

Key Documents Relating to the Previous Councillors' Allowances Review

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2017

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**NON EXEMPT
HAVANT BOROUGH COUNCIL**

**Council
REPORT OF THE INDEPENDENT REMUNERATION PANEL**

17 February 2016

**FOR DECISION
Key Decision: No**

1.0 Purpose of Report

1.1 The Independent Remuneration Panel, comprising of Mr Ian Hamill (Chairman), Mrs Joanna El-Batal and Mrs Susan Spencer, has undertaken a review of the Councillors' allowances Scheme and this report sets out its recommendations.

2.0 Recommendations

2.1 That:

- (i) the scheme of allowances attached at Appendix A be agreed and take effect from 1 April 2016; and
- (ii) if the council is minded to implement performance related arrangements for the basic allowance, the recommendations be agreed, but not take effect until the end of the financial year in which such a scheme is implemented.

3.0 Summary/Remit of the Panel

3.1 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. Council should have regard to the recommendations of the panel, but can substitute its own recommendations.

4.0 Subject of Report

4.1 The panel was tasked with undertaking a ground up review of the councillors' allowances scheme including the amount of each allowance using the terms of Reference at Appendix B. The panel met between June and September 2015 and during this period interviewed a broad selection of councillors. It also circulated a questionnaire to all councillors, although was disappointed at the low number of returns (15 out of a possible 38). A number of common themes became apparent through this research and the panel would like to record its gratitude to councillors for sparing their time. The valuable information gained, along with a benchmarking exercise against 20 similar local authorities in the South East of England helped to form its recommendations.

4.2 The conclusions of the panel are as follows:

- (i) Performance-related arrangements. In gathering its evidence, the panel received a majority view, often strongly expressed, that allowances should be related to the contribution made by the individual. This view accepted that any performance related arrangements would have to be based on councillors having a firm idea of the

expectations and competences required of them and that they should have ready access to training in the competencies needed to support delivery of their objectives. The panel was pleased to learn that there is a drive to further improve councillor training, although the need to provide additional opportunities to access it was an issue for some. Crucially, performance related reward also necessitates a process of assessment and appraisal which is open, transparent and rigorously fair and entirely and robustly evidence based.

There was a minority view opposed to such a cultural change and also some concern about practicalities. Some of those who held this view supported a return to allowances being dependent on attendance, especially with the value of this attendance being underwritten by appropriate training.

It is outside of the remit of the panel to prescribe specific HR processes, however current business protocol leans to linking reward to performance, and it should therefore be possible to implement a system for payments to councillors based on performance. Tools available might include:

- SMART (Specific, Measurable, Achievable, Realistic and Timely) objectives derived from core and specific competencies;
- Training;
- Attendance;
- 360 degree appraisal;
- Self evaluation; and
- Regular one-to-one appraisal sessions.

The panel is very encouraged to learn that work required to implement and support this type of scheme is well advanced, including a Councillor Development Strategy and a Councillor Competency Framework. The goal to achieve chartered status from South East Employers for member training is applauded.

In order to accommodate a robust appraisal regime, reward for performance would have to be retrospective and therefore the scope for its introduction within the financial year 2016/17 might prove challenging. Our recommendations have therefore also looked at the way in which the existing scheme might be tailored to provide an interim transition.

- (ii) **Basic Allowance.** During benchmarking it was established that, contrary to some perceptions, the existing basic allowance of £5,350 is higher than the average for similar local authorities in this part of the country. It is therefore the panel's recommendation to reduce this to £5,000 in the interim and for it to be adjusted upon implementation of a performance based scheme. £5,000 would then remain the payment for adequate performance, within a range of £3,000 for the lowest performers to £6,000 for the highest.
- (iii) **Committee Chairmen/Vice Chairman.** The panel was mindful of the differing responsibilities of the council's various committees and felt it appropriate to set three different levels of allowances to reflect their responsibilities. Whilst benchmarking against similar councils was undertaken, proportionate weight was also given to local evidence where roles differ from those at other councils.

Development Management Committee Chairman and Scrutiny Board Chairman. The panel gained sufficient evidence to support the level of responsibility of these high profile roles and the work that they were required to deliver. It noted however that

the current allowance is approximately 20% higher than the average of the benchmarked authorities and therefore recommends that the SRA of £5,920 remain for these positions.

Whilst the Licensing Committee Chairman has a responsible role, the panel believes that it is justified in recommending a decrease. The Licensing Committee meets to recommend policy changes and to determine Hackney Carriage and Private Hire Vehicle Drivers' Licences. The number of meetings per year is therefore variable and based upon the evidence received; the panel is satisfied that the workload is comparable to that of the other committee chairmen below. The panel recommends a SRA of £2,500 for this role and the roles listed below.

The panel feels that the Governance and Audit Committee Chairman's SRA is currently undervalued against the benchmark figure of £2,495, given the level of responsibility that the committee holds such as approving the Annual Statement of Accounts and promoting ethical standards within the council.

The panel recognises the work of the Joint HR Committee in adopting new policy aims in respect of certain staffing matters and appointing panels from its number to hear grievance appeals. It also notes that the Chairmanship rotates annually with East Hampshire District Council and suggests that parity between the two councils is both logical and fair.

The panel acknowledged the profile of scrutiny within the council, the number of meetings and the work undertaken by the scrutiny leads. It therefore recommends an uplift from £1,973 to £2,500.

The panel considered the recently introduced role of Chairman of the Safer Havant Partnership and the Council's representation on outside bodies at length. The panel found it hard to justify the current allowance of £5,920, which is the same as the DMC Chairman and the Scrutiny Board Chairman. Whilst the role entails chairing a multi-agency panel, the panel took into account that only three or four meetings are held per annum. In addition the role involves managing the council's appointments to outside bodies, including ensuring that regular reports are submitted to meetings of the full Council. After assessing the workload, the panel recommends the same level of SRA as the majority of committee chairmen, £2,500.

The panel is not generally minded to recommend SRAs for vice-chairmen, but the role of Development Management Committee Vice Chairman carries a responsibility that it feels should be acknowledged with a SRA of £1,500. Whilst this is a reduction from the current figure of £1,973, it remains above the benchmark figure of £1,383.

- (iv) Cabinet Members. The role of the cabinet member is high profile and time consuming, in some cases almost equating to a full time job. The panel notes that the current SRA of £8,140 is higher than average, although this is offset by the small number of cabinet members and that there are no deputy positions.

Taking these factors into account the panel recommends that the existing SRA of £8,140 remain.

- (v) Deputy Leader. Given the workload and responsibility and taking into account benchmarking against other similar local authorities, the panel does not propose any changes to the existing SRA of £8,800.

- (vi) Leader of the Council. In benchmarking terms there is an enormous range in the comparable authorities, the lowest being Guildford Borough Council at £5,019 and the highest being Maidstone Borough Council at £23,326. The existing Leader's SRA of £14,800 is slightly below the average of £15,041, therefore the panel recommends a small increase to £15,000.
- (vii) Non ruling party group leaders. The current scheme pays an SRA of between £600 and £2,400, based upon the number of councillors in the group. In the interest of fairness and to ensure a fair recompense for the role, the panel recommends that all non ruling party group leaders receive an allowance based upon the following formula:
 The Council Leader's SRA, divided by the total number of councillors on the council, multiplied by the number of councillors in the group.
 To ensure an appropriate allowance for leaders of small groups, a minimum SRA of £1,500 to be paid.
- (xi) Mileage. The panel concluded that the current rate of 45p, maintained in line with the HMRC base rate remains appropriate. Passenger and cycle rates should remain at 5p per passenger and 20p per mile respectively. Councillors are encouraged to claim on a monthly basis, although claims must be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.
- (ix) Taxi/Rail journeys. There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey. Councillors are encouraged to claim on a monthly basis, although claims must be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings. Travel arrangements appropriate to their particular circumstances should be made for registered disabled councillors so that they are not disadvantaged.
- (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. Evening childcare rates in the area were investigated and it was noted that the rate for babysitters from one national agency is £7.25 per hour before 6pm and £6.50 per hour after. Each booking is also subject to a £6 booking fee. Given the time of council meetings and coupled to an average time that a babysitter would be required (3 hours), an average hourly rate of up to £8.75 is deemed appropriate. It is recommended that the allowance for dependent relative care be maintained in-line with the Hampshire County Council approved care providers hourly rate, currently £14.20. 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) Subsistence allowance. The panel recommends that the councillor rates be maintained in line with the officer rates.
- (xii) Communications and Broadband Allowances. Due the prevalence of IT, the panel does not believe that there is a continued need to specify this as a separate

allowance and recommends that it be absorbed within the amount of the basic allowance recommended at para 4.2(ii).

