



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 20th April, 2023 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES –** (Pages 1 - 8)

To confirm the Minutes of the Ordinary Meeting of the Council held on 23rd February 2023 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS –**

3. **STANDING ORDER 8 - QUESTIONS –**

To receive any questions by Members submitted in pursuance of Standing Order 8 (3).

4. NOTICE OF MOTION - YOUTH CRIME PREVENTION –

To consider the following Notice of Motion, which has been submitted by Cllr Sophie Porter pursuant to Standing Order 9 (1):

“Youth Violence is an issue in Rushmoor, compared to other areas in Hampshire. According to the Violence Reduction Unit (VRU) report ‘Violence Reduction Unit – Problem profile’ (2022), the 4 factors leading to increased risk of crime involvement are: society, community, Relationship’s and the individual.

Rushmoor continued to have higher rates of risk factors, this being due to greater deprivation.

A safe space for youth, such as youth cafés, can have an impact on individual factors for reducing youth crime.

External funding has been found to implement a youth crime prevention program in Aldershot, but there needs to be targeted schemes throughout the whole of Rushmoor. A submission has been made to seek external funding.

This motion requests Rushmoor Borough Council allocates Officer resources to tackle youth crime in the area by:

- writing business cases to seek external funding for a youth café in both Farnborough & Aldershot, addressing access to the arts, youth employment and engagement with civic duties.
- The Communities Team redesign the youth provision in Farnborough with crime prevention in mind.
- The Chief Executive writes to the Crime Commissioner requesting investment in the area for youth services.”

5. CONSTITUTION REVIEW - STANDING ORDERS FOR THE REGULATION OF BUSINESS – (Pages 9 - 38)

At its meeting on 23rd February 2023 the Council considered and approved updates to the Constitution. In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business stood adjourned without discussion. A copy of the revised Standing Orders is attached herewith (Annex 1). The recommendation is as follows:

“That the Council adopt the revised Standing Orders for the Regulation of Business, attached at Annex 1, for inclusion in Part 4 of the Constitution”

The Chairman of the Corporate Governance, Audit and Standards Committee (Cllr P.J. Cullum) will introduce this item.

6. RECOMMENDATIONS OF THE CABINET AND COMMITTEES –

To consider the recommendations of the Cabinet and Corporate Governance, Audit and Standards Committee in relation to the following items:

1) **Pay Policy Statement and Gender Pay Gap – (Pages 39 - 50)**

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached – Annex 2), which recommends approval of the Pay Policy Statement. Cllr Peter Cullum, Chairman of the Corporate Governance, Audit and Standards Committee will introduce this item

2) **Variation to the Capital Programme - Local Authority Housing Fund – (Pages 51 - 58)**

To consider a report from the Cabinet (copy attached – Annex 3) which recommends an addition to the Capital Programme 2023/24 in relation to the Local Authority Housing Fund. Cllr Martin Tennant, Major Projects and Property Portfolio Holder will introduce this item

7. **QUESTIONS FOR THE CABINET –**

To receive any questions by Members to Cabinet Members submitted in accordance with the Procedure Note.

8. **OVERVIEW AND SCRUTINY COMMITTEE - ANNUAL REPORT 2022/23 – (Pages 59 - 62)**

To receive and ask questions on the Annual Report of the Overview and Scrutiny Committee (copy attached – Annex 4) for the 2022/23 Municipal Year. A procedure note for asking questions has been circulated to Members.

9. **REPORTS OF CABINET AND COMMITTEES – (Pages 63 - 86)**

To receive and ask questions on the Reports of the following Meetings (copy reports attached):

Cabinet	14th March 2023
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Committees

Development Management	22nd February 2023
Development Management	22nd March 2023
Corporate Governance, Audit and Standards	27th March 2023

10. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 87 - 100)**

To note the Reports of the following meetings (copy reports attached):

Overview and Scrutiny Committee	9th February 2023
Policy and Project Advisory Board	15th March 2023
Overview and Scrutiny Committee	30th March 2023

Council Offices
Farnborough
Hampshire GU14 7JU

Chief Executive

Wednesday 12 April 2023

BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 23rd February 2023 at 7.00 pm.

The Worshipful The Mayor (Cllr J.H. Marsh (Chairman))
The Deputy Mayor (Cllr C.P. Grattan)

Cllr A. Adeola
Cllr Jessica Auton
Cllr Jib Belbase
Cllr C.W. Card
Cllr D.E. Clifford
Cllr Jules Crossley
Cllr K. Dibble
Cllr C.P. Grattan
Cllr Michael Hope
Cllr L. Jeffers
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr M.L. Sheehan
Cllr Sarah Spall
Cllr P.G. Taylor
Cllr Nem Thapa
Cllr Jacqui Vosper

Cllr Gaynor Austin
Cllr Mrs. D.B. Bedford
Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr P.I.C. Crerar
Cllr P.J. Cullum
Cllr A.H. Gani
Cllr Christine Guinness
Cllr Peace Essien Igodifo
Cllr Mara Makunura
Cllr S.J. Masterson
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr Calum Stewart
Cllr M.J. Tennant
Cllr S. Trussler

Honorary Alderman A.E.A. Gardiner
Honorary Alderman R.J. Kimber

Apologies for absence were submitted on behalf of Cllr Sue Carter, Cllr Prabesh KC and Cllr Marina Munro.

