Minister for Housing. Many authorities, including HBC, have responded to the consultation and expressed our concerns, particularly with regard to the exponential increase in housing numbers required as a result of a change of algorithm. The Minister was at pains to indicate that Government would listen and at the time of writing it would appear that they have listened!

With regard to the pandemic, the importance of local, placed based responses and the building of resilience were expressed as the challenges for immediate consideration.

On the 21st December, I attended a leaders' call with MHCLG Minister Luke Hall to discuss the provisional local government settlement.

At the most recent DCN call the issue of maintaining remote meetings beyond the 21st May 'sunset clause' was raised with the Secretary of State MHCLG. To date, there is no provision for the primary legislation required to extend the deadline. Whilst there is a possibility that remote meetings may still be required beyond May, many leaders felt that there were some benefits beyond the pandemic such as greater accessibility for the public and efficient use of resource.

HIOWLGA

The meeting due to take place on the 20th November was cancelled.

Solent Leaders' Forum

The meeting which took place on the 14th January 2021 concerned the Free Ports. The concept is currently high on the Government agenda as a method of attracting both internal and foreign investment into the economy as part of the 'Levelling Up' policy. The Solent LEP is putting together an expression of interest which would bring together three sites including Dunsbury Park to provide tax incentives for investors and jobs and skills training to the borough. The Solent leaders endorsed the expression of interest which is an example of close cooperation amongst the Solent authorities, recognising the potential benefits to all, of a successful bid.

Havant Business Partnership

I was pleased to provide the introduction to the first HBP online meeting on 30th September. It is important that we maintain and build on the links between business, HBC and local education providers. Given that we know that our young people are suffering the most from increases in unemployment due to the pandemic, the need to provide apprenticeship and training opportunities is more vital than ever. See the Kickstart Scheme, below:

The Free Port initiative will also have the potential to provide a skills centre in the borough in conjunction with key employers to ensure that the right skills are available locally.

Corporate Performance

As an organisation, we continue to have low instances of sickness of 0.91 days per FTE, which is below the public sector average. Our staff turnover rate of remains low reflecting the current economic environment. Our key corporate projects are progressing as per the approved strategies at Full Council.

Progress against key performance indicators (KPIs) has been strong during the quarter with uninterrupted performance of our regulatory services. Minor planning applications achieved 85% decided within agreed target (against a national target of 65%). Collection rates for Council Tax and Business Rates have reduced but this is to be expected given the current circumstances. Missed bins and fly-tipping has increased during the quarter and this is under review to understand the reasons.

Regeneration

Regeneration – Porfolio Holder Report

Work continues to bring forward the objectives of the Council's ambitious Regeneration Strategy, which was adopted in November 2018. Over the last few months, the focus has rightly been on efforts to support economic recovery, whilst ensuring that we do not lose sight of the long-term regeneration objectives, taking into account a post-Brexit and post-Covid economy.

In Havant Town Centre, we are reviewing the options for the Civic Plaza car park development, to ensure schemes form part of a wider Civic Plaza/town centre development package. An application has been submitted to the Government's One Public Estate Fund for a grant to facilitate this process and engagement with other key stakeholders has begun to ensure we look at the site comprehensively.

With regard to the Meridian Centre, while the long-term redevelopment aspirations for the town centre regeneration remain unchanged, efforts are being concentrated on supporting the retailers and occupiers who have been affected by lockdown restrictions and exploring opportunities to increase vibrancy and footfall, whilst protecting the Council's investment.

The disposal of the former landfill site at Brockhampton West has generated a capital receipt for the Council as well as release a strategically located site for employment. I am keen for the proceeds to provide a catalyst for our regeneration aspirations.

Work is underway to develop a delivery plan for Hayling Island Seafront, that will set out both the short-term priorities and longer-term strategic development opportunities, all within a comprehensive Council approach which will ensure we align the regeneration aspirations to the operational management of assets like car parks and beach huts, as well as to the ever dynamic coastal processes.

Discussions and engagement are continuing on a range of other regeneration opportunities, including for Waterlooville and Leigh Park. I was pleased to be invited with fellow councillors to a second presentation by urban designers instructed by Flick Drummond MP. Flick is keen to lead the regeneration of Waterlooville and this is an aspiration of our regeneration policy.

Further, work continues with the Solent Local Economic Partnership (SLEP) and Hampshire County Council (HCC) on the Havant Infrastructure Plan, which will identify those infrastructure priorities to support a growing economy. I have mentioned the proposed enhancements to the Hayling Billy Trail to linking the seafront with Havant town centre.

Economy

Business Support: Pop Up Business School

I am pleased to report that we worked with the neighbouring authorities of East Hampshire, Eastleigh, Test Valley, and the New Forest to deliver a week-long business training course. Attendees gained information, inspiration and practical advice to learn how to start, build and evolve their business. The free, five-day online course was delivered through a Hampshire-based enterprise called The Pop-up Business School and ran from Monday 7th to Friday 11th December via Zoom. It was broken down into two sessions per day (10am–12.30pm and 1.30pm–3pm). The Pop-up Business school has a very strong track record of delivering results and is part of the council's wider economic recovery programme.

Attendees continue to receive support from The PopUp Business School after the Course and can join an optional PopUp Hampshire Whatsapp Group who provide an ongoing network of support with other attendees.

You will have seen the promotional press releases on social media.
<https://events.popupbusinessschool.co.uk/HampshireDecember2020>

They have further online Courses which commence in February 2021

<https://events.popupbusinessschool.co.uk/events>

Jobs Fair

On 7 October, the Council supported DWP in delivering an online jobs fair to support job seekers in Havant & East Hampshire. DWP and HBC promoted

and sourced vacancies and employers to be part of the event which was promoted by DWP and HBC social media teams. Collectively 55 vacancies from 40 different employers were posted in the hour and the event was the most successful of DWP's events in the South West. Follow up work is taking place to see how many claimants were successful in finding work through the event.

Kickstart job placement scheme.

HBC is keen to support the Kickstart scheme to create new job placements for 16 to 24-year olds on Universal Credit who are at risk of long-term unemployment. The aim is to provide around 5-10 placements across both Councils. Funding from government covers a six-month placement to help build young people's skills and confidence and is meant to act as a steppingstone to further employment. We are also promoting the scheme locally to encourage take up by local businesses.

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Cabinet Lead Reports – Full Council 27 January 2021

Councillor Narinder Bains - Cabinet Lead for Neighbourhoods, Safety and Enforcement

Traffic Management

- TRO programme is progressing despite the lockdown and are on track to have minimal carryover. This will be dependent on any future Government restrictions
- Traffic team held a Tourist Sign review of Hayling Island (as per Cllr Hughes project) and they hope to implement any changes by April
- Lockdown 3 has seen us go back to our risk assessments for site visits and the visits are being carried out within these guidelines and we are assessing the critical need for the visits and prioritising accordingly.

Parking

- Successful recruitment to two new officers and they started on the 11th January, training already underway
- New Body Worn Video cameras have arrived and in operation
- We continue to work on implementing RingGo only car parking at Southmoor Lane and Elmleigh Road (out for consultation) this will help us bench mark and collect evidence to increase this offering across the car parks in the Borough – and would lead to substantial savings on cash collections
- In lockdown 3 the team are ready to be flexible and go into action as required to help our colleagues in other teams

Environmental Health

Environmental Health are working very hard to meet the increased demand from COVID 19 whilst also maintaining other public health functions. New regulations governing the third lockdown are now in force, along with some accompanying guidance and amendments, and more to come shortly. The current regulations are not exactly like those in the spring, but they are similar. The parts of the regulations that relate to businesses will fall to the local authority to enforce, and Environmental Health will take the lead on this.

EH are ready to offer advice and assistance to businesses in our area to enable them to operate in a COVID safe manner. EH are also ready to use the enforcement tools available to us if necessary, however learning from experience in the first phase of the pandemic expect this to be relatively rare. In addition, EH are much better prepared to continue delivering many of our broader functions in a COVID safe manner.

The local outbreak control plan will run alongside this lockdown, as it is likely that outbreaks will continue to occur.

Covid Marshals have been employed to assist EH in raising awareness, providing assistance and being tasked to visit businesses when the public have reported them. We have to be clear that HBC are responsible for breaches and enforcement by businesses and Police are responsible for other Covid enforcement. I have asked for an article for members in the next Councillor's newsletter.

Civil Engineering and Landscape Team

Warblington Footbridge Feasibility - HBC CIL Funded

Feasibility complete. Working on update report for EB. I have asked this to come to a Cabinet Briefing in the near future.