- (xiii) Indexing. Given the current low rate of inflation and the fact that the scheme is required to be reviewed every four years, the panel does not recommend any form of index linking.

5.0 Appendices

- Appendix A - Recommended scheme of Councillor's Allowances; and
- Appendix B - The panel's Terms of Reference.

5.1 Background Papers:

- The Council's Constitution, previous Independent Remuneration Panel reports, South East Employers' Members Allowances Survey 2014/15, responses to the panel's questionnaire, the Council's Member Development Strategy, the Council's Corporate Strategy, the Local Authorities (Members' Allowances) (England) Regulations 2003 and the report of the Independent Panel 'The Remuneration of Councillors in London 2014'.

6.0 Officer comments:

- 6.1 Legal/Monitoring Officer comments: The Council is required to review its scheme of councillor allowances every four years, following a review by an Independent Remuneration Panel. The last report of an Independent Remuneration Panel was considered by the Council on 14 December 2011. The panel's recommendations are not binding on the Council, but the Council must be seen to give due consideration to the panel's work and should give reasons where it does not agree with a panel's recommendation.
- 6.2 Finance/Section 151 Officer comments: Based upon the current committee structure and political balance of the council, the current appointments and the retention of the policy limiting councillors to one SRA, the recommendations of the panel, if approved, will realise a saving to the council of £31,079 per annum. However, this does not take into account the introduction of performance related arrangements. If introduced and all councillors performed exceptionally well this would add an additional cost of £6,921 (£1,000 performance related uplift x 38 councillors = £38,000 - £31,079) to the council. The introduction and subsequent management of performance related arrangements may have resource implications on council officers. The performance related pay scheme could lead to an increase in costs for the Council, depending on how such a scheme were implemented.
- 6.3 Accessibility and equalities comments: The Integrated Impact Assessment (IIA) has been completed. While the subsistence rates are proposed to be aligned across councillors and employees, the proposed mileage rate is not. Current officer mileage allowances are based on the AA scheme, with casual users at 19.3p per mile and essential users at 49.4p per mile, with any allowance beyond the HMRC rate of 45p taxed at the employee's applicable tax rate.

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Appendix A

Allowance	Current	Recommended
Basic Allowance (Under revised scheme to incorporate the previously separate IT allowance)	£5,350	£5,000 until such time that performance related arrangements are implemented. Once implemented, a tiered scale of £3,000, £5,000 and £6,000 be applied.
Leader	£14,800	£15,000
Deputy Leader	£8,800	£8,800
Cabinet Member	£8,140	£8,140
DMC Chairman and Scrutiny Board Chairman	£5,920	£5,920
Chairman of the Safer Havant Partnership and the Council's representation on outside organisations.	£5,920	£2,500
Licensing Committee Chairman	£2,960	
Governance and Audit Committee Chairman	£1,480	
Joint HR Committee Chairman	£1,973	
Scrutiny Leads	£1,973	
DMC Vice-Chairman	£1,973	
Group Leader	£600- £1,200	£1,500 minimum* (Political Group Leader)

*Leaders of any political group, other than the ruling group, comprising two or more members to receive a Special Responsibility Allowance based upon the following formula:

The Council Leader's SRA, divided by the total number of councillors on the council, multiplied by the number of members in the party. A minimum SRA of £1,500 to be paid.

Additional allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.

Taxi/Rail: There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey.

Child care: up to £8.75 per hour.

Dependent relative care: up to the hourly rate for approved care providers within Hampshire County Council (currently £14.20 in 2015).

Claims for carers allowances must be accompanied with a receipt stating the date, hours worked and cost. Claims may only be made to cover the carer costs incurred whilst carrying out approved council duties as a councillor, such as attending council meetings.

Subsistence (meal) allowances: The council does not make subsistence allowances available for approved duties within the district. Maximum claims for meals to be maintained in line with the rates that can be claimed by officers, currently (2015):

- Breakfast = £5.73
- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements, up to a maximum of £43 per day, including incidental subsistence costs.

This scheme was adopted by Havant Borough Council, after considering recommendations from the Independent Remuneration Panel, on [to be inserted] 2016.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The next scheme must be in place by April 2020.

Appendix B

TERMS OF REFERENCE – INDEPENDENT REMUNERATION PANEL 2015

The following terms of reference have been set for the Independent Remuneration Panel for 2015:

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.

APPENDIX B

Allowance	Current	IRP Recommendations	Cabinet Recommendations
Basic Allowance (x38) (Under revised scheme to incorporate the previously separate IT allowance)	£5,350	£5,000 until such time that performance related arrangements are implemented. Once implemented, a tiered scale of £3,000, £5,000 and £6,000 be applied.	£5430 in April 2016 (to include 1.5% increase from 1 April 2016 in line with officers' 2015 pay award).
Leader (x1)	£14,800	£15,000	£14,800
Deputy Leader (x1)	£8,800	£8,800	£8,800
Cabinet Member (x4)	£8,140	£8,140	£8,140
Scrutiny Board Chairman (x1)	£5,920	£5,920	£5,920
DMC Chairman	£5,920	£5,920	£0
Chairman of the Safer Havant Partnership and the Council's representation on outside organisations (x1)	£5,920	£2,500	£0
Licensing Committee Chairman (x1)	£2,960	£2,500	£2,960
Governance and Audit Committee Chairman (x1)	£1,480	£2,500	£1,480
Joint HR Committee Chairman (alternate years, rotating with EHDC) (1)	£1,973	£2,500	£1,973
Scrutiny Leads (x5) (x1)	£1,973	£2,500	£3,157
DMC Vice-Chairman (x1)	£1,973	£1,500	£0
Group Leader (x2)	£600- £2,400	£1,500 minimum* (Political Group Leader)	£600-£2,400
Total Costs	£296,671	£323,200 (assuming £6,000 basic allowance)	£291,818

A Councillor may only receive 1 SRA at a time

No more than 50% of the number of Councillors can receive an SRA

Joint HR Committee Chairman and Vice Chairman rotates annually with EHDC.

DMC Chairman to be appointed at each meeting from among the Committee membership on a rotating basis, to be nominated at the previous meeting.

*Leaders of any political group, other than the ruling group, comprising two or more members to receive a Special Responsibility Allowance based upon the following formula:

Band A	2-5 Members	£600
Band B	6-10 Members	£1,200
Band C	11-15 Members	£1800
Band D	16+ Members	£2,400

Prior to the next programmed independent review, annual consideration of minor allowance changes will take into account any pay changes applied to staff salaries.

Additional allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.

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- Breakfast = £5.73
- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements, up to a maximum of £43 per day, including incidental subsistence costs.

This scheme was adopted by Havant Borough Council, after considering recommendations from the Independent Remuneration Panel, on 17 February 2016.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The next scheme must be in place by April 2020.

