

## APPENDIX A



**Mayor Making – Annual Council**

**9 May 2018**

## APPENDIX A - PART A

### Cabinet (7)

<b>Position</b>	<b>Councillor</b>
<b>Leader of the Council</b>	M Wilson
<b>Deputy Leader of the Council and Cabinet Lead for Finance and Regeneration</b>	T Pike
<b>Cabinet Lead for Planning and Development</b>	D Guest
<b>Cabinet Lead for Communities and Housing</b>	L Turner
<b>Cabinet Lead for Neighbourhoods, Safety and Enforcement</b>	N Bains
<b>Cabinet Lead for People and Communications</b>	L Bowerman
<b>Cabinet Lead for Contracts and Commercial Services</b>	G Hughes

**Functions:** the relevant powers and duties set out in Article 6 of Part 2 and Part 3 of the Constitution of Havant Borough Council'.

## APPENDIX A - PART B

### Governance and Finance Board (10)

Group	Name
<u>Conservative</u>	R Kennett (C)
	P Bains
	T Briggs
	P Crellin
	E Rees
	G Robinson
	K Smith
	P Wade
<u>Ind</u>	G Shimbart
<u>Labour</u>	T Hart

### Operations and Place Shaping Board (10)

Group	Name
<u>Conservative</u>	D Lloyd (C)
	P Buckley
	C Howard
	S Milne
	D Patrick
	R Raines
	C Satchwell
	J Thomas
<u>UKIP</u>	J Davis
<u>Ind</u>	G Shimbart

### Business and Commercial Board (10)

Group	Name
<u>Conservative</u>	D Keast (C)
	J Branson
	A Christie
	R Cresswell
	A Rennie
	M Sceal
	I Scott
	Y Weeks
<u>UKIP</u>	M Carpenter
<u>Labour</u>	B Francis

**Functions:** the relevant powers and duties set out below. Articles 5 and 6 and Standing Orders to be amended as appropriate:

## Title: Governance, Audit and Finance Board

### **A Membership**

The Governance, Audit and Finance Board (“the Board”) shall consist of 10 members, one of whom, the Chairman, shall be appointed annually by the Council. Members of the Cabinet cannot be appointed to the Board.

### **B Functions**

#### **1 Audit Decision-Making Functions**

The Board has delegated authority<sup>1</sup> to make decisions on behalf of the Council when exercising the following functions:

- (i) To receive and approve the authority’s statement of accounts in accordance with the Accounts and Audit Regulations 2015.
- (ii) To consider external audit and inspection reports in the Audit Commission’s Annual Audit and Inspection Letter in accordance with the Accounts and Audit Regulations 2015 and to monitor the Council’s response to individual issues of concern identified.
- (iii) To consider and approve the findings of the Council’s annual review of the effectiveness of its system of internal control under the Accounts and Audit Regulations 2015, including the effectiveness of its system of internal audit.
- (iv) To review and approve (but not direct) the terms of reference for internal audit and an Internal Audit Strategy.
- (v) To review and approve (but not direct) the internal annual audit programme considering the effectiveness of proposed and actual coverage in providing adequate assurance over the Council’s arrangements for governance, risk management and system of internal control.
- (vi) To monitor the implementation and outcomes of the Council’s internal audit programme and where required, to review

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<sup>1</sup> The Board may itself determine not to exercise its delegated powers and instead make recommendations to the Council

summary and individual audit reports with significant implications for financial management and internal control.

- (vii) To seek assurance on the adequacy of management response to internal audit advice, findings and recommendations in the form of implementation of agreed action plans.
- (viii) To receive the Annual Report of the Head of Internal Audit
- (ix) To consider the external auditor's annual letter, relevant reports and the annual report to those charged with governance on issues arising from the audit of the Statement of Accounts.
- (x) To engage with the external auditor and external inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit.
- (xi) To make recommendations to the Chief Finance Officer and Monitoring Officer in respect of Section M of Part 3 of this Constitution (Financial Regulations).

## **2 Governance Decision-Making Functions**

The Board has delegated authority<sup>1</sup> to make decisions on behalf of the Council when exercising the following governance functions:

- (i) To consider the Code of Corporate Governance.
- (ii) To consider and advise the Council on the Annual Governance Statement.
- (iii) To consider the Annual Ombudsman Report.
- (iv) To be responsible for the ethical standards framework for the Council and receive reports from the Monitoring officer.
- (v) to grant dispensations for up to four years for a District Councillor to be able to participate in or vote at meetings where they have a disclosable pecuniary interest. The Board may grant such a dispensation if it considers that by not granting a dispensation:
  - the business of the authority or committee is likely to be impeded; or
  - that the political balance of the committee or authority is so upset as to alter the outcome of a vote; or
  - that granting the dispensation is in the interests of residents; or
  - that all members of the Cabinet are unable to participate in business to be carried out by the Cabinet; or

- that they consider it appropriate to grant a dispensation for other reasons.