Havant Park - HBC Revenue Funded

Works to rebuild sections of flower bed walls has been order with Norse and now waiting for completion.

Bushy Lease Cycle Route - HBC CIL Funded

The design of the route includes a footbridge which crosses the Hermitage Stream and we have requested and received cost estimates for its manufacture and installation. Ecological surveys which we hoped would commence as soon as possible have been put back to early spring on the advice of experts in order to obtain reliable data. In the interim route design will continue.

Warblington Interchange Feasibility Study - HBC CIL Funded

The feasibility study to investigate the potential for implementing an A27 westbound jet lane from the A259 to assist traffic flow and improve safety as development in West Sussex results in additional traffic flow at this important junction. The mainland Local Plan Mainland Transport Assessment Addendum modelling is now available, and the final version of the report is being checked before sign-off.

Hobby Close, Waterlooville – drainage - CIL neighbourhood fund & WeBig Local Planning permission for the Phase 2 works (whole-field drainage including a land re-profiling option) was awarded in November. We expect tenders to be issued in February with the work on site commencing in the spring.

Scratchface Lane, Bedhampton recreation ground - CIL

A land raising option to address significant seasonal drainage issues at this site is being investigated. A revised land raising shape with less impact on surrounding residential properties has been designed. There remain concerns over the number and type of vehicles that will be needed to transport the fill material to the site, but with confirmation from Southern Water of their requirements now received, all other issues identified by Planning colleagues have been overcome. We now intend to update Director before resubmitting a planning application in the spring if the access arrangements can be successfully addressed.

Transforming Cities Fund - HCC Funded

The revised bid has been successful and covers works (in Havant borough area) improvements to Park Road South approaching Langstone roundabout, and walking and cycling improvements in Elmleigh Road, Leigh Road, Eastern Road, Centenary

Gardens and School Lane. Bus stop improvements are proposed in Purbrook Way and Botley Drive. A junction improvement at Belmont roundabout in Bedhampton, converting it to a signalised junction, is also included in the proposals, which lean heavily on the draft LCWIP being produced by Sustrans and HCC (see elsewhere in this report). Some of these schemes will be designed and implemented by the CELT team. Delivery on-site is required by March 2023.

Elmleigh Road, Havant Off road cycle route - HBC CIL Funded

The project is moving forward. Due to the changes in design standards the project is likely to cost a lot more than originally estimated due to changes to government standards. We are therefore in discussions with HCC regarding additional funding and the project has been included as part of the Transforming Cities Fund works (see above). The result of this ongoing discussion should be known shortly.

Rusty Cutter Link Road congestion scheme - HBC CIL Funded

We continue to work with Highways England towards delivering a scheme on this important link road which would allow two lanes of northbound traffic. CIL funding for additional work to improve connections to the local cycle network have been approved, and we are currently liaising with Hampshire County Council through the Transforming Cities Bid programme (see above) regarding the S106 contribution applicable to this site from the developers at the Forty Acres site. It is vital that all three sources of funding are co-ordinated to deliver the intended scheme to improve pedestrian and cycle routes around the whole Rusty Cutter area. The Highways England engagement process has resulted in some delays to the finalisation of the scheme design, but we are now making progress and, subject to final design approval, it may be possible to implement the works towards the end of 2021.

Hayling Billy Trail waymarking - HCC Funded

Improved waymarking is to be introduced on the Trail. Hampshire County Council is funding this work, with CELT co-ordinating activity 'on the ground'. It is intended that a planning application for the three historic station signs will be submitted in January now that HCC has advised on how they will maintain the signs on their land.

Safe Re-opening of High Streets (SRHS) Fund

Social distancing measures are still in place in Havant and Emsworth. The schemes are under review. We are still waiting to see if Hampshire CC are in support and fund a more permanent scheme in Emsworth High street.

Jubilee Park Bowls Club drainage - HBC Funded

Waiting for resurfacing of the works to be undertaken by Norse. The drainage has been installed and is working as designed.

Jubilee Park, north drainage - Seeking HBC funding

Submitted proposal to Estates and waiting for comments before commencing physical works.

Emsworth Town Centre Accessibility Feasibility Study - HCC Funded

The final report has now been presented to HCC and HBC and HCC local councillors. We anticipate a Task Order to design and implement the first of the works arising from the Study to be issued to us before March.

Local Walking and Cycling Infrastructure Plan (LCWIP) - HCC Funded

Public consultation on the primary and secondary routes identified by HCC as part of Havant's TCF bid has been put back as a result of the pandemic. HBC will be asked to provide comments once consultation commences. We have contacted HCC regarding a future partnership which will include incorporating the tertiary or local routes into Havant's LCWIP. HCC have confirmed they would like to work with HBC on shaping the LCWIP document into the future.

Milton Road Bus layby and Elettra Avenue - HBC CIL Funded

Design is complete and will require approval by HCC Asset Management before going to tender in February 2021.

Hambledon Road - HBC CIL & WCC Funded

The design is still ongoing but is expected to be completed by February. Design approval by HCC is required before going to tender in March 2021.

Havant Rugby Football Club - HBC CIL Funded

The planning application will be considered by the Development Management Committee on the 21 January 2021. If the application is successful, we intend to agree the street lighting design with the PFI contractor and move forward with the tender package subject to approval from the Community Team.

Hooks Row, Leigh Park Shared Path - HBC CIL Funded

Scheme near completion, expected finish date 23rd January. Park Lane works complete, Barncroft Way works still outstanding.

Havant Park Feasibility Project - HBC CIL Funded

CIL funded project to draw up a master plan incorporating all the future aspirations for Havant Park. The plan will illustrate what the park will look like in 20 years' time and show how the regeneration of the town centre and surrounding infrastructure will integrate into the park and enhance with the town centre. Draft feasibility is being drawn up for review with stake holders due for completion Mar 2021

Harts Farm Way, Havant closure of layby - HCC Funded

Design has been completed and has been forwarded to HCC for design approval. Awaiting feedback.

Future Role of Hayling Route, Billy Trial

We continue to develop ideas and have contacted various stakeholders regarding the scheme. The results of the Study will be delivered by splitting the Billy Trail into geographic sections with (probably) different solutions for the various sections. CELT officers are in discussion with Coastal Partners team colleagues regarding an online version summarising the works for public consultation. The Study will need to deliver its findings in close conjunction with the outputs from other parallel and overlapping studies, these being the Hayling Island Coastal Strategy and the work by the

Regeneration Team into use of the Trail as a route for Connected Autonomous Vehicles. Bearing in mind the need for this co-ordination, it is expected that a draft of the study will be available in the autumn, but the full study not finalised until spring 2022.

Northney, Surface Water Drainage - Not funded

Surveys have and further surveys need to be undertaken to better assess opportunities and possibilities although the initial report is currently being drafted and opportunities being assessed this has been further delayed and should now be available by March 2021.

Emsworth, The Promenade - HBC Funded

A consultant has been appointed and they will be undertaking the development and production of the report to assess the condition of the promenade, any remedial works which could be undertaken and any potential impacts if works are not undertaken. Report to be issued in March.

Hayling Island Access Improvements Phase 2 - HCC Funded

This phase covers the Hayling Park footpath upgrade, footpath 89 upgrade and footpath 102 resurfacing works. The HCC Project Appraisal stage is complete. Tender documents have been prepared and being reviewed by Hampshire County Council. Tenders date expected to be end of January 2021 and expected construction start date to be April 2021

Scratchface Lane Bridle path Bedhampton - HCC Funded

Phase 1 - On-road cycleway from Hillmead Gardens through Newbarn Road to its junction with Hulbert Road. New off-road shared cycleway from Newbarn Road to Willowdene Close which will link into an existing shared cycleway towards the Asda roundabout.

Phase 2 – Off road shared path between Hillmead Gardens and College Road. The project has been awarded to Colas Limited and construction will start in the week beginning 18 January 2021

Waterlooville to A3M Cycle Network Improvement Feasibility - HBC CIL Funded

The draft report has been prepared, and the outstanding data from HCC has been received. The preferred option has been identified but the findings of the report need to be reviewed and checked before circulation. We expect this to be available to local councillors and portfolio holder for comment by the end of February.

Havant Bus Station Trees

HBC funded project to deal with trip hazards in hard surfacing due to roots on 2 no. existing trees. Project complete.