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Section B

Supplementary Information

HAVANT BOROUGH COUNCIL
COUNCIL
17 February 2016

Dear Councillor

I am now able to enclose, for consideration at next 17 February 2016 meeting of the Council, the following supplementary information that was unavailable when the agenda was printed.

Agenda No Item

11	Independent Remuneration Panel Report on Councillors' Allowances	1 - 4
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APPENDIX B

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Scrutiny Leads (x5) (x1)	£1,973	£2,500	£3,157
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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 17 February 2016

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby (Deputy Mayor), Sceal, Shimbart, Mrs Shimbart, Smith D, Smith K, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Pike, Rees and Satchwell

62 Apologies for Absence

Apologies for absence were received from Councillors Heard and Patrick.

63 Declarations of Interests

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

64 Minutes

The minutes of the Council meetings held on 9 December 2015 and 20 January 2016 were agreed as a correct record.

65 Matters Arising

There were no matters arising from the minutes.

66 Mayor's Report

There were no matters the Mayor wished to add to her published report.

67 Provisional Appointment of the Mayor 2016/17

Proposed by Councillor Cheshire and seconded by Councillor Branson it was

RESOLVED that Councillor Faith Ponsonby be provisionally elected as Mayor for 2016/17.

68 Provisional Appointment of the Deputy Mayor 2016/17

Proposed by Councillor Weeks and seconded by Councillor K Smith it was

RESOLVED that Councillor Mrs Elaine Shimbart be provisionally elected as Deputy Mayor for 2016/17.

69 Leader's Budget Speech

The Leader presented his budget speech to the Council focusing on the Council's ongoing strategic approach to driving financial sustainability and economic growth in the Borough through the implementation of alternative service delivery models to generate efficiency savings and potential income generation opportunities and the Prosperity Havant agenda.

In concluding his speech, the Leader was pleased to announce that, notwithstanding the current financial difficulties facing all local authorities and the ongoing reduction in the Government's revenue support grant, Havant Borough Council had, through prudent financial management, achieved a balanced budget for 2016/17 with no increase in its share of the Council Tax.

The Leader of the main opposition group was given an opportunity to reply to the Leader's speech and all members were given an opportunity to ask questions of clarification of the Leader.

70 Revenue and Capital Budget 2016/17

The Leader presented the 2016/17 Revenue and Capital Budget. Proposed by Councillor Cheshire and seconded by Councillor Briggs it was

RESOLVED that

- (a) that the following be approved, as set out in the report to the Cabinet on 3 February 2016:
- (1) The proposed Revenue and Capital Budget for 2016/2017, including a Council Tax rate of £192.78 at Band D (0% increase);
 - (2) The Treasury Management Strategy and Prudential Indicators; and
 - (3) Proposed Prices for Services for 2016/2017
- (b) That it be noted that (on 21st January, 2016) the Chief Finance Officer calculated the Council Tax Base 2016/2017 for the whole Council area as 39,290.50 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended, (the "Act")] and that this Council Tax base be split between the regions of the Environment Agency as follows:
- Southern – Hampshire – 38,561.90
Southern – Sussex – 728.60
- (c) That the following amounts be calculated by the Council for the year 2016/2017 in accordance with Sections 31 and 34 to 36 of the Act.

- (i) £ 70,368,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
- (ii) £ 62,793,578 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
- (iii) £7,574,422 being the amount by which the aggregate at d(i) above exceeds the aggregate at d(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in section 31A(4) of the Act);
- (iv) £192.78 being the amount at d(iii) above (Item R), divided by Item T (c above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

(e) Valuation Bands

A	B	C	D
£128.52	£149.94	£171.36	£192.78
E	F	G	H
£235.62	£278.46	£321.30	£385.56

being the amounts given by multiplying the amount at d(iv) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (f) That it be noted that for the year 2016/2017 the Hampshire County Council (see (h) below) and Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Bands – Hampshire County Council

A	B	C	D
£719.52	£839.44	£959.36	£1,079.28
E	F	G	H
£1,319.12	£1,558.96	£1,798.80	£2,158.56

Valuation Bands – Police and Crime Commissioner for Hampshire

A	B	C	D
£106.97	£124.80	£142.63	£160.46

E	F	G	H
£196.12	£231.78	£267.43	£320.92

Valuation Bands – Hampshire Fire and Rescue Authority

A	B	C	D	£62.60
£41.73		£48.69	£55.64	
E	F	G	H	
£76.51	£90.42	£104.33	£125.20	

- (g) That having calculated the aggregate in each case of the amounts at (e) and (f) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby, but subject to Hampshire County Council and Hampshire Fire & Rescue Authority confirming the precept at (f) above on 18th February 2016 and 24th February 2016 respectively, sets the following amounts as the amounts of Council Tax for the year 2016/2017 for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D
£996.74	£1,162.87	£1,328.99	£1,495.12
E	F	G	H
£1,827.37	£2,159.62	£2,491.86	£2,990.24

- (h) If the Precepting Bodies decide a different precept than stated above the calculation and setting of the final total council tax figure for 2016/2017 be delegated to a special meeting of the Cabinet (if required) to be held on 26th February 2016, the Cabinet meeting on that date being as a Committee appointed by the Council for the purpose of Section 67(3) of the Local Government Finance Act 1992. That meeting shall only be authorised to amend the figures at (f) in accordance with their decisions in February 2016 and the overall Council Taxes at (g) above accordingly.

During the course of the debate the Leader confirmed that the 2016/17 budget included funding for CCTV provision until the end of the current contract in June 2016, thereafter delivering a significant saving for the Council. The Scrutiny Panel was currently undertaking a review of CCTV and would be reporting back before the end of the current financial year on viability, alternative future options and an identification of potential alternative service efficiencies that could provide funding should the Panel be minded to recommend continuing CCTV provision beyond June 2016. The Leader also reported that he had written to the Police and Crime Commissioner seeking a financial contribution from the Police as the principal user of the CCTV service.

In accordance with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on this item was recorded as follows:

For the Proposal:

Councillor N Bains
Councillor G Blackett
Councillor J Branson
Councillor A Briggs
Councillor P Buckley
Councillor M Cheshire MBE
Councillor R Cresswell
Councillor M Fairhurst
Councillor B Gibb-Gray
Councillor D Guest
Councillor G Hughes
Councillor C Howard
Councillor D Keast
Councillor A Lenaghan
Councillor C Mackey
Councillor V Pierce Jones
Councillor T Pike
Councillor E Rees JP
Councillor C Satchwell
Councillor M Sceal
Councillor Mrs E Shimbart
Councillor G Shimbart
Councillor D Smith
Councillor K Smith
Councillor L Turner
Councillor P Wade
Councillor Y Weeks
Councillor M Wilson

Against the Proposal:

Councillor R Brown
Councillor R Cousins
Councillor B Francis
Councillor T Hart
Councillor G Kerrin
Councillor J Perry

Abstentions:

Councillor F Ponsonby

(A) Havant Energy Strategy

Councillor Guest presented a recommendation from the Cabinet meeting held on 3 February 2016 seeking approval of the draft Energy Strategy for Havant. Proposed by Councillor Guest and seconded by Councillor K Smith it was

RESOLVED that

- (1) the Energy Strategy set out in Appendix 1 to the Cabinet report be approved; and
- (2) the next steps highlighted in section 4.4 of the Cabinet report be agreed.

72 Independent Remuneration Panel Report on Councillors' Allowances

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council received and considered a report and recommendations from the Independent Remuneration Panel on Councillors Allowances. The Panel had recommended a schedule of basic and special responsibility allowances for Councillors and the introduction of performance related arrangements for the basic allowance.