Before the meeting was opened, the Mayor's Chaplain, Major Ted Benneyworth, led the meeting in prayers.

32. MINUTES

It was MOVED by Cllr M.S. Sheehan; SECONDED by Cllr D.E. Clifford and

RESOLVED: That the Minutes of the Meeting of the Council held on 8th December 2022 be taken as read, approved and signed as a correct record.

33. MAYOR'S ANNOUNCEMENTS

- (1) The Mayor reported that, on 10th December 2022 he had cut the ribbon at the Visitors' Centre at Southwood Country Park to mark the official opening of this new facility. It was noted that there was also a new playground adjacent to the

Visitors' Centre which included a tree house and zip wire as well as swings and a roundabout, accessible for children of all abilities.

- (2) The Mayor advised that his charity fundraising committee had organised a Quiz Night on 27th January in aid Phyllis Tuckwell and Parity for Disability and that £460 had been raised for his charities. He expressed his thanks and appreciation to the evening's Quizmaster, Ian Harrison, and to all those who had supported this entertaining event.
- (3) The Mayor reported that, on 29th January 2023, he had attended the Holocaust Memorial Service at the Royal Garrison Church.
- (4) The Mayor advised Member that, on 14th February 2023 he had hosted a visit by the Mayor of Gweru City in Zimbabwe to the Parlour. Cllr Hamutendi Kombayi and his security guard had then been taken on a tour of the Borough by the Leader of the Council - Cllr David Clifford - together with Cllr Mara Makunura.
- (5) The Mayor reported that, the previous day, he had attended a wreath-laying service organised by Aldershot Parachute Regimental Association at the new memorial square off Pennefathers Road. This had been to mark the 51st Anniversary of the Aldershot Officers' Mess Bombing where one Padre and six civilian staff were killed and 19 wounded.
- (6) The Mayor reminded Members that his Mayoral Banquet would be held on 10th March 2023 at Princes Hall in Aldershot. Everyone was welcome.

34. **STANDING ORDER 8 - QUESTIONS**

The Mayor reported that no questions had been submitted under Standing Order 8.

35. **MAYOR-ELECT AND DEPUTY MAYOR-ELECT 2023/24**

The Chairman of the Corporate Governance, Audit and Standards Committee (Cllr P.J. Cullum) reported that the Committee had considered the nominations for the Mayor-Elect and the Deputy Mayor-Elect for 2023/24 at its meeting on 30th January 2023. The Committee had agreed to recommend that:

- (i) Cllr C.P. Grattan be selected as Mayor-Elect for the Municipal Year 2023/24; and
- (ii) Cllr Mara Makunura be selected as Deputy Mayor-Elect for the Municipal Year 2023/24.

It was MOVED by Cllr P.J. Cullum; SECONDED by Cllr Jessica Auton – That the Recommendations of the Corporate Governance, Audit and Standards Committee be approved in respect of the Mayor-Elect and Deputy Mayor-Elect for 2023/24.

There voted FOR: 36; AGAINST: 0 and the Motion was **DECLARED CARRIED**.

36. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES**

(i) Annual Capital Strategy 2023/24

Cllr P.J. Cullum introduced the Report of the Corporate Governance, Audit and Standards Committee meeting held on 30th January 2023, which recommended the approval of the Capital Strategy 2023/24 to 2025/26 and Prudential Indicators for 2023/24.

It was **MOVED** by Cllr P.J. Cullum; **SECONDED** by Cllr Jessica Auton – That approval be given to the Capital Strategy 2023/24 to 2025/26 and Prudential Indicators for 2023/24.

There voted **FOR: 23; AGAINST: 2; ABSTAINED: 0** and the Recommendations were **DECLARED CARRIED**.

(ii) Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2023/24

Cllr P.J. Cullum introduced the Report of the Corporate Governance, Audit and Standards Committee meeting held on 30th January 2023, which recommended the approval of: the Treasury Management Strategy 2023/24, Annual Borrowing Strategy 2023/24, the Annual Non-Treasury Investment Strategy 2023/24 and the Minimum Revenue Provision Statement. It was **MOVED** by Cllr P.J. Cullum; **SECONDED** by Cllr Jessica Auton – That approval be given to the Treasury Management Strategy 2023/24 and Annual Borrowing Strategy 2023/24; Annual Non-Treasury Investment Strategy 2023/24; and, Minimum Revenue Provision Statement.

There voted **FOR: 23; AGAINST: 0; ABSTAINED: 0** and the Recommendations were **DECLARED CARRIED**.