Warblington Cemetery

A project to resolve drainage issues at the Cemetery extension has been let to DynoRod and completion is expected before the end of January. This project is being managed by CELT with the Neighbourhood team as internal client

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Cabinet Lead Reports – Full Council 27 January 2021

Councillor Lulu Bowerman: Cabinet Lead for People and Organisational Development

Staffing

Health and Safety (H&S)

All staff working from home have completed Display Screen Equipment self assessments, to ensure their working arrangements and set up are in line with the regulations. Each form has been reviewed by H&S when required equipment has been provided in the way of an office, chair, desk, footrest etc. Communications have been sent out raising awareness and emphasising the need to report any concerns to H&S teams. The recent roll out of laptops has required DSE forms being updated.

Following a requirement from the Government to ensure all office spaces were Covid secure and in line with Government guidance, a review took place of the office areas and measures were introduced to ensure 2 metre social distancing and hand hygiene measures were complied with. This resulted in the compilation of a generic office risk assessment, signage, a reduction in the desk capacity, enhanced cleaning regime and the production of an office handbook (circulated to all staff). On going monitoring is taking place to make sure those working in the office are kept as safe as they can be after completing a building induction and health form. Due to Lockdown 3, the majority of staff are working from home and only a small number are working in the Plaza.

Training continues to take place with all new starters receiving an initial building induction followed by Basic Health and Safety training ideally within six weeks of commencing employment. These are being carried out virtually and have been well received. During this training awareness of wellbeing is raised and the need for a healthy work life balance.

The Mental Health First Aiders continue to offer support to colleagues. There are clear guidelines as to their role and responsibility as they are not trained counsellors, they sign post colleagues to where they can go for support. They raise awareness with staff with weekly information of where they can obtain support.

The monitoring of Contractors continues, ensuring that compliance is taking place in line with the HSAWA. We have implemented a check list for officers to ensure there are risk assessments, Insurance and where applicable training records in place. These are communicated to staff, and also includes guidance on what to be considered when employing contractors to carry out work. It is also important to raise awareness of our duty of care and that we cannot relinquish our responsibility where H&S is concerned.

The monitoring of all aspects of health and safety continues for our contractor Norse, ensuring documentation is in place and monitoring is being carried out. We also attend the Client and CMT meetings where we can raise any concerns.

Training has taken place with Heads of Service, Line Managers and Safety Champions to raise awareness of the current Incident Reporting procedure and the new system for incidents of violence, aggression, threats and verbal abuse. As part of the process a warning letter has been introduced. This has now been rolled out to all staff and those front line officers will now have access to this information. Currently there are no entries for either Council.

The quarterly Safety Champion committee meeting is due to take place in January 2021. The accident and incident (violence and aggression) reports from the last quarter will be discussed. All minutes are circulated to all staff and are available on Skoop. The Joint Health and Safety Committee meeting is also due to take place in January 2021 with minutes on Skoop.

Officers regular attend countywide meetings relating to Health and Safety and also the South East Employers H&S network.

The Corporate Health and Safety teams workplan is progressing and preparations are underway for 2021 schedule with team meetings take place monthly.

We continue to support colleagues with the Beachlands issues at Hayling which relate to flooding, beach huts and the general environment. We have been involved with beach safety and have been part of the consultation with the RNLI and other partners.

The Councils Out of Hours service at EHDC and HBC, continues to offer support, advice and guidance to member of the public and partners when the offices are closed.

Emergency Planning

Annual training programme will shortly be underway for the Emergency Control Centre staff. New roles and arrangements are being introduced within the (ECC) across Hampshire.

We are continually monitoring the weather situation and pass on information as and when required. Recent storms required support with sand bagging across both Councils and the installation of the flood boards at Hayling, two weeks earlier than usual.

We are reviewing the Adverse Weather Plan in conjunction with several other teams. Primarily relating to snow and the impacts on services, like waste, streets and grounds. Flooding guidance booklets are being reviewed and updated.

During the Covid major incident we continue to attend the Local Resilience Forum Tactical Coordinating Group meetings, HCC Emergency Planning officers meeting and act as a liaison between the Council and the LRF, providing regular updates and information to the Chief Executive and wider teams.

Business Continuity (BCP)

Prior to lock down all services reviewed their BC Plans and we supported teams with this work. Line managers were asked to carry out a desk top exercise and we will continue to repeat this exercise.

Business Continuity awareness training has taken place with the Corporate Management Team. Training is being rolled out to Managers and Team leaders, so they have a better understanding of why we need to have BC Plans, commencing January 2021.

A survey was circulated to Heads of Service to understand how teams used their BC plans during the Covid incident to date, what arrangements were underway in relation to recovery for their service and what preparations were in place for a 'reasonable worst case scenario'. A report went to Executive Board at the beginning of November detailing the findings.

Plans and preparations were in place for Brexit on 31 December. These ensured that services are able to continue if officers are impacted by travel disruption in and around the Portsmouth area. We have been able to establish that very few officers have been affected so far.

Strategic HR and OD

The pay award was implemented successfully to staff in October's pay with no errors reported.

The 'Be the Best you Can Be' programme has been launched to staff incorporating flexible digital learning methods to provide access to a wide range of learning and development resources. This includes upwards of 15 e-learning courses available to staff and councillors. This programme will be developed further for Councillors and launched in the next month or so following a review by the Councillor Development Panel.

Wellbeing initiatives continue to support staff through the pandemic. A wellbeing survey was sent out to staff to complete throughout November to enable the council to ensure the right wellbeing initiatives are in place for the coming months as we are aware of the possible variations in responses due to the change of seasons from lockdown 1 to lockdown 2 and 3 – from summer to winter

Legal and Democratic Services

Legal Services

Daniel Toohey has been appointed as Head of Legal and Democratic Services and subject to council approval, Monitoring Officer.

A recruitment drive is underway, to appoint four solicitors across a number of practice areas. This is intended to further strengthen and underpin service delivery whilst also broadening and enhancing the professional expertise available within the Department

As part of service improvements, Legal Services are currently upgrading its IKEN case management software. A project involving Capita and the council to upgrade the Legal case management system (Iken) is continuing at pace and is projected to complete by mid March. Our legal team will then have the ability to reliably maintain digitalised files of legal papers in one location, run management reports to help manage performance of the service and will enable the legal team to work remotely.

Covid-19 Business continuity plans remain in place, with all the Legal team members working remotely with the required equipment. Legal officers attend the office once a week to complete sealing of essential documentation.

Governance work streams as part of the transformation programme are underway, including the roll out of the new Constitution (above) and Member Training and engagement. Recent training has included introductory training to Roles and responsibilities of members and officers and the revised code of conduct, with further detailed scrutiny training scheduled, with the first session arranged for 25 January.

Democratic Services

Holly Weaver left the Council to work in London after just over a year of excellent service and I am pleased to announce that Mark Gregory has returned on a half day phased return from 5 January.

The Democratic Services team with a new shared team structure across both Councils, has recently undertaken a recruitment exercise to fill a further two permanent Democratic Services Officer positions. These are Democratic Services Team Leader and a new post of Senior Democratic Services Officer. Interviews for these posts took place on 11 and 12 January.

In the meantime, the following Interim support has been secured to cover the work load of the team:

David Penrose is a Democratic Services Locum who started working with the team on 4 January 2021. David has many years' experience in Democratic Services at all tiers of local government, with his last role being Democratic Services Manager at Horsham District Council.

Kim Amey, who has worked at EHDC for a number of years has joined Democratic Services on a secondment as Legal and Democratic Services

Practice Manager. Kim has previously worked with both legal and democratic services in the past and has also worked as an Information Governance Officer under Cheryl Lincoln.

Jacqui Northway (formerly working as a senior Benefits Officer at EHDC) is also on a secondment with Democratic Services until the middle of February. Jacqui has a great deal of local government knowledge and minute taking skills from committee meetings.

Elsbeth Tucker, Executive Assistant, has also been made available to Democratic Services for a couple of months to undertake admin duties.

Democratic Services have continued to service and support the delivery of hybrid and fully virtual meetings. Public engagement remains high, for both viewing figures and the number of public deputations. The Development Management Committee held on 29 October 2020 received six deputations from members of the public and councillors, who joined the meeting virtually to deliver their deputations. It is currently unclear as to whether the new regulations will permit hybrid meetings to continue in the future after the pandemic.

Councillor Training

The Councillor Development panel met in December to review the findings of the OPS Scrutiny panel and also to decide a schedule of training for 2021 based on the feedback of the training needs analysis received from councillors. The panel also began a review of the content of the Induction programme and how it will be delivered in May 2021 should the elections not be delayed until later in the year. It was decided that a library of training could be set up of the training sessions that are now delivered virtually so councillors could access them at any time if they missed the session or if they wanted to re-visit the session to refresh their knowledge.