The Leader took the opportunity to record his thanks to the Panel for their comprehensive review and their independent report, which he had discussed with Councillors from all the political groups. During those discussions significant concern had been expressed about the viability of introducing performance related allowances for Councillors and, in particular, the difficulty of introducing an equitable mechanism for assessing performance in a political environment.

Based upon the feedback of discussions with Cabinet members and the wider Council membership, an alternative schedule of allowances, that would offer a reduction in overall costs as compared with the current scheme and that proposed by the Independent Panel, was circulated (Appendix B).

As an amendment to the Independent Panel's recommendation, it was proposed by Councillor Cheshire and seconded by Councillor Briggs that:

- (1) the scheme of allowances listed in the Column headed 'Cabinet Recommendations' and the supporting text set out in the paper labelled 'Appendix B' be agreed to take effect from 1 April 2016; and
- (2) the Council is not minded to implement performance related arrangements at the present time.

The vote having been taken and the amendment carried, the Mayor took a vote on the substantive motion and it was

RESOLVED that

- (1) the scheme of allowances listed in the Column headed 'Cabinet Recommendations' and the supporting text set out in the paper labelled 'Appendix B' be agreed to take effect from 1 April 2016; and
- (2) the Council is not minded to implement performance related arrangements at the present time.

73 Leader's Report

In addition to his published report, the Leader provided an update on the most recent discussions with the partners taking forward the Hampshire and Isle of Wight Devolution bid.

74 Cabinet Lead Reports

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

Councillor Weeks reported that the pipeline development at Station Road, Hayling Island was now under construction.

75 Cabinet Leads and Chairmen's Question Time

The Cabinet Leads and Committee Chairmen answered questions in relation to their published reports.

76 Questions Under Standing Order 23

Questions submitted by Councillor Cousins to Councillor Briggs:

- (1) Would the PH agree it would be useful for all councillors to have a copy of the Norse Focus magazine?.

Norse are happy to make copies of "Focus" available to Councillors. For information Focus is published on a quarterly basis. Officers will also determine if Focus can be made available to members in an electronic format.

- (2) Noting the upgrading of the Alton MRF are there any plans to upgrade the Portsmouth MRF?

Not at present – Hampshire County Council have commissioned "Atkins" a consultancy firm to examine the opportunities that the Alton refit presents. Results from this study are projected to be made available in the second quarter of 2016. If sustainable opportunities for whole system change are identified from the Atkins report, disposal authorities will present a plan based on them.

- (3) What is the current rate of recycling in the borough and what is the target rate?

The current recycling rate for the borough of Havant is 29.2%. The target rate is 45% (in line with central government targets). No Hampshire authority has achieved the central government target.

- (4) What recycling education is being undertaken in the borough at the present time – are we still going into schools?

Alongside other partners across Hampshire Havant Borough Council has withdrawn from the Recycle for Hampshire programme. This programme supported the ongoing education activity in schools in Havant Borough.

If recycling information through visitation was specifically requested by local schools or community groups Operational Services officers would be able to assist with this. However at present Havant Borough Council does not fund an active education programme.

77 Urgent Questions Under Standing Order 23

There were no urgent questions.

78 Reports From the Scrutiny Board

There were no reports from the Scrutiny Board.

79 Notices of Motion

There were no notices of motion.

80 Acceptance of Minutes

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

81 Exclusion of the Press and Public

A recommendation to exclude the press and public for the following item was put before the Council as the Cabinet report from which the recommendations arose was exempt from publication.

At the invitation of the Mayor, the Council's solicitor advised that this item of business related to the appointment of Committees under the Five Councils' Corporate Services Procurement and, in itself, did not require the press and public to be excluded from the debate.

Should any member be minded to refer to matters in the exempt report that were of a commercially sensitive nature, members were requested to indicate this before speaking, at which point the Council would be requested to consider passing a resolution to exclude the press and public.

82 Cabinet Recommendations - 5 Councils' Corporate Services Procurement - Joint Committee and Joint Overview and Scrutiny Committee

On the advice of the Council's solicitor at minute 81 above, the press and public were not excluded during the debate for this item.

Councillor Fairhurst presented a recommendation arising from the Cabinet meeting held on 3 February 2016 setting out proposals for a Joint Committee and Joint Overview and Scrutiny Committee for the Five Councils' Corporate Services Procurement. The Council was now requested to approve the required amendments to its constitution.

At the Cabinet meeting held on 3 February, Councillor Jackie Branson had been invited to present the findings and recommendations of the Scrutiny Panel arising from its recent scrutiny review of the 5 Councils proposals, which had sought an assurance that the Panel would continue to be consulted on the proposals prior to entering into the contract. An amended recommendation to Council was tabled to reflect that discussion at Cabinet.

Proposed by Councillor Fairhurst and seconded by Councillor Branson it was

RESOLVED that the following be approved:

- (1) To establish a Joint Committee in accordance with the details outlined in Appendix 3 to the Cabinet report and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead for Corporate Services, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer be delegated to sign the agreement on behalf of the Council; and
- (2) To establish a Joint Overview and Scrutiny Committee with details outlined in appendix 4 to the Cabinet report and to delegate authority to the Chief Executive, in consultation with the Cabinet Lead, in consultation with the 5 Councils Procurement Scrutiny Panel, to make any minor changes to the Joint Committee terms of reference as necessary and the Monitoring Officer.

At the conclusion of the meeting the Leader was given an opportunity to express his gratitude to Jane Eaton for her considerable contribution to the work of the Council as its Section 151 Officer and Head of Governance and Logistics and, in particular, for the significant amount of work she had undertaken in progressing the 5 Councils Corporate Services Procurement project. On behalf of the Council the Leader wished Mrs Eaton well in her new position.

The meeting commenced at 5.00 pm and concluded at 7.13 pm

HAVANT BOROUGH COUNCIL

SCRUTINY BOARD

Meeting Date 29 March
2016

Review of Councillor Allowances

Report by the Governance and Logistics Scrutiny
and Policy Development Panel

FOR RECOMMENDATION

Cabinet Lead: Councillor Wilson

1.0 Purpose of Report

1.1 The purpose of this report is to present a summary of the Governance and Logistics Scrutiny and Policy Development Panel's review of Councillor Allowances Scheme

2.0 Recommendations

2.1 The Scrutiny Board recommends to Council that the Councillors Allowances Scheme be amended as follows:

2.1.1 A modernisation allowance of £461 approved and subsumed into the basic allowance, making this allowance £5891;

2.1.2 A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added;

2.1.3 References to rotating the Chairman of the Development Management Committee be deleted; and

2.1.4 The Allowance for the Scrutiny Leads be reduced to £2500.

2.2 The Scrutiny Board include in the Work Programme for 2016/17 a review of the Special Responsibility Allowance Scheme (including a 6 month monitoring exercise of the number of meetings attended by Chairman of Committees and Boards)

3.0 Summary

3.1 The Panel considers that the Scheme of Members Allowances should be amended as follows:

- A Modernisation Allowance of £461 be approved and subsumed into the basic allowance
- A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added
- References to alternating the Chairman of the Development Management Committee being deleted
- The Allowance for the Scrutiny Leads be reduced to £2500

3.2 These changes represent a saving of £2343 from the previous scheme.

4.0 Introduction

4.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council on 17 February 2016 received and considered a report and recommendations from the Independent Remuneration Panel on Councillors Allowances. The Panel had recommended a schedule of basic and special responsibility allowances for Councillors and the introduction of performance related arrangements for the basic allowance.

4.2 To address concerns the Council had about the viability of introducing performance related allowances for Councillors and, in particular, the difficulty of introducing an equitable mechanism for assessing performance in a political environment, the Leader of the Council submitted an alternative schedule of allowances, that would offer a reduction in overall costs as compared with the current scheme, which was adopted by the Council.