(iii) Revenue Budget, Capital Programme and Council Tax Level

Cllr D.E. Clifford, Leader of the Council, introduced the Report of the Cabinet meeting held on 7th February 2023, which recommended the approval of the Revenue Budget, Capital Programme and Council Tax requirement for 2023/24 and the Council Tax Support Scheme 2023/24.

Members' attention was drawn to an amendment in respect of Appendix 3 – Major Projects and Property Portfolio Capital Programme 2022/23 to 2026/27 - Page 88 – and the need to remove “(bc)” after “The Meads”

Subject to the amendment outlined above, it was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr P.G. Taylor – That

(i) approval be given to the following recommendations set out in the Budget Booklet:

(a) the Executive Head of Finance's report under Section 25 of the Local Government Act 2003, as set out in Appendix 5;

- (b) the Medium-Term Financial Strategy, as set out in Appendix 1;
 - (c) the Savings and Transformation items for inclusion in the budget, as set out in Appendix 2;
 - (d) the Council Tax Requirement of 7,448,144.87 for this Council;
 - (e) the Council Tax level for Rushmoor Borough Council's purposes of £225.98 for a Band D property in 2023/24 (an increase of £6.56);
 - (f) the Capital Programme, set out in Appendix 3 (as amended);
 - (g) the Strategy for the Flexible Use of Capital Receipts, set out in Appendix 4; and
 - (h) the balances and reserves position including proposed reserve transfers for 2023/24, as set out in Section 5 of the Report; and
- (ii) the current Council Tax Support Scheme for working age customers be retained for 2023/24, with the annual uplift to rates within the calculation mirroring that applied to national Housing Benefits rates as detailed in Report No. FIN2301.

Following debate, the Recommendations were put to the meeting. In a recorded vote, there voted FOR: Cllrs A. Adeola, Gaynor Austin, Jessica Auton, Mrs. D.B. Bedford, J. Belbase, J.B. Canty, M.S. Choudhary, D.E. Clifford, P.I.C. Crerar, Jules Crossley, P.J. Cullum, K. Dibble, Peace Essien Igodifo, A. Gani, Christine Guinness, M. Hope, L. Jeffers, Mara Makunura, Nadia Martin, S.J. Masterson, A.R. Newell, Sophie Porter, M.J. Roberts, M.L. Sheehan, M.D. Smith, Sarah Spall, C.J. Stewart, P.G. Taylor, M.J. Tennant, N. Thapa, Jacqui Vosper, S. Trussler and the Deputy Mayor (Cllr C.P. Grattan) (33); AGAINST: (0); and ABSTAINED: Cllrs C.W. Card, T.W. Mitchell and the Mayor (Cllr J.H. Marsh) (3) and the Recommendations were **DECLARED CARRIED**.

NOTE: There were some lines in the budget proposals that referred to Rushmoor Homes Limited (RHL) and there were three Councillors who had been appointed as Directors of RHL: Councillors Dibble, Munro and Taylor. On 27th May, 2021, the Council's Corporate Governance, Audit and Standards Committee granted dispensations to Members appointed by the Council to the Board of the Rushmoor Development Partnership and as Directors of Rushmoor Homes Limited. The named Councillors' interests were noted and it was acknowledged that this would not affect their ability to participate in the debate and vote at the meeting.

(iv) **Constitution Update**

Cllr P.J. Cullum introduced the Report of the Corporate Governance, Audit and Standards Committee held on 30th January 2023 which proposed the adoption of a revised and updated Constitution. It was **MOVED** by Cllr P.J. Cullum; **SECONDED** by Cllr Jessica Auton – That a revised and updated Constitution be adopted (as set

out in Appendix 1 to the Report). There voted FOR: 26; ABSTAINED: 0; AGAINST: 0 and the Recommendations were **DECLARED CARRIED**.

NOTE: In accordance with Council Procedure Rule 29(1), the proposed amendments to the Standing Orders for the Regulation of Business including the Scheme for Standing Deputies will stand adjourned without discussion to the Council Meeting on 20th April 2023.

37. THE COUNCIL TAX 2023/24

It was MOVED by Cllr P.G. Taylor; SECONDED by Cllr D.E. Clifford – That

- (i) it be noted that the Council had calculated the amount of 32,959.11 as its Council Tax base for the year 2023-24 in accordance with Section 31B(3) of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the 'Act');
- (ii) it be noted that the following amounts had been calculated by the Council for the year 2023-24 in accordance with Sections 31 and Sections 34 to 36 of the Act:
 - (a) £13,335,734.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
 - (b) £5,887,589.13 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - (c) £7,448,144.87 being the amount by which the aggregate at (ii)(a) above exceeds the aggregate at (ii)(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year;
 - (d) £225.98 being the amount at (ii)(c) above, all divided by the amount in (i) 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 Band	Rushmoor Borough Council £
A	150.65
B	175.76
C	200.87
D	225.98
E	276.20
F	326.42
G	376.63
H	451.96

being the amounts given by multiplying the amount at (ii)(d) 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 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.