In addition, HR and Democratic Services are working together to develop a councillor framework for L&D which takes account of training, the virtual environment and what needs to be mandatory, recommended and optional training, including an induction programme. This will be based on the concept of the officer "Best you can be" programme, with a view to having a draft framework developed in the next month or so

Following scrutiny by the OPS board on 30 September, consultation has taken place with members of the DMC and the planning officers to decide on the type of training required and how this will be delivered. As a result, a programme of training sessions has been developed to suit the needs of the members of the DMC members and it is anticipated that these will start in the next month or so.

Constitution Review

Following Full Council in November 2019 when it was determined that a Constitution Review would be undertaken, Legal Services now led by Daniel Toohey, have continued to support the sub Committee appointed by Full Council with this major piece of work. Covid Lockdown 1 delayed its

progress but after many hours of work, it has now progressed to the first draft which will be presented to Full Council on 27 January for approval.

The first members' briefing for this draft took place on 28 October and feedback from this meeting is being considered as the review moves forward. Meetings with the chairmen of Scrutiny are still underway. In preparation for Full Council on 27 January, The first draft of the revised Constitution has now been circulated to all councillors, with updated summaries of the proposed general changes and also of those affecting Scrutiny.

Capita

Following extensive negotiations with Capita, Cabinet has determined to remove the Exchequer and core Procurement services from the contract with effect from the 1st April and 1st January respectively. The negotiations also led to the conclusion of a number of outstanding disputed matters with Capita.

The Procurement services exited the Capita contract smoothly on the 31st December and is now being provided in-house through a shared team with East Hampshire. Work continues on preparing for the Exchequer service exit on the 31st March.

A project involving Capita and the council to upgrade the Legal case management system (Iken) is continuing at pace and is projected to complete by mid March. Our legal team will then have the ability to reliably maintain digitalised files of legal papers in one location, run management reports to help manage performance of the service and will enable the legal team to work remotely.

Capita are currently working with officers to deliver an upgrade of memory on a significant number of devices to improve performance for end users and protect service provision. We continue to work with Capita to ensure the smooth delivery of the services remaining in the contract

Support for the Unemployed in Havant Borough

Part of my work for the Recovery Cabinet Liaison Panel has been to set up a small team of Havant and East Hants officers with Havant and South Downs College, the DWP and myself and Cllr Ken Moon from EHDC to discuss the number of unemployed in our areas now and in the future and what support can be offered with initiatives such as apprenticeships, "Kickstart" and training for all ages.

At the last meeting held before Christmas and Lockdown 3 we were joined by officers from Hampshire County Council who were able to inform us of the projects and initiatives that can be offered through their schemes to our residents.

Cabinet Lead Reports – Full Council 27 January 2021

Councillor Gary Hughes

**Deputy Leader of the Council and Cabinet Lead for Planning, Hayling
Seafront Strategy, Commercial Services**

Development Management

Covid-19

The advent of the latest lockdown has had little effect on the day-to-day operation of the Development Management team, with case officers continuing to routinely work from home and only limited members of the business support team attending the Plaza where they are not in a position to work from home. Site visits have significantly reduced and are only carried out where absolutely essential, with appropriate risk assessments in place.

At the same time, since July there have been unprecedented numbers of new applications and enquiries received in the team - the Planning Portal reporting 2020 as being its busiest summer on record for application submission, and with those levels being matched in November.

Despite these challenges, the team have been able to maintain a high level of performance, with over 91% of applications determined within agreed deadlines during Q2 of 2020/21.

Casework

A large number of significant planning applications remain under consideration by the team, including a number of cases where S106 negotiations are prolonging the time being taken to reach a decision. These include Wellington Way redevelopment, Waterlooville (264 apartments and multi-storey car park); new 81 bed hotel at Larchwood Avenue, Bedhampton; BaE Systems site redevelopment, Waterlooville; Padnell Grange, Cowplain (86 dwellings); Camp Down, Purbrook (hybrid application for up to 780 dwellings, community/nursery facility, retail unit and public open space); 108-110 Elm Grove, Hayling Island (39 unit sheltered housing scheme with retail unit and 4 flats); land west of Coldharbour Farm Road, Emsworth (44 dwellings); land west of Hulbert Road, Havant (120 dwellings); land south of Bartons Road, Havant (new 64 bed care home); and former SSE site, Bartons Road, Havant (191 apartments and 2 drive-thru restaurants).

Development Management Committee

The Committee considered one of the Pre-Submission Local Plan's proposed housing sites, Land East of Castle Avenue, at its meeting on 10th September – authorisation has been given for permission to be granted for 69 new homes.

Another of the Pre-Submission Local Plan's proposed housing sites, Land West of Horndean Road, was considered at the Committee meeting on 12th November – authorisation has been given for permission to be granted for 16 new homes.

Members will also recall that an appeal has been lodged against the Council's failure to determine the application for Land at Sinah Lane, Hayling Island (195 dwellings). The matter was the subject of a Committee meeting on 29th October, when it was resolved to inform the Planning Inspectorate that had an appeal not been lodged the Local Planning Authority would have been minded to grant permission for the development subject to a Section 106 Agreement and conditions.

In the meantime, a revised application for the Land at Sinah Lane has been submitted which will be scheduled for a Committee meeting in the current quarter.

Also returning to the Committee at its meeting on 13th January was a revised application for Land at Lower Road (50 dwellings), which sought to address the heritage-based reason for refusal of an earlier scheme on the site in March 2020. The application was refused again for similar reasons. This will be the subject of a public enquiry (initiated by the Developers) commencing 2nd February 2021.

Planning Policy

The Local Plan is at an advanced stage and moving forwards. Following the Full Council decision on 9th September and a subsequent delegated approval, consultation took place on the changes to the Local Plan. This consultation closed at 4pm on 17 December 2020. Further details are on the council's website at www.havant.gov.uk/localplan.

The plan will be submitted to the Secretary of State in the coming weeks following the publication of the report summarising the main issues raised in the consultation and completion of remaining statements of common ground with key stakeholders. It is anticipated that it will be adopted by the end of the calendar year.

On 13 January 2021, the Cabinet also approved a Housing Delivery Action Plan. This is needed due to the lower than required rate of housebuilding in the Borough over the last three years despite having over 1500 dwellings with outstanding permissions. This will be reflected in the Housing Delivery Test results which are expected from Government shortly. This dip in housing delivery is due to factors outside of the Council's control, chiefly nutrients and the pandemic. The Action Plan sets out what is needed in order to address this.

As the Council knows, Government has proposed wide-reaching changes to the English planning system through the White Paper *Planning for the Future* together with shorter term reforms to the current planning system. On behalf

of Havant Borough Council, I have responded to both consultations, urging Government to urgently reconsider the reforms which would see the number of homes in the Borough nearly doubling. Those responses robustly argue against the proposed changes and highlight the detrimental impact they would have on the Borough.

Nonetheless, I was pleased to see that the Government are keeping the current methodology for calculating the need for housing. The alternative, which was proposed, was not fit for purpose for Havant Borough and I strongly urged the Government not to introduce it. I am pleased to see that Government listened to the feedback on the consultation and kept the current methodology, which our emerging local plan complies with.

Planning Enforcement

Planning Enforcement sits within Neighbourhood Support service as part of a combined enforcement team, it covers a wide range of issues ranging from unlawful advertising through the destruction of Listed Buildings.

At the lower-level, issues often arise because of neighbour disputes and at the higher level, because of criminal and profiteering activity by unscrupulous developers leading to the destruction of property and trees in total disrespect of the public realm.

To ensure that the criminal and profiteering activity receives the attention it deserves the team operates on a priority basis in tackling work with Priority 1 representing the more serious to Priority 3 the least.

The team is currently handling a case load of some 130 issues of which ten are Priority 1:

Priority 1: Carry out the initial site visit for priority 1 cases within 1 working day.

- o Immediate damage or harm to protected trees and listed buildings/heritage assets where there is potential criminal offence and/or permanent harm.
- o Works to/ harm to/ damage to a designated heritage asset (listed buildings and demolition to buildings in a conservation area).
- o Work to/ felling/ damage or harm to Tree Preservation Order (TPO) trees or trees in Conservation Areas.
- o Unauthorised development that is causing irreparable harm.

and the remainder Priority 2/3.

Priority 2: Carry out the initial site visit for priority 2 cases within 10 days:

- o The stationing of new residential caravans in the countryside.
- o Commencement of works on major and other developments before the pre-commencement conditions have been discharged.
- o Works resulting in landscape harm to sensitive designations.

o Works likely to be harmful to public health or compromise highway safety.