4.3 The Council decided not to adopt the recommendations of the Independent Remuneration Panel but to agree to the alternatives recommended by the Leader of the Council.

4.4 Following this meeting concern was raised that, without consultation with the Scrutiny Board, the Council had agreed to a scheme of allowances that:

- Resulted in a significant reduction in the allowances that could be claimed by a majority of members of the Council
- Agreed to the removal of the special responsibility allowance for the Chairman of the Development Management Committee
- Implied a change to the workings of the Development Management Committee

4.5 The Chairman of the Scrutiny Board requested this panel to review the schedule of allowances agreed by Council on 17 February 2016 with the aim of submitting its findings and recommendations to the meeting of the Council to be held on 13 April 2016.

5.0 Membership of the Panel

5.1 Councillors Wade (Scrutiny Lead), Branson (Scrutiny Board Chairman), Brown, Buckley, Cresswell, Hughes, Sceal, Shimbart, Keast and K Smith.

6.0 Panel's Brief

6.1 The Panel was asked to review the 2016/2020 Members' Allowances' Scheme with particular reference to:

- i The amount of Basic Allowance that should be payable to elected Members
- ii the scope of other allowances and expenses
- iii The scope and level of the Special Responsibility Allowance for the Chairman of the Development Management
- iv the role of the Chairman of the Development Management Committee

7.0 Considerations

7.1 In arriving at their decisions, the Panel considered several factors:

- There has been a Council pay freeze since 2007
- The changes to the workload of the Development Management Committee
- The advice of the Councillor Commission's that:

Remuneration should be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so. Councillors should be compensated for their work and that compensation should have regard to the full range of commitments and complexity of their roles

8.0 Method of the Review

8.1 In arriving at its recommendations, the Panel specifically took into account the following range of evidence:

- Any changes in roles and responsibilities of Members since the previous review
- The views of Members, both written and oral
- Advice from the former leader of the Council, Honorary Alderman Gillett
- Scope and level of allowances payable in comparable authorities, namely other Hampshire district councils and all district councils that responded to the South East Employers Organisation 2015 and 2016 surveys of members' allowances
- Other relevant supporting material such as the guidance from OPDM, the meetings schedule of the Council and its committees

9.0 Witnesses

9.1 Witnesses who gave evidence to the Panel were:

- Honorary Alderman Gillett

10.0 The Historical Pattern

- 10.1 Since 1974 there has been change from a view that councillors should only be entitled to some expenses to an allowance system.
- 10.2 The 1986 Committee of Inquiry into the Conduct of Local Authority Business enunciated criteria for a system of remuneration, which is still relevant today:
- the 'system should be simple to operate and understand, and not susceptible to faulty claims'. They felt that this argued against the attendance and financial loss allowances.
 - the 'system should not encourage the proliferation of meetings or councillors spending more time on council business than is necessary', arguing against the attendance allowance.
 - the level of remuneration should relate to 'the non-manual worker at the average male wage if he worked one day per week', a benchmark currently recommended by the Local Government Association and widely adopted as a result.
 - the 'system should recognise that some councillors have much greater calls on their time than others (depending on their responsibilities)'
 - allowances 'should be available as of right to all councillors meeting the statutory criteria for payments', i.e. local discretion should be limited; and
 - the 'levels of allowances should be regularly reviewed'.
- 10.3 The Government response to this change in attitude has been a series of legislation which has culminated in The Local Authorities [Members' Allowances] Regulations 2003 which require the Council to prepare a scheme for the payment of allowances to its members (a summary of the legislative changes are set out in Appendix A).

11 The Basic Allowance Rate

Background

- 11.1 Every councillor, irrespective of any particular office he or she may hold on the Council, is entitled to the same level of basic allowance. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Current situation

- 11.2 The basic rate for members has not changed since 2007.
- 11.3 The Panel benchmarked the current Basic Allowance against that paid in district councils in Hampshire and the South East. This was done to find out whether the Havant Borough Council Basic Allowance had fallen behind that paid in peer authorities in Hampshire.

Table 1: Basic Allowances Payable in Hampshire Councils

District Council	BA
Basingstoke & Deane	£6,736
East Hampshire	£4,500
Eastleigh	£6,178
Fareham	£6,674
Gosport	£5,862
Hart	£3,885
New Forest	£6,027
Rushmoor	£4,750
Test Valley	£6,452
Winchester	£5,580
<i>Havant</i>	<i>£5,350</i>
Mean (2014/15)	£5,636
Median (2014/15)	£5,862
SEE 2015/16 Survey (Mean)	£6,182

As Table 1 (above) shows, the Havant Borough Basic Allowance is lower than a majority of other district councils in Hampshire (2015/16) and the average for districts in the South East, which suggests that there is a case for the basic allowance to be increased.

- 11.4 Consequently, the Panel agrees to the Basic Allowance being increased to £5430 subject to the modernisation allowance detailed below being subsumed into this allowance.

12 Telephones/Information Technology Allowances.

- 12.1 The Members Allowances Scheme adopted by the Council on 17 February 2016 removed that Broadband and Telephone Allowances. The scheme indicates that the Broadband Allowance is incorporated within the Basic Allowance. However, the Basic Allowance has not been increased to reflect the loss of the broadband or telephone allowances
- 12.2 Prior to 17 February 2016, the allowances scheme provided for a Telecommunications and Information Grant of £371 per annum (£30.92 per month), additional to the Basic Allowance in recognition of the amount of money Members spend on telephone bills for council-related calls. The Council also made a monthly contribution (£7.50) to each Member for a broadband connection at their home to download Council papers, totalling £90 per annum. Prior to the introduction of the Hants Net IT system Councillors were also provided with laptops. Both the Telecommunications and Information Grant and Broadband Allowance were paid automatically unless a Member requests not to have it.

12.3 These allowances were not intended to reimburse the full cost of broadband and/or telephone costs, but to assist in meeting a substantial proportion of these costs and to ensure that Members were supported in keeping in touch with their constituents and the Council.

12.4 Government guidance states:

“It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.”

12.5 Telephone and broadband are essential tools for Councillors enabling them to support their constituents and to undertake other work on behalf of the Council. Technology is forever changing and the Five Councils’ contract and Norse Joint Venture Scheme will require a modernisation of the Council’s IT technology which will also have an impact upon Councillors.

12.6 The Panel therefore considers that an allowance of £461 should be created to partially cover the costs likely to be generated by changes to Information Technology. The Basic Allowance agreed by the Council on 17 February 2016 is not sufficient to cover the majority of the councillor incidental expenses and will not encourage members of the public to become councillors.

Benchmarking

12.7 Table 2 shows that this Council is the only district council in Hampshire that provides an allowance for telephone calls. However, in terms of an allowance for IT, a majority of the other District Councils in Hampshire either pay a higher allowance or in the case of Eastleigh provide equipment and internet connection.

Table 2: IT & Telephone Allowances Payable in Hampshire Councils

District Council	BA	IT	Telephone
Basingstoke & Deane	£6,736	£0	£0
East Hampshire	£4,500	£200	£0
Eastleigh	£6,178	Computer and Internet Connection provided	£0
Fareham	£6,674	£0	£0
Gosport	£5,862	£25 per month max	£0
Hart	£3,885	£250	£0
New Forest	£6,027	£382 (included in basic Allowance)	£0
Rushmoor	£4,750	£385	£0
Test Valley	£6,452	Included as part of the basic allowance	£0
Winchester	£5,580	£0	£0
Havant	£5,350	£90	£371

Conclusion

- 12.8 The Panel considers that a Modernisation Allowance of £461 should be created to assist Councillors with the costs arising from the changes in technological changes in IT. This recommendation will enable a Councillor, who does not receive a Special Responsibility Allowance, to receive allowances up to £5891, which is between the average for other districts in Hampshire and the average for the other district councils in the South East.