- (iii) it be noted that, for the year 2023-24, Hampshire County Council, the Police and Crime Commissioner for Hampshire, and Hampshire and Isle of Wight Fire and Rescue Authority have stated the following amounts in precepts issued the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Precepting Authority	Precept Amount £
Hampshire County Council (HCC)	48,128,832.43
Police & Crime Commissioner for Hampshire (PCCH)	8,287,948.09
Hampshire & Isle of Wight Fire & Rescue Authority (HIWFRA)	2,650,917.30

Valuation Band	Hampshire County Council	Police & Crime Commissioner for Hampshire	Hampshire & Isle of Wight Fire & Rescue Authority
	£	£	£
A	973.50	167.64	53.62
B	1,135.75	195.58	62.56
C	1,298.00	223.52	71.49
D	1,460.25	251.46	80.43
E	1,784.75	307.34	98.30
F	2,109.25	363.22	116.18
G	2,433.75	419.10	134.05
H	2,920.50	502.92	160.86

- (iv) having calculated the aggregate in each case of the amounts at (ii)(e) and (iii) above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby set the following amounts as the amounts of Council Tax for the year 2023-24 for each of the categories of dwellings shown below:

Valuation Band	Total £
A	1,345.41
B	1,569.65
C	1,793.88
D	2,018.12
E	2,466.59
F	2,915.07

G	3,363.53
H	4,036.24

- (v) the Council determine that the Council's basic amount of Council Tax for 2023-24 is not excessive in accordance with principles approved under Section 52(ZB) of the Local Government Finance Act 1992.

Following debate, the Motion was put to the meeting. In a recorded vote, there voted FOR: Cllrs A. Adeola, Jessica Auton, Mrs. D.B. Bedford, J. Belbase, J.B. Canty, M.S. Choudhary, D.E. Clifford, P.I.C. Crerar, P.J. Cullum, Peace Essien Igodifo, A. Gani, M. Hope, L. Jeffers, Mara Makunura, S.J. Masterson, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, P.G. Taylor, M.J. Tennant, N. Thapa, S. Trussler and Jacqui Vosper (24); AGAINST: Cllrs Gaynor Austin, C.W. Card, Jules Crossley, K. Dibble, Christine Guinness, Nadia Martin, T.W. Mitchell, M.J. Roberts, Sarah Spall and the Deputy Mayor (Cllr C.P. Grattan) (10); ABSTAINED: The Mayor (Cllr J.H. Marsh) (1) and the Motion was **DECLARED CARRIED**.

38. **QUESTIONS FOR THE CABINET**

The Mayor advised that no questions had been submitted for the Cabinet.

39. **REPORTS OF CABINET AND COMMITTEES**

RESOLVED: That the Reports of the following meetings be received:

Cabinet	17th January 2023
Cabinet	7th February 2023
Corporate Governance, Audit and Standards Committee	28th November 2022
Development Management Committee	18th January 2023
Corporate Governance, Audit and Standards Committee	30th January 2023

40. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD**

RESOLVED: That the Reports of the Overview and Scrutiny Committee meeting held on 1st December 2022 and the Policy and Project Advisory Board meeting held on 31st January 2023 be noted.

The meeting closed at 8.15 pm.

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STANDING ORDERS FOR THE REGULATION OF BUSINESS

INTRODUCTION

The Council Procedure Rules (known as Standing Orders) set out the rules of debate and procedure for the conduct of meetings of the Council, including where necessary their application to committees, sub-committees and other bodies.

The Standing Orders are:

1. Meetings of the Council
2. Order of Business – Annual Meeting
3. Appointment of Relevant Bodies
4. The Cabinet and Other Bodies
5. Election of Chairmen and Vice-Chairmen
6. Order of Business – Ordinary Meetings
7. Minutes
8. Questions
9. Notices of Motion
10. Reports of Relevant Bodies
11. Voting
12. Motions and Amendments which may be moved without notice
13. Rules of Debate for Council Meetings
14. Quorum
15. Closure and Adjournment of Meetings
16. Motions Affecting Persons Employed by the Council
17. Disorderly Conduct
18. Disturbance by Members of the Public
19. Recission of Preceding Resolution
20. Confidentiality of Certain Business

21. Petitions
22. Deputations and Memorials
23. Interpretation of Standing Orders
24. Sealing of Documents
25. Authentication of Documents for Legal Proceedings
26. Standing Orders to Apply to Relevant Bodies
27. Meetings of Relevant Bodies
28. Sub-Committees
29. Variation and Revocation of Standing Orders
30. Suspension of Standing Orders
31. Standing Orders to be given to Members

Where the term “relevant body” is mentioned under the Standing Orders it relates to the Cabinet, committees, sub-committees or Policy and Project Advisory Board and this item shall be construed as appropriate.