Priority 3: Carry out the initial site visit for priority 3 cases within 15 working days if necessary following desktop appraisal:

- o Untidy sites
- o Display of advertisements
- o Other breaches of planning control

The cases are further broken down by category for example:-

Unauthorised building works - 52 cases
Non-compliance with conditions - 40 cases
Change of use - 18 cases

By far most of these cases can be resolved through ensuring the works are regularised through Planning permission or indeed by ensuring the compliance with the original Planning permission.

However, there remain other cases which require enforcement action including injunctions and potentially prosecution of the responsible party.

As important as these are especially if they impact on people's home life, they mostly sit within Priority 3.

Whilst the Priority levels are helpful in work allocation, they do not always represent the work involved in any case as a Priority 3 case can often be the subject to a lot of community and therefore Councillor concern.

In the main the work undertaken sits with two dedicated Planning Enforcement officers under a management team shared across both HBC and EHDC with additional administrative support from the HBC Business Support Team.

Further assistance comes from other Enforcement officers within the Neighbourhood Quality team who have recently been trained to undertake some of the more time consuming less technical issues freeing up the specialist officers

Planning Enforcement work by its very nature ideally requires officers to visit sites and indeed premises to see for themselves what has occurred. During the majority 2020 this has simply not been possible, and the officers have had to find other ways of gathering evidence and indeed ensuring compliance.

The Planning Enforcement team, which is non statutory, operates within the local Planning Enforcement Plan which is currently being updated to take account of recent changes in legislation and will be published shortly.

Commercial Contracts

Environmental Services

Services for both HBC and EHDC been carried out in successful manner by Norse South East during the period of turmoil around the Coronavirus pandemic. However, during the week commencing the 18th January the coronavirus pandemic affected the Havant waste and recycling service with a number of front line staff have been absent from work for Covid related reasons. As a consequence services have had to be prioritised to ensure the key waste collection service can continue uninterrupted. This means that the bin deliveries and the bulky waste paid for service has been suspended.

The website has been updated and the Customer Service team has been briefed to ensure customers are aware of the service changes.

It is anticipated that this service disruption will last for at least a week and the suspended services will be restarted as soon as staffing levels allow.

Waste services

Throughout the pandemic all crews have been out every day and have seen continued increases in waste collected compared to previous years.

With the new lockdown in place, waste collection services have again been reviewed and, if absenteeism becomes an issue, will be prioritised. This was the case in December when garden waste services had to be temporarily suspended to re-prioritise crews onto mainstream waste and recycling collections. HBC officers and NSE are continually monitoring the situation

There is a renewed focus on noise of glass at bring sites and Norse South East has been commissioned to look at alternative collections methods and industry practises.

Recycling Project Update

NSE have continued to carry out numerous tool-box talks for recycling crews around contamination checking and the need to use bin hangers to highlight the contaminate to the customer.

NSE have erected recycling awareness boards within or outside of the bin sheds on the Portsmouth City Council (PCC) Housing Estates within the borough. This will now be rolled out to sites owned by Guinness Hermitage, Radian Housing, and Vivid Housing in Waterlooville and West Leigh Estates

Grounds Maintenance

The verge grass cutting carried out by NSE under the HBC agreement with HCC has finished for the season and the crews have moved on to leafing and hedge cutting.

Hayling Seafront Strategy

A 'concept' paper identifying a model of operation across Hayling Seafront was presented to officers back in July. That paper sought to outline how the day to day management of all outputs could be delivered under a single entity with a range of interventions that would enable effective control of the seafront throughout the year ensuring a safe environment for all residents and visitors alike. The concept seeks to ensure that HBC complies fully with the requirements of managing the SSSI and SINC as required by Natural England, adopts strategies that are mindful of the changing nature of the coastline and compliment the regeneration ambition of the council. The concept paper contained a large number of information capture requirements, which are in course of being compiled. This output was briefed to Cabinet on the 16th December. From that briefing, a number of activities have been initiated with early delivery targets.

- **Manage** – work is underway to bring together the appropriate resource which will be responsible for co-ordinated operational management of the area, the focus being on the identified critical days.
- **Control** – review underway of the existing parking regime to better respond to the demand – not sure you will want to include given how close we are to the budgets for next year coming forward?
- **Direct** – Review of brown signage is underway / workshop due to be held this week, and any approved changes delivered in time for Easter (see below).

A workshop to review all of the tourist signs on Hayling Island took place on 14th January. The purpose was to consider whether they are still appropriate (current/not redundant) and did they correctly direct visitors to their desired destinations appropriately, with a view to reducing congestion and better manage the traffic accessing the seafront. It is intended to share the output with the members of the Hayling Island Infrastructure Advisory Group (HIIAG) inviting them to comment.

Cabinet Lead Reports – Full Council 27 January 2021

Councillor Mark Inkster: Cabinet Lead for Finance

Financial Performance

As discussed in previous briefings, the Covid-19 pandemic continues to pose a significant challenge to local government finances.

As a reminder, the Quarter 2 monitoring report to Members highlighted a projected deficit for the net cost of services of **£1.333 million**. After central Government has provided the Council with grants of **£1.558 million** to help support during the Covid-19 pandemic. This produced an overall year end forecast position of **£0.225 million** return to reserves.

The overall uncertainty at present means that there are some fluctuation of numbers, and make it important to ensure regular review of overall Council spend. We are currently producing a period forecast for quarter 3, December 2020 which will come to come to Member soon.

The government announced the Local Government settlement for 2021/22 on 17 December. The budget working papers are being updated to reflect this and the council set the budget for 2021/22 in February 2022.

The external auditors, EY, are in the process of finalising the audit of the year end accounts. They did not sign off before the extended statutory deadline of 30 November. EY have nearly completed their audit work and we have ensured as much resource as available to support the EY audit. We are currently requesting the proposed sign off date, and will share as soon as we are made aware of this. We hope this will be as soon as possible.

Revenue and Benefits

Business Grants

There are several grants that businesses can apply for to support ongoing fixed costs. These can be found here <https://www.havant.gov.uk/business-support> .

The grants cover all periods from the November lock down to the Council moving into Tier 2 and then Tier 4 and now into National lockdown.

Businesses who successfully applied for the November lockdown grant have automatically received the first payment under the Tier 4 / National lockdown scheme, and further payments will be made on a 14 day cycle. These businesses do not need to reapply for this grant (approx. 480 businesses).

A further one off payment has been announced today. Whilst we await further information with regards to this scheme, we are working on a process that would again facilitate the payment of these grants without businesses needing to reapply where they are already in receipt of payments under previous national schemes.

The team have been administering several schemes supporting our local businesses since the second lockdown in November. The table below shows what has been paid so far.

Grant Scheme	Number of Businesses	Value of Grants
National Lockdown (November)	497	£754,924
National Lockdown (November) – Discretionary Scheme	67	£70,688
December Schemes (Pub Christmas Bonus, Closed Businesses etc)	34	£30,989
Tier 4 payments to Closed Businesses	497	£432,004
National Lockdown (January)	497	£323,253
Tier 4 and National Lockdown (January) – Discretionary Scheme	20	£20,674

New applications are still coming in and will be dealt with as quickly as possible. Further National Lockdown payments will be made over the coming weeks.

Estates

Local Testing Site - Estates worked closely with Local Resilience Forum (LRF) and Deloitte to enable a new Testing Site to open opposite The Plaza requiring a quick turnaround. Estates are continuing to work closely with LRF, Health & Safety and others in respect of various Covid related projects.
Rent Recovery - Estates has continued to recover a high proportion of debt/rent arrears during challenging times.

Empty Properties - Void rates in terms of vacant and unlet premises within the HBC portfolio continues to be very low ie less than 2% achieved through active asset management. The only vacant units available to let are 4 No units at Meridian.

Capital receipts have been realised - capital receipts have been generated through the recent negotiations with developers in respect of various pieces of land in order to facilitate residential development.

Customer Services

On 27 August the Plaza Reception re-opened for customers with urgent problems who could not access Havant Borough Council services in any other way. Phase one of the project saw the reception open for access to Customer Services, Revenues and Benefits, with pre-booked virtual meetings with the Housing Needs team also available.

The local plan has also been made available for viewing. There have been on average less than 14 customers each day visiting the office, with only one having to be seen in Reception. Capita Customer Services are meeting customers at the door and signposting them to alternative methods of contact.

Plans are now underway for phase two, which will enable people to have legal documents signed by prior appointment and enable interviews under caution and taxi driver knowledge tests to be completed. We continue to monitor the situation to ensure that our customers' needs are met, whilst protecting the well-being of everyone working at the Plaza.

Elections

The annual Canvass is nearly complete. We're still following up the new pending electors who, despite having three forms sent, have not sent their details to be registered to vote.