Recommendation 1

The Councillor Allowances Scheme adopted by the Council on 17 February 2016 be amended as follows:

- **A modernisation allowance of £461 approved and subsumed into the basic allowance, making the basic allowance £5891.**

13 Special Responsibilities Allowances (SRAs)

- 13.1 Special Responsibility Allowances are paid where members of the Council have significant additional responsibilities, over and above the generally accepted duties of a councillor. Only one special responsibility allowance is payable to any individual councillor irrespective of the number of positions they may hold in the Council.

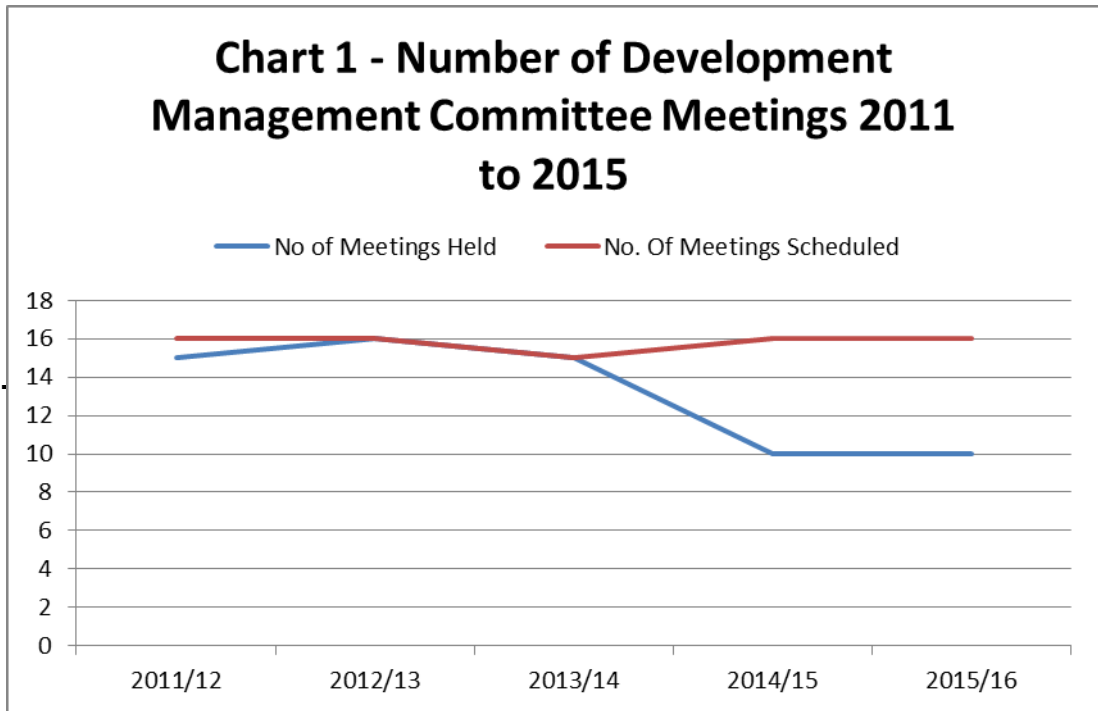
Chairman of the Development Management Committee (DMC)

- 13.2 The allowance scheme adopted by the Council on 17 February 2016 removes the allowance for the Chairman of the Development Management Committee and indicates that DMC Chairman will be appointed at each meeting from among the Committee membership on a rotating basis, to be nominated at the previous meeting.
- 13.3 The Panel considers that the Chair of the Development Management Committee is a high profile position in the Council. Planning in particular is an issue that attracts public attention and there is a need to have a single Chairman to keep abreast of current developments in planning law and regulations. The Development Management Committee is the first and in most cases sole point of reference for planning applications that are in any way contentious. As such, the Committee is scheduled to meet every four weeks, plus associated site visits. In particular, the Chairman attends briefings with Officers and the Cabinet Lead. Therefore, the Panel has serious concerns that the failure to appoint a single Chairman will lead to disruption and confusion to the proceedings of this Committee to the detriment of the Council. The SEE Survey of member Allowances 2015/16 shows that all other District Councils in the South East have a full time Chairman for their Planning Committees.
- 13.4 The Panel agrees to the deletion of the post of Vice Chairman of the Development Management Committee as this Committee has operated without a Vice Chairman since the end of July 2015 without any disruption to the proceedings of the Committee.

Recommendation 2

The Scheme of Councillors Allowances adopted by the Council on 17 February to delete all references to a rotating Chairman of the Development Management Committee.

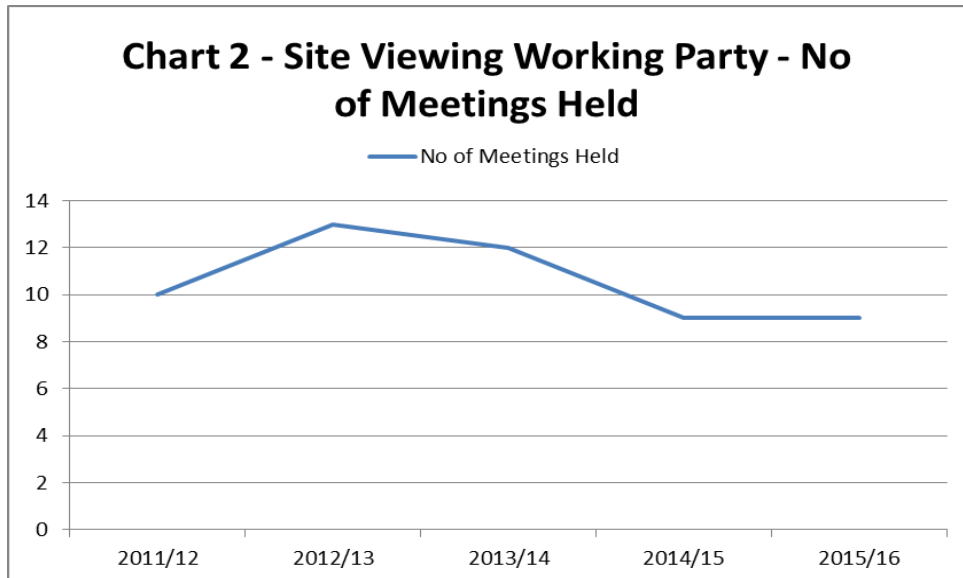
- 13.5 In view of the high profile of the Chairman of the Development Management Committee, the Panel consider that it the post should receive a Special Responsibility Allowance. In 2007, the SRA for the Chair of the Development Management Committee (DMC) was set at 30% of the Leader's SRA i.e. £5,920 and there have been no increases since that date. The SEE survey of allowances shows that in 2015/16 the average SRA for Chair of Planning in SE district councils is £5,318, while for the Hampshire district councils it is currently £5,400, with the median SRA being £5,160. The SRA for the Chair of the DMC is slightly higher than peers in comparable Hampshire district councils. However, it is noticeably above that paid to peers in comparable regional districts.
- 13.6 The Committee has seven members with standing deputies. The number of meetings has declined since the Council removed the right of third parties to ask for applications to be referred to the Committee and the powers delegated to officers were expanded in 2012 .These changes have resulted in a reduction in the number of Committee meetings* as shown in Chart 1.



* The figures are based on the meetings held in each financial year. 2015/16: two further meetings are scheduled for this year.

13.7 The average length of meetings has reduced by 35% since 2011/12 from an average of 2 hours in 2011/12 to 1.3 hours in 2015/16.

13.8 The DMC is supported by the Site Viewing Working Party (SVWP). The role of the SVWP is to familiarise themselves with a site's characteristics before making a recommendation on a planning application or other matter scheduled to be considered at a future meeting of the DMC: the changes in the call in procedure and delegated powers have also resulted in a reduction of the number of meetings of this Working Party.