### **3 Scrutiny Functions**

The Board will conduct their proceedings in accordance with the Council Standing Orders where applicable and with the Scrutiny Standing Orders, set out in Part 3 of the Constitution.

To discharge the scrutiny functions conferred by Section 9F of the Local Government Act 2000 as follows:

- (i) to hold meetings with the Leader of the Council and Deputy Leader of the Council to question them, the Chief Executive, the Chief Finance Officer and chief officers about the financial performance of the Council, the Medium Term Financial Strategy, Business Plans, and performance of the organisation.
- (ii) to provide dedicated consideration of the Budget and the Council's finances with a view to establishing and maintaining resources which are fit for purpose and address the needs and aspirations of the residents of the Borough and the Council's priorities.
- (iii) to contribute to the delivery of the Council's Corporate Strategy by making recommendations on:
  - (a) Priorities of policy.
  - (b) Service improvements and innovations.
  - (c) Pricing considerations and value for money.
  - (d) Medium Term Financial strategy
  - (e) Procurement Strategy
  - (f) Digital and ICT Strategy
  - (g) Property Strategy
- (iv) to scrutinise and comment upon annual out-turn reports for the Revenue and Capital Budgets, and identify learning points.
- (v) to be consulted during the preparation of the annual Revenue and Capital Strategies and Budgets.
- (vi) to scrutinise the draft Revenue and Capital Budgets
- (vii) to monitor the Council's performance against the Corporate Strategy and annual Business Plans
- (viii) to monitor governance, risk management and internal control arrangements at the Council, to ensure these are effective and efficient

- (ix) To consider the effectiveness of the Council's strategies relating to risk management, anti-fraud, anti-corruption and corporate surveillance and to be consulted on any changes to these policies or new policies relating to these areas
- (x) carry out the monitoring and advisory role for matters concerning changes to the Council's Constitution upon receiving advice on proposed changes from the Monitoring Officer
- (xi) To monitor the implementation of previous scrutiny recommendations relevant to the functions of the Board
- (xii) to approve an overview and scrutiny work programme for the Board, including the programme for all scrutiny panels, to ensure that there is an efficient use resources, and that the potential for duplication of effort is minimised

### **C Appointment of Sub Committee and Panels**

- (i) The Board may from time to time appoint a sub committee to deal with complaints against Councillors and any breaches of the adopted Code of Conduct. The sub committee shall consist of 3 members of the Board;
- (ii) The Board may appoint panels to undertake reviews, on behalf of the Board. These panels will have the powers and duties set out in Section I of the Council's constitution
- (iii) When considering a recommendation of a Panel appointed under C(ii) above, the Board will not consider the review afresh but will direct its attention to the following issues:
  - a Has the Panel completed the review in accordance with its project plan?
  - b Has the Panel followed the correct scrutiny processes?
  - c Has the Panel addressed the issues raised in comments received since the report and findings pack were published?

If the Board find that one or more of these issues have not been complied with it will refer the report and recommendations back to the Panel

### **Relevant Cabinet Lead(s):**

All Cabinet Leads

**Relevant Paid Executives:**

Chief Executive Officer  
Chief Finance Officer  
All Directors  
All Heads of Service

# **Title: Business and Commercial Services Board**

## **A Membership**

The Business and Commercial Services Board (“the Board”) shall consist of 10 members, one of whom, the Chairman, shall be appointed annually by the Council. Members of the Cabinet cannot be appointed to the Board.

## **B Functions**

### **1 Scrutiny Functions**

The Board will conduct their proceedings in accordance with the Council Standing Orders where applicable and with the Scrutiny Standing Orders, set out in Part 3 of the Constitution.

To discharge the scrutiny functions conferred by Section 9F of the Local Government Act 2000 as follows:

- (i) To hold meetings with Cabinet Lead for People and Communications to question him or her, the Business & Commercial Services Director, relevant Chief Officers and Heads of Service about the performance of:

- (a) Marketing and Communications
- (b) Branding
- (c) Customer Insight
- (d) Equalities
- (e) Website
- (f) Human Resources
- (g) Democratic Services
- (h) Councillor Training
- (i) Revenue and Benefits
- (j) Elections
- (k) IT

and other services and/or functions in his or her portfolio, whether generally in comparison with service Business Plans, Performance Indicators or any other targets.