The annual Personal Identifier review will commence straight after Christmas. Every five years postal voters have to provide updated signatures and this year there are 1400 new signatures to be obtained.

In difficult circumstances we are trying to make initial preparations for the elections due to be held on 6 May 2021. There will be 3 elections held on that day, the Police and Crime Commissioner and the Local Borough elections postponed from May 2020 and the Hampshire County Council elections due in 2021. This number of large elections held in one day is unprecedented and held during a pandemic, even more so.

Insight Team

The Insight Team continue to work on the recovery workstreams. The economic workstream dashboard has been updated and they continue to pull together internal data to finalise our community and health recovery workstream dashboard.

The Second staff survey looking at staff's wellbeing during the pandemic closed in mid-December - this is primarily an online survey although paper copies are being provided to teams that aren't online e.g., cleaners etc. The team is currently analysing the results.

The second wave of Covid 19 resident survey for Havant residents closed on the 23 December - we received 1112, which is a great response especially as the survey was live so close to Christmas. The team are currently analysing the results.

Cabinet Lead Reports – Full Council 27 January 2021

Councillor Alex Rennie: Cabinet Lead for Communications

Communities

Covid 19 and National Lockdown – Over the Christmas period when the offices were closed the Local Response Centre (LRC) was operational and additional staff were called upon to ensure we were able to respond. We worked with Community First who were also on standby to support. Over the period (24/12/20 - 03/01/21) there were a total of 12 referrals for HBC. The requests were in the main food and prescription related and all were responded to and supported.

As we move into a new National Lockdown, the shared LRC will continue to be resourced, including weekends, 10-5 in line with the County Helpline, with officers from both Councils being redeployed where required to ensure residents are supported. We have officers on standby to respond to any emergency requests. While the shielding guidance has now resumed, calls to the LRC still remain well below the levels from the first peak. This will continue to be monitored by officers.

Weekly calls will be made to the foodbanks by the Communities team to ensure that foodbanks have the resources required.

Updates from the LRC and Community First are being sent to all Cllrs fortnightly and the Community Co-ordination Groups (CCOG) have been reinstated and are being held on a weekly basis.

Leisure Recovery Fund

Both Horizon and Front Lawn will be part of an application being made to the Government's Leisure Recovery Fund. The deadline has been extended so that applications can be made until 15 January. The fund aims to assist the reopening and recovery of the leisure service and prevent further closures of outsourced leisure trusts and operators.

Both Horizon and Front Lawn are assisting with the putting together of the required financial information.

Artificial Cricket Pitch Installations

Following the installation of artificial cricket wickets at both Emsworth Recreation Ground and Waterlooville Recreation Ground in July, contractor Total Play, completed the installation of the final pitch in Havant Park in September. These facilities, as funded through S106 and CIL, create an opportunity for the user clubs to enhance their offer to the community, particularly in the development and growth of their junior sections, who use

the facilities for match play and practice and provide a positive playing experience

Hooks Lane Rugby Pitches Re-Build

Officers have been working in partnership with Havant Rugby Club on the feasibility of renovating the grass rugby pitches at Hooks Lane, Havant, responding to recommendations of the Playing Pitch Strategy which highlights the pitches as poor quality.

Pitch No.2 has been unsafe for rugby on occasions in the last season and requires major renovations beyond the scope of Norse South East's maintenance schedule.

£106 for £13,000 has been confirmed to cover contractor to complete final design and spec for grass pitch re-build. Funding for full project is unlikely to be sourced as originally hoped for a 2021 start. Therefore, it is anticipated to be pushed back by 12 months as CIL not viable this year.

The Rugby Club is also exploring the potential of Havant Hockey Club relocating to the Hooks Lane Ground. Officers are assisting with the early discussions.

Get up and Go

Following latest lockdown guidance, the Get up and Go programme for inactive over 55's has had to suspend all of its face-to-face activities. Regular posts on Facebook were scheduled to encourage activity over Christmas from home.

The project officer is working in partnership with instructors to secure the delivery of classes via online platforms during the restrictions. Initial up take of these classes is higher than during the spring lockdown, which is encouraging. The project officer will continue to engage and communicate with participants of the programme through various channels to encourage positivity and physical activity during these challenging times. This will include posting daily resources and a timetable of available online activity for residents to access.

Hayling Island Bowls Club – Facility Development

Planning permission has now been approved for new floodlights, although a condition has been imposed that they cannot be used during summer months.

A second funding condition required ahead of contractors starting is that HBC obtains confirmation of the lease of bowls green to club. Officers will be liaising with colleagues in estates.

Specification for artificial green and floodlighting works being drawn up for procurement with the £160,000 project expected to begin works in Spring 2021.

Officers will project manage the build phase.

Tennis Improvement Works

Work to improve the tennis court provision at; Bedhampton, Emsworth and Purbrook has been completed. Officers from the Sport and Leisure team project managed the work that saw refurbishment that included; minor surfacing work, rebind and repaint and the installation of new tennis nets and posts. It is hoped that the works will encourage and improve access to good quality provision allowing residents to take part in sport and physical activity. The works also aligned to recommendations within the PPS. Officers attention now turns to the implementation of the free booking system at these three sites, this is planned to go live following the current lockdown restrictions that currently sees the courts locked and unable to be used.

Play Investment Programme 2020 – 2021 (Phase 1)

Officers have obtained quotes for works at three sites with officers evaluating these shortly, and contractors subsequently appointed. Local Ward Councillors will be informed of any planned work within their ward. Improvements will be made to play areas that did not receive investment as part of the 2019 – 2020 programme, and will focus on improving play areas, replacing provision that is coming to the end of its usable life and improving fencing and gates where needed. This work is classed as phase 1, with phase 2 following later this financial year.

Emsworth Play Area Refurbishment – Verity's Gift (Partnership work)

Officers have supported and worked collaboratively with local charity Verity's Gift (VG) in their aspirations to improve the play provision at Emsworth Park.

VG have been successful in securing £45,000 CIL money from their 2019 application and fundraising the additional £45,000 match funding required.

This means that the project is fully funded, and officers can begin the work to see aspirations for the play area realised. There have been 280 responses to the resident survey, influencing detail within specification for play equipment, which has been drawn up together with VG.

Works are anticipated to be undertaken in Spring 2021.

Havant Community Lottery

In October, there were six new registered Good Causes they include bringing the total to 104. Ticket sales are increasing, we are currently selling 1,528 our target is 1,250 – I have recently myself signed-up a direct debit and would encourage all other Councillors to do the same. Over £96,000 has been raised for local Good Causes through the Havant Community Lottery since the launch in April 2018.

Armed Forces

We have confirmation that Havant Borough Council is eligible to apply for a silver ERS (Employers Recognition Scheme) award, we currently have a

bronze award. The ERS encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the Armed Forces community, and align their values with the Armed Forces Covenant. We are in the process of completing the application.

The Havant Borough Council Armed Forces Covenant and action plan is in the process of being updated, led by Cllr Thain-Smith as our Armed Forces Champion. A re-signing event will take place with all signatories present (probably virtually) on Monday 1st February 2021.

Events

A review of events was undertaken due to the changing Covid 19 restrictions regarding permission to hold an event on council-owned land. Discussions took place with Estates and Environmental Health resulting in a report for the Executive Board and Cabinet.

The decision was made not to permit events to take place on council owned land until further notice.

This information has been shared on both the Havant Borough website as well as via the What's On Facebook page and sent out via the Havant Borough Community Newsletter.

Changes to the team

Nicki Conyard is taking a much-deserved phased retirement and therefore will be moving to a new role focussed on the Sport and Leisure side of the portfolio. Following a restructure, Jacqui Evans will be taking over as interim Community Manager for both Havant and East Hampshire. While Nicki is staying with the council, and we get to retain her wealth of knowledge and skills for a while longer, I wanted to place on record our thanks for all her outstanding work as Havant's Community Manager.

Communications

Coronavirus Information

There has been a continual focus on updating the latest Coronavirus information on the website and making sure it is easy to access. There was a particular focus promoting information when Havant entered 'tier four' and now the national lockdown restrictions. This has gone out via website, e-newsletters and social media.

Serving You

The annual publication of Serving You was distributed to every household in the Borough. This included a pull-out on recycling and waste collection

services as well as public information on Coronavirus and messages from the Leader and Mayor.

Website and social media Q3 report

Website information

Q3 1 October – 31 December 2019 **Q3 1 October – 31 December 2020**

197,457 website visits	268,391 website visits
151,514 people who visited the website	212,183 people who visited the website
478,175 website pages viewed	499,047 website pages viewed

When compared to the same quarter from last year (2019), the number of website visits have increased by 35% (70,934).