- 13.9 The Panel is of the view that although the post still satisfies the requirements for a Special Responsibility Allowance, the frequency and length of meetings no longer justifies the level of allowance set previously. Based on the number of Committees, Chairman Briefings and Site Viewing Working Party meetings the Chairman was expected to attend in 2015/16 the allowance per meeting was calculated as follows:

Scheduled Number of meetings	48
Allowance	£5920
Allowance per meeting	£124

A logarithmic trendline to forecast the number of meetings likely to be held in the next years predicts that the number of meetings over the next four years will be as follows:

Years	2016/17	2017/18	2018/19	2019/20
No. of Meetings	30	29	28	27

The average number of meetings over these four years is predicted to be 29 meetings a year. Therefore, it is considered that the Chairman's allowance should be £3577 (the previous allowance per meeting x the predicted average number of meetings per year for the next four years)

Recommendation 3

The Scheme of Councillors Allowances adopted by the Council on 17 February 2015 be amended as follows:

A Special Responsibility Allowance for the Chairman of the Development Management Committee of £3577 be added

13.10 Special Responsibility Allowances for Scrutiny Leads

- 13.11 The five Lead Members of the Scrutiny Panels each receive a SRA at the same level that was previously paid to the Vice Chairs of the Scrutiny Boards, which is £1,081. The SEE survey of allowances shows that in 2014/15 the average SRA for Vice Chairs of Scrutiny Boards in SE district councils was £4,156, while for the Hampshire district councils it is currently £704, with the median SRA being £737.

- 13.12. The Panel acknowledges that under the previous scheme the Scrutiny Leads may have been under remunerated in relation to their peers, particularly as the scrutiny reviews are now conducted by the Scrutiny Panels. The scheme approved by the Council on 17 February 2016 set an allowance of £3,157 to be financed from the savings made by the removal of the allowance for the Chairman of the Development Management Committee. The agreed level is significantly higher than the average for Hampshire and the South East. The Panel acknowledges that the work of a Scrutiny Lead is greater than the work of a Vice Chairman of a Scrutiny Board and this should be reflected in the

allowance given to this post. However, it is also felt that the duties and responsibilities of this post are lower than that of a Chairman of the Licensing Committee. The Panel agreed that the allowance of £2500 recommended by the Independent Remuneration Panel is more appropriate

Recommendation 4

The Scheme of Councillors Allowances adopted by the Council on 17 February 2015 be amended as follows:

A Special Responsibility Allowance for Scrutiny Leads be amended to read £2500

14.0 Overview of Special Responsibility Allowances

- 14.1 During the review, concerns were raised that the levels of responsibilities and allowances paid for some roles had changed since the levels of responsibilities were first agreed. The Panel considers that the number of meetings held should be monitored for the next six months and following this exercise, the Governance and Logistics Panel be requested to undertake a review with the aim of establishing a fresh approach to the way special responsibility allowances are calculated.

Recommendation 5

The Scrutiny Board be recommended to include in the Work programme for 2016/17 a review of the Special Responsibility Allowance Scheme (including a 6 months monitoring exercise of the number of meetings attended by Chairman of Committees and Boards)

15.0 Implications

15.1 Resources:

Although the recommendations will reduce the savings set out in the report submitted to Council on 17 February, they still represent a saving of £2,343 from the 2012/16 scheme.

15.2 Legal:

The relevant regulations make it clear that before a Council makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel. This means that a Council can amend such a scheme as long as it has had regard to the IRP recommendations even if that the IRP report is relatively old.

15.3 **Strategy: (Priorities)**

The scheme of allowances supports the Council's strategic framework by ensuring payments to councillors are reflective of their roles and responsibilities. It will help to ensure allowances are set at a level that facilitates suitably able, qualified, and representative people standing as candidates for Council (and their retention and development once elected).

15.4 **Risks:** (Environmental, Health & Safety and Customer Access Impact Assessment)

N/A

15.5 **Communications:**

N/A

15.6 **For the Community:**

The scheme of remuneration should contribute to vigorous and healthy local democracy. If local democracy is to prosper people must have choice. Choice means having candidates for Council membership who have different backgrounds and life experiences. Remuneration of elected Members is one means to achieve that end.

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

See 13.3 and 13.6

15.8 **Consultation** (to advise who has been consulted)

Hon. Alderman Gillett (former leader of the Council)

Appendices:

Appendix A – Legislative Background

Appendix B – Comparison with other District Councils in Hampshire

Background Papers:

Report of the Independent Remuneration Panel 2016
The Local Authorities (Members Allowances)(England) Regulations 2003
South East Employers' Members Allowances Surveys 2014/15 and 2015/16
Councillor Commission – Members Remuneration
OPDM Guidance – Part One: Members' Allowances

Agreed and signed off by:

Head of Legal Services: (date)
Head of Finance: (date)
Relevant Head of Service: (date)
(Cabinet Reports Only)Portfolio Holder (EHDC) Cabinet Lead (HBC) Please delete as appropriate

Contact: Councillor Wade
Title: Scrutiny Lead for Governance and Logistics
Telephone: 07544 178860
E-Mail: peter.wade@havant.gov.uk

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 13 April 2016

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Francis, Gibb-Gray, Guest, Hart, Heard, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby (Deputy Mayor), Sceal, Shimbart, Mrs Shimbart, Smith D, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Patrick, Pike, Satchwell and Quantrill

83 Apologies for Absence

Apologies for absence were received from Councillors Fairhurst, Hughes, Rees and K Smith.

84 Declarations of Interests

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

85 Minutes

The minutes of the meeting of the Council held on 17 February 2016 were agreed as a correct record.

86 Matters Arising

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

87 Mayor's Report

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

88 Public Questions under Standing Order 13.4(f)

There were no public questions.

89 Appointment of s151 Officer

Proposed by Councillor Cheshire and seconded by Councillor G Shimbart it was:

RESOLVED that Mr Simon Little be appointed as the Council's Chief Finance Officer in accordance with section 151 of the Local Government Act 1972.

90 Appointments

The Council noted the following appointments made by the Leader of the Council:

- (1) Councillor Narinder Bains replaced Councillor Mike Fairhurst as Cabinet Lead for Marketing and Development, with effect from 3 March 2016; and
- (2) Councillor Lance Quantrill appointed to the Licensing Committee and the Environment and Neighbourhood Quality Scrutiny Panel with effect from 4 March 2016.

91 Appointment of Honorary Aldermen

Councillor Wilson presented a report and recommendation to Council setting out proposed changes to the criteria for conferring the title of Honorary Alderman.

Proposed by Councillor Wilson and seconded by Councillor Francis, it was

RESOLVED that the criteria for appointing Honorary Aldermen, agreed by the Council on 13 December 2006, be amended and approved as follows:

- (1) any former Councillor considered for appointment to the Aldermanic Bench must have served for a minimum of eight years;
- (2) subject to (1) above, any former Councillor nominated must have given outstanding service to the Council over and above a Councillor's normal duties; (which normal duties are defined in the Council's Constitution at Article 2.3 (a)). In particular they must have:
 - (a) been a Chairman for at least two years of a principal member-level body, that being of the Cabinet, the Overview and Scrutiny Board, the Regulatory Committees, and other such Committees established from time to time; or
 - (b) a member of the Cabinet for at least three years; or
 - (c) Mayor of the Borough; and/or
 - (d) given other outstanding service to the Borough.

92 Leader's Report

There were no matters the Leader wished to add to his published report.