- (ii) To hold meetings with Cabinet Lead for Contracts and Commercial Services to question him or her, the Business & Commercial Services Director, relevant Chief Officers and Heads of Service about the performance:

- (a) Capita Contract
- (b) Environmental Services Delivered by Norse South East
- (c) Vehicle Workshop and fleet management
- (d) Open Spaces

- (e) Cemeteries
- (f) Beachlands
- (g) Waste and Recycling Strategy (Project Integra)
- (h) Liaison with Hampshire County Council

and other services and/or functions in his or her portfolio, whether generally in comparison with service Business Plans, Performance Indicators or any other targets.

- (iii) To provide dedicated, consideration of the Business & Commercial Services Directorate with a view to establishing and maintaining services which are fit for purpose and address the needs and aspirations of the residents of the Borough and the Council's priorities.
- (iv) To contribute to the delivery of the Council's Corporate Strategy by making recommendations on:
  - (a) Priority of Services.
  - (b) Service efficiencies
  - (c) the management of commissioned services
  - (d) research and insight
  - (e) business innovation

within the Business & Commercial Services Directorate

- (v) To monitor the performance of Norse South East joint venture.
- (vi) To monitor the performance of commissioned and partnership services for HBC relating to the services and functions of the Business & Commercial Services Directorate, including waste and grounds maintenance contracts.
- (vii) To be consulted on the preparation of income-generating opportunities based around existing and new product development, including Joint Venture Company initiatives relating to the functions of the Business & Commercial Services Directorate.
- (viii) To be consulted during the preparation of policies and or strategies or any proposals to change existing policies or strategies relating to the functions and services of the Business & Commercial Services Directorate
- (ix) To monitor the implementation of previous scrutiny recommendations relevant to the functions of the Board
- (x) To monitor the Directorate's performance against the Corporate and Service Business Plans.

- (xi) To approve an overview and scrutiny work programme for the Board, including the programme for all scrutiny panels, to ensure that there is an efficient use resources, and that the potential for duplication of effort is minimised

**C Appointment of Sub Committee and Panels**

- (i) The Board may appoint panels to undertake reviews, on behalf of the Board. These panels will have the powers and duties set out in Section I of the Council's constitution
- (ii) When considering a recommendation of a Panel appointed under C(i) above, the Board will not consider the review afresh but will direct its attention to the following issues:
- a Has the Panel completed the review in accordance with its project plan?
  - b Has the Panel followed the correct scrutiny processes?
  - c Has the Panel addressed the issues raised in comments received since the report and findings pack were published?

If the Board find that one or more of these issues have not been complied with it will refer the report and recommendations back to the Panel

**Relevant Cabinet Lead(s) and Responsibilities:**

**COUNCILLOR LULU BOWERMAN:** Cabinet Lead for People and Communications

- Marketing and Communications
- Branding
- Customer insight
- Equalities
- Website
- HR
- Democratic Services
- Councillor Training
- Revenue and Benefits
- Elections
- IT

**COUNCILLOR GARY HUGHES:** Cabinet Lead for Contracts and Commercial Services

- Capita Contract
- Environmental Services delivered by NSE
- Vehicle workshop and fleet management
- Open Spaces

- Cemeteries
- Beachlands
- Waste and Recycling Strategy (Project Integra)
- Liaison with HCC

## **Functions of the Business & Commercial Services Directorate**

The Business & Commercial Services Directorate manages a range of in-house, commissioned and partnership services, including waste and grounds maintenance contracts, IT service provision, licensing and more.

The Business & Commercial Services directorate provides the following services:

Business Support Services	Democratic Services
Leisure Services	Customer Services
Revenues and Benefits	Emergency Planning
Information Governance	Organisational Development
Elections	Business Innovation
Research and Insight	Facilities Management
Commercial Services, including ventures and entities, product and service development	Marketing and Communications Services
Strategic Procurement and Commissioning	

## **Relevant Paid Executives:**

Executive Director (Business & Commercial Services)  
 Client Relationship Director  
 Head of Business & Commercial Services Development  
 Head of Strategic Commissioning  
 Head of Programmes, Redesign and Quality  
 Head of Customer Services  
 Head of Organisational Development  
 Head of Research and Marketing

# **Title: Operations and Place Shaping Board**

## **A Membership**

The Operations and Place Shaping Board (“the Board”) shall consist of 10 members, one of whom, the Chairman, shall be appointed annually by the Council. Members of the Cabinet cannot be appointed to the Board.