Where do users look at the website from?

The HBC website was mainly viewed from Havant (23%) and Portsmouth (18%) in Q3.

Most viewed website pages

The most viewed website pages in Q3 were:

1. Bin collections (including coronavirus updates) – **47,340**
2. Search and comment on planning applications – **20,776**
3. Modern.gov (councillor information on website) – **20,252**
4. Contact the council – **15,423**
5. Council tax (including coronavirus updates) – **14,265**
6. Weekly planning lists – **13,044**
7. Planning services – **10,181**
8. Garden waste – **8,806**
9. Bin collection FAQs – **7,212**
10. Where I live (mapping tool) – **7,410**
11. Paying your council tax – **6,368**

Coronavirus website update

The coronavirus information on the website has had 102,415 - page views (correct as of Friday 8 January 2021). There were 13,952 - page views in Q3.

We have set up three webpages dedicated to coronavirus information - council service updates, support for businesses and support for residents.

These pages are updated daily and are in a prominent location on the homepage.

Several new business support grants are now live on the website including:

- Local restrictions support grant (for open and closed businesses)
- Additional restrictions grants
- Christmas support payment for wet-led pubs

More information about these grants, including how to apply for them can be found on the website: <https://www.havant.gov.uk/business-support>.

Accessibility update

New accessibility regulations came into force in September 2020 which ensure the website can be used by as many people as possible.

We use a tool called Site Improve to help monitor our accessibility compliance. The last test was carried out on Wednesday 6 January and the council website scored 94/100.

E-newsletters

In Q3, we gained 1,581 new subscribers. We now have a total of 11,564. Compared to the same period last year, we gained 323 new subscribers.

85 bulletins were sent with an engagement rate of 82.8%.

The national average engagement rate for local government is 62%.

Social media update

As the pandemic has continued and cases have risen, Q3 has been a very busy period – especially with tier changes in the week leading up to Christmas 2020. We have been sharing a broad range of messages about tier changes and guidelines and public health messaging, alongside business support and Christmas messaging. Ensuring the content is kept up to date has been crucial.

This quarter also included one paid-for campaign promoting the second round of the ‘Coronavirus and YOU’ survey.

Coronavirus and YOU survey results

The second round of the ‘Coronavirus and YOU’ survey was run in December 2020 for approximately three weeks and a key aim was to reach a younger audience.

£300 was spent on Facebook and Instagram promotion (£150 for those under the age of 35 and £150 for those over 35). The results of the paid for promotion for round 1 and round 2 are compared below:

	Round 1: Under 35	Round 2: Under 35	Round 1: All ages	Round 2: Over 35
Link clicks	329	471 (+ 43%)	767	1,696 (+ 121%)

Reach*	17,072	13,084	9,180	14,331
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*Reach is the number of accounts that saw the content

As you can see, the number of click-throughs in the second round of the survey increased in both age categories – by more than 100% in the over 35 paid-for promotion.

Facebook

467 new likes – which is more than double compared to Q2 - giving us a total of 4.492. Our posts reached 405.8k accounts (9% higher than Q2).

Our top post was Havant borough’s move to tier three which was posted about on 17 December. This post reached 16.9k account and received 2.7k engagements (including 306 reactions, comments and shares).

Twitter

66 new followers meaning we are now on 3,742.

Our top tweet was about Havant borough being under tier four restrictions which was posted on 21 December. The post reached more than 2.5k accounts.

Instagram

Our Instagram account increased by 161 in Q3 and now has 911 followers.

Using the ‘story’ feature has become a key way of making sure our posts are seen by our audience, as well as sharing posts from other organisations such as Hampshire County Council, the NHS and central government.

Nextdoor

In December 2020 we launched our Havant Borough Council profile on Nextdoor -another social network. This platform is based around communities sharing information and advice with each other.

As a public sector organisation, we automatically gain access to all of those who use the platform and are registered as living within the borough – each user must input their postcode when they join.

Our audience is made up of 11,502 members which equates to 17% of 56,159 households.

A further benefit of this platform is that public sector messages are prioritised and appear at the top of a member’s newsfeed when they log-in. This has been very helpful for us with all the recent tier and lockdown changes, to ensure that our message is being seen by a wider range of residents.

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Cabinet Lead for the Climate Change and the Environment

1. Havant Borough Council (HBC) climate conversation workshop with community groups

The first HBC engagement on climate and the environment with community groups and other stakeholders took place virtually using MS Teams on 8 December 2020.

The event was hosted by Jane Devlin, Climate and Environment Lead and myself, with grateful thanks to Holly Weaver for her organisation. The event was publicised to known groups and stakeholders with email invitations, and promoted on HBC social media. Approximately 45 people, made up of residents, members of environmentally focussed groups (the majority), Councillors and 3 members of staff joined the meeting.

After welcoming everyone to the workshop, I highlighted the importance of reaching out to all ages and backgrounds and that we must endeavour to be inclusive of all residents across the Borough. I also emphasised that we must support initiatives and developments which create jobs, especially in the Green sector. It is of note that younger people are well informed as climate change and the environment is part of their school curriculum. I also explained that my role will be pivotal in implementing change across the Borough, through the new Climate Change and Environment Strategy which is being developed.

Jane Devlin presented the context and operating principles of the Council. She summarised policy changes over the last few years which has led to our current position. She also clarified the distinction between the work an individual could do, the work a Borough council could do, and the work a County Council could do in effecting environment and climate change. In her presentation she explained the spheres of influence, and how HBC connects and influences them.

The event was not recorded (to comply with GDPR and privacy) but members of the public were invited to request a speaking spot. 9 people from the community took up this offer and spoke on a wide range of topics to be considered in the emerging strategy which included,

- Local renewable energy generation
- The local green economy
- Tree planting and biodiversity
- Energy efficient homes and
- Cycling and walking infrastructure

A question and answer session which covered a wide range of issues, some within HBC's sphere of influence and some outwith, followed the presentations. Future events are likely to occur three or four times a year and will make connections with other Cabinet Lead portfolios too.

2. Electric Vehicle charge-point Infrastructure (EVCI)

Figures for the period 1 April 2020 to 31 December 2020.

	Count		Average £ paid per visit
Leigh Park	251	1137.66	4.53
Emsworth	378	1214.93	3.21
Waterlooville	208	547.94	2.63
	837	2900.53	

Average stay times and therefore average paid per charge have fallen compared to previous periods. This may be due to lower demand during COVID-19 lockdown.

3. Domestic Retrofit ECO flex and ECO3.

Domestic retrofit work continues despite the pandemic but at a lower rate than previous years. More information on the website

<https://www.havant.gov.uk/energy-efficiency>

2019-2020 (For comparison)

	£	Count	Rounded average £
Q1	95,328.29	52	1,840
Q2	53,243.01	52	1,030
Q3	90,005.59	73	1,240
Q4	264,025.09	186	1,420
TOTAL	502,601.98	363	1,390

2020-2021 (figures to end of October 2020)

	£	Count	Rounded average £
Q1	65,012.42	36	1,810
Q2	176,940.83	74	2,400
Q3 (to end Oct)	229,045.83	125	1,840
Q4 (to end Dec) *	-	-	
TOTAL	470,999.08	235	2,010

*Figures awaited from the service support team since resources have been diverted to Covid and Brexit activities.

4. Retrofit News.

Havant BC has successfully secured a share of £3.1M through the Green Homes Grant Local Authority Delivery phase 1a.

Using our existing channels, a promotion of the 'warmer homes' initiative is planned for the next few weeks. There is no 'quota' for Havant, funding will be allocated on a first come, first eligible and first served basis. It is aimed at the worst homes (EPC E, F and G) and at households with an income of less than £30,000 per annum.

Cllr Julie Thain-Smith
Emsworth Ward

Cabinet Lead for Climate Change and the Environment
Armed Forces Champion
Havant Borough Council

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Cabinet Lead Reports – Full Council 27th January 2021

Councillor Leah Turner: Cabinet Lead for Communities

Coastal Communities

South Hayling Beach Management Activities (2017-2022)

A small pre-winter beach recycling campaign was successfully completed during November, with accreted material extracted from the open beach between the Fun Fair and Coastguard Revetment and then transported to depleted bays at Eastoke.

Around 21,000 cubic metres of shingle from the various sites was recycled over a two- and half-week period.

Without carrying out the above campaign, more damage and coastal flooding would have occurred as a result of Storm Bella over the Christmas period. Beaches continue to be monitored with provisional plans for a Feb/Mar 2021 campaign.