93 Cabinet Lead Reports

Councillor Guest provided a verbal update to Council on the following key current issues within his Economy, Planning and Built Environment Portfolio:

- New Next outlet in the Solent Road retail park to be opened on 28 April and the new Marks and Spencer store expected to open at the end of June;
- Marketing of the former Marconi site in Waterlooville to begin with a focus on attracting a leisure use for the site;
- New retail outlets in Havant Town Centre recently opened with a new restaurant in North Street attracting a high level of custom; and
- Further details with regard to the re-development of the North East quadrant of Market Parade to be reported back to Council following submission of detailed planning application in due course.

There were no further matters the Cabinet Leads wished to add to their published reports.

94 Cabinet Leads and Chairmen's Question Time

The Cabinet Leads answered questions from members in relation to their reports to Council. There were no questions for the Committee Chairmen.

95 Reports From the Scrutiny Board

The Council considered the following recommendation arising from the meeting of the Scrutiny Board held on 29 March 2016.

95a Councillor's Allowances

Councillor Branson presented a recommendation from the Scrutiny Board setting out proposed amendments to the Councillors Allowances scheme.

Proposed by Councillor Branson and seconded by Councillor Wade it was:

RESOLVED that the Councillors' Allowances be amended and adopted as follows:

“Havant Borough Council - Councillor Allowances 2016-2020

Position	Allowance
Basic Allowance (x38) (Incorporating a modernisation allowance of £461)	£5891
Leader (x1)	£14,800
Deputy Leader (x1)	£8,800
Cabinet Member (x4)	£8,140

Scrutiny Board Chairman (x1)	£5,920
Development Management Committee Chairman (x1)	£3,577
Licensing Committee Chairman (x1)	£2,960
Governance and Audit Committee Chairman (x1)	£1,480
Joint HR Committee Chairman (alternate years, rotating with EHDC) (x1)	£1,973
Scrutiny Leads (x5)	£2,500
Group Leader* (x2)	£600 - £2,400

A Councillor may only receive 1 SRA at a time

No more than 50% of the number of Councillors can receive an SRA

Joint HR Committee Chairman and Vice Chairman rotates annually with EHDC.

*Leaders of any political group, other than the ruling group, comprising two or more members to receive a Special Responsibility Allowance based upon the following formula:

Band A	2-5 members	£600
Band B	6-10 members	£1,200
Band C	11-15 members	£1,800
Band D	16+ members	£2,400

Prior to the next programmed independent review, annual consideration of minor allowance changes will take into account any pay changes applied to staff salaries.

Additional Allowances

Mileage: To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a councillor. This does not include ward business or political activities, such as attending group meetings.

Taxi/Rail: There is a presumption in the scheme that, where practicable, councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey.

Child care: up to £8.75 per hour.

Dependent relative care: up to the hourly rate for approved care providers within Hampshire County Council (currently £14.20 in 2015).

Claims for carers allowances must be accompanied with a receipt stating the date, hours worked and cost. Claims may only be made to cover the carer costs incurred whilst carrying out approved council duties as a councillor, such as attending council meetings.

Subsistence (meal) allowances: The council does not make subsistence allowances available for approved duties within the district. Maximum claims for meals to be maintained in line with the rates that can be claimed by officers, currently (2015):

- Breakfast = £5.73
- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements, up to a maximum of £43 per day, including incidental subsistence costs.

This scheme was adopted by Havant Borough Council, after considering recommendations from the Independent Remuneration Panel on 17 February 2016 and amended by the Council on 13 April 2016.

Under current legislation a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel. The next scheme must be in place by April 2020.”

96 Notices of Motion

The Council received the following Motion from Councillor John Perry submitted under standing order 14:

“Due to the negative impact that EU directives such as the agency working time directive and EU procurement rules have on the ability and cost of Havant Borough Council to fulfil its obligations, this council agrees that Britain would be better off outside the European Union.”

Councillor Perry presented his Motion to the Council.

Significant concern was expressed by members present about the appropriateness of the Motion, given that the mandate for elected Councillors to represent the views of local residents in this instance had been removed by the Government’s decision to call a referendum on the matter, thereby giving individual voters a direct right to express their own opinion. This view was supported by the majority of members present.

The Mayor adjourned the meeting from 5.50pm to 6.05pm to take advice from the Monitoring Officer.

Following the adjournment, and proposed by Councillor Briggs and seconded by Councillor Gibb-Gray under procedural standing order 19.1 (Motions without Notice at Council with no further discussion), it was:

RESOLVED that this item be withdrawn from the agenda.

97 Questions Under Standing Order 23.4(a)

Notice of the following questions was given in accordance with standing order 23.4 and responses were provided as set out below:

1. Councillor Cousins to Councillor Guest:

With the development of various sites by Portsmouth City Council can Cllr Guest please give an update with the situation regarding the Riders allotment site?

Councillor Guest provided an update on negotiations with Portsmouth City Council with a view to potentially surrendering the lease of the land in questions whilst seeking to realise some value for the Council.

2. Councillor Cousins to Councillor Weeks:

With reference to the list of grants recently circulated to all Councillors with the Related Party Disclosures declaration, can the portfolio holder explain the criteria for which these grants are given? Would the portfolio holder agree these criteria should be advertised, at least to Councillors, so that they may be aware and advise any likely organisations in their wards who may be eligible to apply?

Councillor Weeks responded that she had requested an explanatory briefing note from the officers that she would be happy to circulate to all members of the Council.

3. Councillor Ponsonby to Councillor Weeks:

In view of the likelihood that the regular Cops and Coffee drop-in shop will not be returning to the Leigh Park Shopping Centre, despite its acknowledged success and imitation in other areas, will the Portfolio holder be writing to the new Chief Constable (whose commitment is to community policing) to ask her to find a way of reinstating it?

Councillor Weeks responded that she had contacted the Police and Crime Commissioner who had confirmed that his estates officers would be looking at alternative accommodation and Councillor Weeks undertook to keep Councillors informed on progress.

4. Councillor Ponsonby to Councillor Weeks:

There is concern that rents for some shops in Greywell Shopping precinct have been raised by 50%, which is going to affect their viability. Could the portfolio holder contact the owners, Sinclair Clark, to discuss the situation?

Councillor Weeks responded that she had contacted Nigel Watson of Matthews and Goodman who had rejected the claim and would be happy for members of the Council to contact him directly to discuss their concerns.

5. Councillor Ponsonby to Councillor Briggs:

Is there any progress in taking action against the owners of advertising trailers and lorries who are taking up parking spaces on streets and in laybys, thus preventing residents and others being able to park there? I almost wrote a letter of congratulation to traffic management when one that had been in an Emsworth layby at last disappeared, only to have another one come back a day or two later.

Councillor Briggs confirmed that he was proactively looking at various options for resolving this issue.

98 Urgent Questions under standing order 23.4(b)

There were no urgent questions.

99 Acceptance of Minutes

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

Leader's Announcements

At the conclusion of the meeting, the Leader welcomed Councillor Lance Quantrill, recently elected member for Bondfields ward, to the Council.

The Leader also expressed, on behalf of the Council, his appreciation to Councillors Gibb-Gray, Heard and Pierce-Jones, who had all decided not to stand for re-election in May, for their varied and outstanding contribution to the work of the Council in recent years and the Leader took the opportunity to wish them well for the future.

The meeting commenced at 5.00 pm and concluded at 6.32 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 13 April 2016

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Francis, Gibb-Gray, Guest, Hart, Heard, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby (Deputy Mayor), Sceal, Shimbart, Mrs Shimbart, Smith D, Howard, Wade, Weeks, Wilson, Bains, Cresswell, Patrick, Pike, Satchwell and Quantrill

83 Apologies for Absence

Apologies for absence were received from Councillors Fairhurst, Hughes, Rees and K Smith.

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

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Proposed by Councillor Wilson and seconded by Councillor Francis, it was

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Leader's Announcements

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