The Council Procedure Rules contain some mandatory standing orders and other standing orders to reflect local custom and practice. Mandatory standing orders are also reflected in the other Procedure Rules set out in this Constitution.

Members and officers shall comply with these Standing Orders at all times.

MEETINGS OF THE COUNCIL

Annual Meeting

1. (1) In a year when there is an ordinary election of councillors, the Annual Meeting will take place within 21 days of the retirement of the out-going councillors. The meeting shall normally be held on a Tuesday as near as possible to 20th day of May in each year, unless the Mayor, in consultation with the Chief Executive ~~and Head of Democracy and Community~~ determines otherwise.

Ordinary Meetings

- (2) In addition to the Annual Meeting of the Council and any meetings convened by the Mayor or by Members of the Council, meetings for the transaction of general business shall be set out in a calendar by the ~~Corporate Manager – Democracy~~ Head of Democracy and Community to ensure the effective transaction of business.

Time of Meetings

- (3) Meetings of the Council shall be held at seven o'clock in the evening, unless the Mayor, in consultation with the Chief Executive ~~Head of Democracy and Community~~ determines otherwise.

Extraordinary Meetings

- (4) An Extraordinary Meeting may be called by the Chief Executive ~~Head of Democracy and Community~~ at the request of:
 - (a) the Council by resolution
 - (b) the Mayor
 - (c) any five Members of the Council by notice which has been signed by those Members and specifies the business proposed to be transacted.

Notice of and Summons to Meetings

- (5) ~~The Head of Democracy and Community will give nPublic notice of meetings will be given to the public of the time and place of any meeting~~ in accordance with the Access to Information Rules. At least five clear working days before a meeting, ~~the Head of Democracy and Community will send~~ a summons signed from the Chief Executive will be sent by him or her to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

ORDER OF BUSINESS – ANNUAL MEETING

2. (1) The order of business of the Annual Meeting of the Council shall normally be to:
 - (a) elect the Mayor and Deputy Mayor of the Borough;
 - (b) approve the minutes of the last meeting;
 - (c) receive any announcements from the Mayor and/or the Chief Executive;
 - (d) appoint the Leader of the Council;
 - (e) note the appointment of the Deputy Leader and other Members appointed to the Cabinet by the Leader;
 - (f) appoint to the Committees and the Policy and Project Advisory Board as appropriate;
 - (g) appoint the Chairman and Vice-Chairman of the Development Management Committee and Corporate Governance, Audit and Standards Committee, and the Chairman of the Overview and Scrutiny Committee and the Policy and Project Advisory Board; and
 - (h) consider any other business set out in the summons.

APPOINTMENT OF RELEVANT BODIES

3. (1) The Council shall at the Annual Meeting appoint the relevant bodies specified in Standing Order 4 and shall determine the composition of the voting Members of each relevant body, and may at any time appoint such other relevant bodies as are necessary to carry out the work of the Council but, subject to any statutory provision in that behalf:
 - (a) shall not give effect to the appointment of any Member of a relevant body so as to hold office later than the next Annual Meeting of the Council;
 - (b) may at any time dissolve a relevant body; and
 - (c) may suspend a Member from membership of a relevant body for a specified period.
- (2) Where the Members of the Council are divided into political groups, the Council shall, at the Annual Meeting and at such other times as appropriate, review the allocation of seats on relevant bodies between the political groups.

- (3) The ~~Corporate Manager – Democracy Head of Democracy and Community~~ shall set out in a report to the Council the allocation of seats to political groups in accordance with the requirements of the Local Government and Housing Act, 1989 and the Local Government Act, 2000, upon which the Council shall determine the allocation of seats accordingly.
- (4) Subject to Standing Orders 3 (2) and (3) and Standing Order 4 (7), the Council shall make appointments to relevant bodies so as to give effect to the wishes of the political groups as appropriate.
- (5) The arrangements to secure political balance and the provisions set out in Standing Orders 3, 4 and 28 shall be undertaken in accordance with the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and Regulations made thereunder from time to time by the Secretary of State.
- (6) For the purpose of these Standing Orders, the term 'political group' means two or more Councillors who wish to be treated as a political group for the purposes of the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and regulations made thereunder from time to time by the Secretary of State.

THE CABINET AND OTHER BODIES

Membership

4. (1) The decision-making structure of the Council shall consist of the bodies set out below, together with a Leader and Cabinet. The Council shall appoint the Members of each of the relevant bodies, which shall not exceed the number of Members specified below:

Relevant Body	Maximum Number of Voting Members
Development Management Committee	11
Corporate Governance, Audit and Standards and Committee	11
Overview and Scrutiny Committee	11
Policy and Project Advisory Board	11

- (2) The Council shall appoint standing deputies to the Development Management Committee, Corporate Governance, Audit and Standards Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board, in accordance with the provisions for the appointment of standing deputies contained in Appendix 1 to these Standing Orders.