Broadmarsh Coastal Park, Flood and Coastal Erosion Risk Management (FCERM) Feasibility Study

The final Option Appraisal Report and remaining deliverables have now been submitted by the consultants Black and Veatch, bringing the contract with them to an end.

Following on from this, the project team are to start the next piece of work over the next couple of weeks, to look at the broader outcome opportunities and potential funding streams to take the scheme forward.

Hayling Island Strategy

Over the last few months of 2020, the project team carried out various virtual stakeholder engagement sessions as part of the data gathering and baseline setting stage of the project.

Two virtual workshops took place in November with key stakeholders within the community. The aim of which was to understand further issues and concerns as well as the potential opportunities and short and long-term aspirations for managing the coastline.

Alongside these workshops, the project team engaged with a further ten landowners, community groups and beneficiaries with an interest in the Hayling coastline to establish their short and long-term aspirations and build relationships going forward.

The information gathered will be used to understand where the key areas of focus need to be around the island, particularly from a flood and coastal erosion risk management perspective. It will also help inform and directly feed into the appraisal process as we enter into the next stage of the Strategy.

Langstone Flood and Coastal Erosion Risk Management (FCERM) Scheme – Outline design

The Langstone FCERM Scheme's outline design and preferred route alignment were considered at HBC Cabinet on the 28 October 2020. Cabinet noted the positive progress, the CIL contribution from HBC (recognising this is critical to deliver the local plan) and approved the Outline Design and route alignment to progress into the next phase. Cabinet also required the Detailed Design to be brought back to them, noting the polarised views on some stretches of the frontages.

The project has already begun the procedure to procure the professional services of consulting design engineers to build upon the Outline Design to develop a constructible scheme. The project anticipates the Detailed Design contract to be in place by April 2021. Once in place the Detailed Design is expected to take approximately 12 months to complete and it is anticipated planning permission and marine licencing will take a further 12 months.

The environmental scoping report has now been completed and it is currently with the Local Planning Authority (LPA) and Marine Management Organisation (MMO) to screen for their opinions. This report will form the basis of the considerations that are included in the Environment Impact Assessment (EIA) and informs the necessary baseline studies and survey's that are required for the project. In addition, an overwintering bird survey began in September and will continue until March.

Following the cabinet decision, the project team prepared a [project update video](#) that was hosted on the project website and distributed to the community via a "uGov" newsletter. Further stakeholder working groups are planned throughout Detailed Design so that, wherever possible, the community and stakeholders can have a say in the development of the design. The team will continue to share information and updates with the community via the website and their newsletters.

ESCP Geomatics Division

Our Geomatics Division continue to support various services at HBC and the other authorities that form the Partnership. They recently completed surveys and drone imagery for the Langstone Harbour Scheme and Eastoke Drainage Study.

West Beach Timber Groynes Removal Works

Following the removal of the revetment at West Beach (due to the end of its serviceable life), the beach continues to evolve. This has led to two of the existing ageing timber groynes becoming outflanked at high tide and accelerating their deterioration.

A decision was taken, inline with HBC coastal policy to remove these end of serviceable life structures as emergency works in November. An application has been made to the Environment Agency for financial assistance in the form of GiA to recoup the Council's costs.

Regional Habitat Creation Programme (RHCP)

The Solent & South Downs RHCP is legally required to deliver habitat creation across the region, to replace habitats lost through Flood and Coastal Erosion Risk Management (FCERM). The RHCP is administered by the Environment Agency (EA), however limited progress had been made between 2011 and 2017 other than the delivery of the Medmerry Managed Realignment scheme in West Sussex. With many opportunities for habitat creation within the Havant Borough (and wider Coastal Partners' area), it has been critical for us to inform and progress this programme. Future FCERM schemes to protect people and property rely on the successful provision of compensatory habitat.

Phase 1 of the project, the Strategic Update, was completed in 2018 and confirmed the quantity of habitat creation required in this area to meet our legal obligations. Phase 2 of the project, the Tactical Stage, was completed in May 2020 with the finalisation of the 2018 Annual Review report and a summary note on various potential funding opportunities for habitat creation sites. The Tactical stage investigated 18 priority sites (five of which are within the Havant Borough) for their feasibility for intertidal habitat creation. Jointly with the EA we produced a habitat creation delivery plan that will ensure we meet our RHCP targets up to the end of the second epoch of the Shoreline Management Plan (i.e. 2055). Ten potential habitat creation sites have been added to the EA's Capital Investment Plan, which is the first step in securing FDGiA funding to start investigating the viability of these schemes.

Over the coming years, we will be looking at these sites in detail to confirm and plan the habitat creation opportunities as part of Phase 3, the Operational Phase of the RHCP.

Solent Bird Studies

The Solent Birds Studies is a 3-year study of the way over-wintering bird populations use coastal areas, with a particular focus on taking forward future FCERM and habitat creation projects. The data has and is being used to inform strategic planning and development management decisions. We are currently finalising some minor amendments that have been suggested by the Solent Waders and Brent Goose Strategy working group and will submit the

report for formal approval by Natural England and Environment Agency once these have been made.

CIL

This year's bidding round for the CIL Neighbourhood portion closed at the end of September, we have received 23 bids. At this time Officers are assessing the bids and will brief members on the draft spending proposals before Christmas, ahead of Cabinet and Council decisions in February 2021.

Housing

Affordable housing delivery is still rather slow, but we will have some units handed over before Christmas and there are some exciting things in the pipeline.

Land South of Barton's Road- 13 units to be delivered by the end of December, already advertised on Hampshire Home Choice.

Woodcraft Copse- an update on handover dates has been requested from Guinness.

Woodcraft Farm - Phase 2, first 10 new affordable units are expected to be handed over before Christmas, all Shared Ownership. The RP for Phase 2 will be Aster and includes another 47 affordable units.

Saxon Corner- Selangor Avenue, Emsworth. Confirmation now received from Sage Housing that the first 7 affordable units will be handed over by the developer in January 2021.

Colt Site, New Lane, Havant- Vivid is in contact with the developers and work has started on site. This will be a 100% affordable scheme with a mixture of new home sizes and offered as Social Rent and Shared Ownership.

Land off Havant Road, Emsworth- Imperial Homes development, planning consent imminent, Vivid to purchase all 17 units and provide a 100% affordable site, all Social Rent.

Brent House- this project is moving forward; Two Saints have reviewed the grant and nominations agreements and their comments should be with HBC Legal this week.

Homelessness

The Housing Team will continue to work with any Rough Sleeper that is referred and will offer the appropriate advice and support. The Council will implement the Serious Weather Emergency Procedure should the weather

forecast be zero or below for three days. If you are aware of anyone Rough Sleeping please advise the Housing Team.

In Temporary Accommodation/B&B are 12 singles/couples 1 of which duty is ended but remains under Covid-19 measures.

Next Steps Accommodation Programme funding received to date:-

Short Term Funding £137,825 received for:-

- Funding to keep 7 spaces open for COVID-19 placements-£57,522.
- Block booking of an additional 10 beds to help with winter provision and possible further COVID-19 placements-£43,600. To this end we have continued to block book accommodation at the Village Inn, Buriton for SWEP provision.
- Funding to provide incentives to rehome 10 individuals in the PRS- £11,523
- Funding to extend the PRS intervention post (currently funded by the Rough Sleeper funding) from 0.5 fte to 1 fte-£20,000.
- Funding to spot purchase resettlement support for 10 individuals going in to the PRS-£5,180, to be provided by Two Saints

Longer Term Funding- £160k capital plus £27,307 revenue received for: -

- £160k capital funding received to acquire a property to develop 3 units of accommodation for supported move on accommodation.
- To be match funded by £150k Affordable Housing Developer's Contributions.
- Partnership arrangement with Abri Housing.
- A further £27,307 in revenue funding received to commission the provision of support from Two Saints until March 2024.
- Tight deadline for delivery with accommodation needing to be on site and ready to occupy by 31st March 2021.

In terms of Homelessness- over Christmas due to the cold weather, SWEP was introduced (Severe Weather Emergency Protocol). As per the norm 24/7 emergency cover was in place and although officers received a number of calls, no one was placed into B&B. The Housing Team has returned to work and the volume of calls has been high, we will continue to ensure that the most vulnerable are offered emergency accommodation if they are sleeping rough, but of course there may be still occasions when this offer of accommodation is not taken up despite the officer's best efforts. SWEP will be reintroduced at any time that the temperature falls to zero for three consecutive nights. If anyone is aware of someone sleeping rough or if you have any concerns, please report these to the Housing Team.

All B&B Landlords have been sent the updated COVID-19 guidance.

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