## **B Functions**

### **1 Scrutiny Functions**

The Board will conduct their proceedings in accordance with the Council Standing Orders where applicable and with the Scrutiny Standing Orders, set out in Part 3 of the Constitution.

To discharge the scrutiny functions conferred by Section 9F of the Local Government Act 2000 as follows:

- (i) to hold quarterly meetings with Cabinet Lead for Planning and Development to question him or her, the Operations and Place Shaping Director, relevant Chief Officers and Heads of Service about the performance of:

- (a) Development Services
- (b) Planning Policy and Urban Design
- (c) Local Development Framework (incl. Strategic Housing Development)
- (d) Development Management Committee
- (e) Building Control
- (f) Coastal Management

and other services and/or functions in his or her portfolio, whether generally in comparison with Service Business Plans, Performance Indicators or any other targets.

- (ii) to hold quarterly meetings with Cabinet Lead for Communities and Housing, the Operations and Place Shaping Director, relevant Chief Officers and Heads of Service to question him or her about the performance of:

- (a) Housing Enabling
- (b) Arts
- (c) Sports
- (d) Community Development
- (e) Leisure
- (f) Health and Wellbeing
- (g) Culture

and any other services and/or functions in his or her portfolio, whether generally in comparison with Service Business Plans, Performance Indicators or any other targets.

- (iii) to hold quarterly meetings with Cabinet Lead for Neighbourhoods, Safety and Enforcement to question him or her, the Operations and Place Shaping Director, relevant Chief Officers and Heads of Service about the performance of
  - (a) Community Safety
  - (b) Havant Locality Board (formerly Safer Havant Partnership)
  - (c) Emergency Planning
  - (d) Police Liaison
  - (e) Enforcement
  - (f) Licensing
  - (g) Environmental Health
  - (h) Parking Strategy/Management
  - (i) Health Service Liaison

and any other services and/or functions in his or her portfolio, whether generally in comparison with Service Business Plans, Performance Indicators or any other targets.

- (iv) To provide dedicated, consideration of the Operations and Place Shaping Directorate with a view to establishing and maintaining services which are fit for purpose and address the needs and aspirations of the residents of the Borough and the Council's priorities.
- (v) To contribute to the delivery of the Council's Corporate Plan by making recommendations on:
  - (a) Priority of Services.
  - (b) Service efficiencies.

within the Operations and Place Shaping Directorate

- (vi) To undertake the scrutiny of the Havant Locality Board under Section 19 of the Police and Justice Act 2006
- (vii) To monitor the performance of commissioned and partnership services for HBC for the services and functions within the Operations and Place Shaping Directorate.
- (viii) To be consulted on changes to the services and functions of the Operations and Place Shaping Directorate.

- (ix) To be consulted during the preparation of policies and or strategies or any proposals to change existing policies or strategies relating to the functions and services of the Operations and Place Shaping Directorate.
- (x) To monitor the implementation of previous scrutiny recommendations relevant to the functions of the Board
- (xi) to monitor the Directorate's performance against the Corporate and Departments' Business Plan.
- (xii) to approve an overview and scrutiny work programme for the Board, including the programme for all scrutiny panels, to ensure that there is an efficient use resources, and that the potential for duplication of effort is minimised

### **C Appointment of Sub Committee and Panels**

- (i) The Board may appoint other panels to undertake reviews, including the Local Plan and coastal defence issues, on behalf of the Board. These panels will have the powers and duties set out in Section I of the Council's constitution
- (iii) When considering a recommendation of a Panel appointed under C(i) and (ii) above, the Board will not consider the review afresh but will direct its attention to the following issues:
  - a Has the Panel completed the review in accordance with its project plan?
  - b Has the Panel followed the correct scrutiny processes?
  - c Has the Panel addressed the issues raised in comments received since the report and findings pack were published?

If the Board find that one or more of these issues have not been complied with it will refer the report and recommendations back to the Panel

Where the Cabinet Lead Responsibilities are:

**COUNCILLOR DAVID GUEST:** Cabinet Lead for Planning and Development

- Development Services
- Planning Policy and Urban Design
- Local Development Framework (incl. strategic housing development)
- Development Management Committee
- Building Control
- Coastal Management

**COUNCILLOR LEAH TURNER:** Cabinet Lead for Communities and Housing

- Housing Enabling
- Arts
- Sport
- Community Development
- Leisure
- Health and Wellbeing
- Culture

**COUNCILLOR NARINDER BAINS:** Cabinet Lead for Neighbourhoods, Safety and Enforcement

- Community Safety
- Safer Havant Partnership
- Emergency Planning
- Police Liaison
- Enforcement
- Licensing
- Environmental Health
- Parking Strategy / Management
- Health Service Liaison

**Functions of the Operations and Place Shaping Directorate**

The Operations & Place Shaping directorate is responsible for delivering high quality, efficient in-house services to customers, whilst ensuring there is a strategic focus on continuous improvement and value for money. Services include Neighbourhood Support, Planning, Coastal and Housing.