- (3) The Member of the Cabinet with responsibility for matters relating to planning policy shall be an ex officio Member of the Development Management Committee PROVIDED that the Member shall only be entitled to vote if appointed with full voting rights in accordance with the political balance arrangements.
- (4) The Overview and Scrutiny Committee and the Policy and Project Advisory Board may appoint such non-voting Members and advisers as they consider fit.

Vacancies in Membership

- (5) If any Member shall be absent from three consecutive meetings of a Committee or the Policy and Project Advisory Board, he or she shall cease to be a Member thereof, unless he or she shall, in the opinion of the Committee or Board, show reasonable grounds for his or her absence.
- (6) On a vacancy arising on the Corporate Governance, Audit and Standards Committee or the Development Management Committee, the ~~Corporate Manager – Democracy Head of Democracy and Community~~ shall give notice thereof in the summons calling the next Council meeting, so as to enable the Council to fill such vacancy.
- (7) On a vacancy arising on the Overview and Scrutiny Committee or the Policy and Project Advisory Board, such vacancy shall be filled by the appropriate Leader of a Political Group where it falls within that Group. In all cases the appointment shall be reported on the agenda of the following meeting of the body. Where the vacancy is not part of the allocation of a political group, it shall be filled by the ~~Corporate Manager – Democracy Head of Democracy and Community~~.

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

Appointment of Leader of the Council

5. (1) The Leader of the Council shall be appointed at the Annual Meeting of the Council. On a vacancy arising, or at the end of the Municipal Year, ~~the Head of Democracy and Community nominations~~ shall ~~seek nominations be sought~~ from Members and ~~give~~ notice ~~given~~ in the summons calling the next Council meeting so as to enable the Council to fill such vacancy. The Leader of the Council shall Chair meetings of the Cabinet and references to Chairman in these Standing Orders shall be construed accordingly.

Appointment of Chairmen and Vice-Chairmen

- (2) Chairmen and Vice-Chairmen of the Development Management and Corporate Governance, Standards and Audit Committees shall

be appointed at the Annual Meeting of the Council for the ensuing year.

Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall also be appointed at the Annual Council Meeting.

Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall be appointed at the first meeting of the appropriate Committee/Board in each Municipal Year.

On a vacancy arising, the appropriate Committee or Board will be asked to fill the vacancy at its next meeting. In the absence from a meeting of the Chairman and Vice-Chairmen, a Chairman for that meeting shall be appointed.

Chairman of Meeting

- (3) Any power or duty of the Mayor or a chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

ORDER OF BUSINESS – ORDINARY MEETINGS

- 6. (1) The order of business at every meeting of the Council shall normally be to:
 - (a) choose a person to preside if the Mayor and Deputy Mayor are absent;
 - (b) deal with any business required by statute to be done before any other business;
 - (c) approve as a correct record and sign the Minutes of the last meeting of the Council. No motion or discussion shall be allowed on the Minutes except as to their accuracy and any objection on that ground must be made by motion;
 - (d) deal with any business expressly required by statute to be done;
 - (e) receive any Mayor's announcements;
 - (f) dispose of business (if any) remaining from the last meeting;
 - (g) answer questions asked under Standing Order 8;
 - (h) authorise the sealing of documents;
 - (i) receive any petitions submitted under Standing Order 21;

- (j) consider motions in the order in which notice has been received;
- (k) receive and consider matters for decision submitted by relevant bodies;
- (l) consider matters for debate raised by the relevant bodies;
- (m) answer questions for the Cabinet in accordance with the agreed procedure;
- (n) receive Reports submitted by the Cabinet, Corporate Governance, Audit and Standards Committee and Development Management Committee and answer questions asked under Standing Order 8 (2);
- (o) other business, if any, specified in the Summons; and
- (p) receive Reports submitted by the Overview and Scrutiny Committee and the Policy and Project Advisory Board.

Variation of Order of Business

- (2) Business falling under Items (a), (b) or (c) of Standing Order 6 (1), shall not be displaced, but, subject thereto, the foregoing order of business may be varied by:
 - (a) the Mayor at his or her discretion; or
 - (b) resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

Mayor-Elect and Deputy Mayor-Elect

- (3) The Corporate Governance, Audit and Standards Committee shall recommend to the Council a Mayor-Elect and a Deputy Mayor-Elect at least one month before the end of the Municipal Year.

MINUTES

Approval of Minutes

- 7. (1) The Mayor shall put the question that the Minutes before the meeting be approved as a correct record.

Minutes not to be discussed

- (2) No discussion shall take place upon the Minutes, except upon their accuracy, and any question of the accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the Minutes.

Extraordinary Meetings

- (3) The Council shall approve as a correct record the Minutes of the proceedings of an Extraordinary Meeting of the Council called under Standing Order 1(4) at the next following Ordinary Meeting of the Council and they shall be signed by the Mayor.

QUESTIONS BY MEMBERS

Questions for the Cabinet

8. (1) A Member of the Council may ask a Cabinet Member any question upon any matter dealt with under the executive arrangements, in accordance with the procedure contained in Appendix 2 to these Standing Orders.

Questions relating to Reports

- (2) A Member of the Council may ask a Committee Chairman or a Cabinet Member any question upon an item in the Report of a relevant body (Standing Order 6(1)(n)) when that item is under consideration by the Council.

Questions relating to other matters

- (3) A Member of the Council may:
- (a) if ten clear working days' notice in writing has been given to the Corporate Manager – Democracy, Head of Democracy and Community, ask the Mayor, the Chairman of the Corporate Governance, Audit and Standards Committee, the Chairman of the Development Management Committee or a Cabinet Member any question on any matter in relation to which the Council has powers or duties or which affects the Borough, PROVIDED that the number of questions permitted to be asked shall be limited to three for each political group or Member, in the case that the Member is not part of a political group.

Urgent Questions

- (b) with the permission of the Mayor, put to him or her or a Chairman or Cabinet Member any question relating to urgent business, of which such notice has not been given; but a copy of any such question shall, if possible, be delivered to the Corporate Manager – Democracy, Head of Democracy

~~and Community~~ not later than five o'clock in the afternoon of the day of the meeting.

Length of Questions

- (4) No question asked under 3 (a) or (b) above shall exceed 100 words in length including any document appended thereto.

Answers not to be discussed

- (5) No speech or discussion shall, without the consent of the Council, be allowed on any question so put, or on any answer thereto.

Forms of Answer

- (6) An answer may take the form of:-
- (a) a direct oral answer; or
 - (b) where the desired information is contained in a publication of the Council, a reference to that publication; or
 - (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council; or
 - (d) a reference to the fact that the question relates to a confidential matter and as such can only be answered when the Council has resolved to exclude the public.

Questions to the Chairman of the Overview and Scrutiny Committee

- (7) A Member of the Council may ask the Chairman of the Overview and Scrutiny Committee any question on a matter relating to the Committee's responsibilities during consideration of the Annual Report of the Overview and Scrutiny Committee to the Council, in accordance with the procedure contained in Appendix 3 to these Standing Orders.

NOTICES OF MOTION

Notice to be in writing

9. (1) Notice of every motion, other than a motion which under Standing Order 12 may be moved without notice, shall be given in writing or sent electronically including the name of the Member or Members of the Council giving the notice, and delivered, at least ten clear days before the meeting to which it relates, to the Corporate Manager – Democracy ~~Head of Democracy and Community~~.

Inclusion of Motions in Summons

- (2) The ~~Corporate Manager – Democracy Head of Democracy and Community~~ shall set out in the Summons for the appropriate meeting of the Council, the motions of which notice has been duly given in the order in which they have been received, unless the Member giving notice of the motion shall have withdrawn it or indicated that he or she proposes to move it at a later meeting.
- (3) The number of new motions permitted to be considered at each meeting of the Council shall be limited to one per political group or one per Member, in the case that a Member is not part of a political group. (Previously SO 9 (6))
- (4) Each Motion shall be considered by the Chief Executive ~~and Head of Democracy and Community~~ prior to inclusion on an agenda to ensure that the provisions of these Standing Orders and any other legislation and/or guidance, have been met. (Previously SO 9 (10))

Motions Submitted – Length and Content

- (5) No motion, other than a motion which may be moved without notice under Standing Order 12, shall exceed 200 words in length including any document appended thereto. (Previously SO 9 (8))
- (6) A Motion should be expressed in positive terms to either adopt a certain course of action, carry out some act or to declare a particular view. (Previously SO 9 (9))
- ~~(7)~~ Every motion shall be relevant to some matter in relation to which the Council has powers or duties, and shall not seek to take a decision in respect of a matter which is the responsibility of the Cabinet or other statutory body, other than to make a recommendation.
- ~~(7)~~(8) Motions containing proposals which would increase capital and/or revenue expenditure outside the approved budget must first be referred to the Cabinet or other appropriate body prior to consideration by the Council.

Motions not moved considered withdrawn

- (9) If a motion thus set out in the Summons be not moved either by a Member who gave notice thereof or by another Member on his or her behalf it shall, unless postponed by consent of the Council, as appropriate, be treated as withdrawn and shall not be moved without fresh notice. (Previously SO 9 (3))

Motions referred to a Relevant Body

(10) Where a motion has been included in the Summons and moved and seconded, the Mayor may direct that it be referred to the relevant body and not further debated at that meeting of the Council. (Previously SO 9 (4))

(11) A motion considered by a relevant body shall be submitted with a recommendation for decision to the Cabinet or a Committee or, if appropriate, to the Council. (Previously SO 9 (5))

REPORTS OF RELEVANT BODIES

Submission and Form of Reports

10. (1) As soon as is practicable following a meeting of a relevant body, it shall submit a Report to the Council. Relevant bodies shall, as appropriate:
- (a) submit proposals containing recommendations which require approval by the Council;
 - (b) submit Reports which relate to matters of information or to decisions taken; and
 - (c) submit items for debate on which the Council's views are sought.