The directorate provides the following services:

Housing and Homelessness

Community Engagement

Coastal Partnership

Regeneration

Property Investment and  
Management

Economic Development

Planning

Quality Neighbourhoods

e.g Streetscape, Enforcement, Traffic Management, Parking (on street and off street), and Environmental Health (including Licensing)

**Relevant Paid Executives:**

Executive Director (Operations and Place Shaping)

Head of Neighbourhood Support

Head of Housing and Community Engagement

Head of Planning

Head of Coastal Partnership

Head of Development

Executive Head (Programmes)

Head of Regeneration (south)

**Development Management Committee (7)**

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative</u></b>	P Buckley (C) C Satchwell (VC) J Branson C Howard D Keast D Lloyd  R Cresswell (Standing Deputy) J Thomas (Standing Deputy)
<b><u>Liberal Democrat</u></b>	J Lowe

**Functions:** the relevant powers and duties set out in Article 8 of Part 2 and Part 3 of the Constitution of Havant Borough Council, subject to standing orders being amended to reflect the change from the appointment of rotating chairmen for the Development Management Committee to the appointment of a single chairman with a vice chairman.

### Licensing Committee (15)

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative</u></b>	Y Weeks (C) D Keast (VC) A Christie P Crellin C Howard R Kennett D Lloyd S Milne R Raines E Rees A Rennie J Thomas
<b><u>UKIP (1)</u></b>	J Davis
<b><u>Labour (1)</u></b>	T Hart
<b><u>Independent (1)</u></b>	G Shimbart

**Functions:** the relevant powers and duties set out in Article 8 of Part 2 and Part 3 of the Constitution of Havant Borough Council.

**Joint Human Resources Committee (6 of 12)**

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative</u></b>	K Smith (C) J Branson P Crellin I Scott Y Weeks
<b><u>Liberal Democrat</u></b>	J Lowe

**Functions:** the relevant powers and duties set out in Article 10 of Part 2 and Part 3 of the Constitution of Havant Borough Council. Six Councillors to be appointed by each Authority representing East Hampshire District Council respectively. Chairman in 2018/19 to be appointed from the HBC membership, Vice Chairman to be appointed from the EHDC membership.

**Joint West of Waterlooville Major Development Area Planning Committee (4 including Chairman of the Development Management Committee)**

<b>Group</b>	<b>Appointments – Must be members of the Development Management Committee</b>
<b><u>Conservative</u></b>	P Buckley J Branson C Howard D Keast

**Functions:** the relevant powers and duties set out in Article 10 of Part 2 of the Constitution of Havant Borough Council and in the Constitution and Terms of Reference of the West of Waterlooville Major Development Area Planning Committee set out in Part 3, Section C of the Constitution.

## APPENDIX A - PART C

### Standing Deputies

<u>Body</u>	<u>Conservative</u>			
Development Management Committee	R Cresswell J Thomas			
Joint West of Waterlooville Major Development Area Planning Committee	R Cresswell J Thomas			

## **APPENDIX A - PART D**

### **SUNDRY APPOINTMENTS**

#### **Langstone Harbour Board**

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative</u></b>	L Bowerman R Raines C Satchwell I Scott J Thomas M Wilson
<b><u>Deputies (2)</u></b>	P Crellin A Rennie

#### **Chichester Harbour Conservancy**

<b>Appointed Councillors</b>
J Branson K Smith  R Kennet – Deputy C Satchwell – Deputy

#### **Police and Crime Panel**

<b>Appointed Councillors</b>
M Wilson  G Hughes – Deputy

#### **Nose South East - Director**

<b>Appointed Councillor</b>
T Briggs

## 5 Councils

<u>5 Councils Joint Committee</u>	<u>5 Councils Joint Overview and Scrutiny Committee</u>
G Hughes	P Buckley D Lloyd

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<sup>i</sup> Please note that the references to Articles and Parts of the Constitution will change, if the Council agree to the recommended amendments to the Constitution as set out at Item 9A of the Annual Council Agenda for 10 May 2017.