Transfer of Matters Contained in Reports

- (2) At a meeting of the Council, any Member, immediately following the relevant page of a Report of the Cabinet or Committee being called over, may move that an item contained in the Report be discussed at the meeting and, upon being seconded, any such motion shall be put to the meeting without discussion, PROVIDED that the proposer may, when putting his motion, indicate briefly his or her reasons for so moving and the Chairman or Cabinet Member may respond thereto.

Reports not to be discussed

- (3) No discussion (other than a question asked or answered in accordance with Standing Order 8) shall take place upon any matter contained or referred to in a Report of a relevant body submitted under Standing Order 10(1)(b) above.

VOTING

Majority

11. (1) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present

in the room at the time the question is put. The mode of voting at meetings of the Council shall be by show of hands or, if there is no dissent, by the affirmation of the meeting.

Mayor to have casting vote

- (2) In the event of an equality of votes, the Mayor, or in the case of a relevant body, the Chairman, shall have a casting vote, whether or not he or she has already voted. If the Mayor or Chairman declines to give a casting vote the proposition shall not be carried.

Right to have vote recorded

- (3) Where any Member requests it, immediately after the vote is taken, his or her vote will be so recorded in the minutes to show whether he or she voted for or against the question or abstained from voting.

Recorded Votes

- (4) On the requisition of any Member of the Council made before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave his or her vote for or against that question or abstained from voting.
- (5) A recorded vote shall be taken on any decision relating to the budget or council tax.

Appointments

- (6) Where there are more than two persons nominated for any position to be filled by the Council or relevant body, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

- 12. The following motions and amendments may be moved without notice:-
 - (a) appointment of a Chairman of the meeting at which the motion is made;
 - (b) motions relating to the accuracy of the Minutes;
 - (c) that an item of business specified in the Summons has precedence;
 - (d) remission to a relevant body;

- (e) appointment of a relevant body or members thereof, occasioned by an item mentioned in the Summons to the meeting;
- (f) adoption of Recommendations of the relevant bodies or Officers and any consequent resolutions;
- (g) that leave be given to withdraw a motion;
- (h) extending the time limit for speeches;
- (i) amendments to motions;
- (j) that the Council proceed to the next business;
- (k) that the question be now put;
- (l) that the debate be now adjourned;
- (m) that the Council do now adjourn;
- (n) authorising the sealing of documents;
- (o) suspending Standing Orders, in accordance with Standing Order 29;
- (p) motion under Section 100A of the Local Government Act, 1972 to exclude the public;
- (q) that a Member named under Standing Order 17 be not further heard or do leave the meeting;
- (r) inviting a Member to remain where he or she has a pecuniary interest;
- (s) giving consent of the Council where the consent of the Council is required by these Standing Orders;
- (t) continuing the sitting under Standing Order 15(1);
- (u) to debate a matter contained in the Report of a relevant body in accordance with Standing Order 10(2).

RULES OF DEBATE FOR COUNCIL MEETINGS

Form of Motions and Amendments

13. (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 9 it shall, if required by the Mayor, be put into writing and handed to the Mayor before it is further discussed or put to the Meeting.

Seconders's Speech

- (2) A Member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of the debate.

Members to stand while speaking and form of reference to other Members

- (3) A Member when speaking shall stand and address the Mayor. If two or more Members rise, the Mayor shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation. Members should be referred to by their titles of "Mayor", "Deputy Mayor", "Chairman" or "Councillor" as appropriate.

Content and length of speeches

- (4) A Member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

When a Member may speak again

- (5) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another Member;
 - (b) if the motion has been amended since he or she last spoke, to move a further amendment;
 - (c) if his or her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he or she spoke was carried;
 - (d) in exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
 - (e) on a point of order;
 - (f) by way of personal explanation.

Form of Amendments to Motions

- (6) (a) An amendment shall be relevant to the motion and shall either:-
- (i) refer a subject of debate to a relevant body for consideration or re-consideration;

- (ii) leave out words;
- (iii) leave out words and insert or add others; or
- (iv) insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.

- (b) Subject to Standing Order 13(6)(a), any amendment to a recommendation on a Notice of Motion shall incorporate a specific reference to the Notice of Motion submitted for consideration.

Amendments to be disposed of singly

- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of PROVIDED that the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

Subsequent Amendments

- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

Alteration of Motion

- (9) With the consent of the Council, a Member may:
 - (a) alter a motion of which he or she has given notice; or
 - (b) with the further consent of his seconder, alter a motion which he or she has moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

Withdrawal of Motions and Amendments

- (10) A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and of the Council, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

Right of Reply

- (11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

- (12) When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
 - (b) to adjourn the meeting;
 - (c) to adjourn the debate;
 - (d) to proceed to the next business;
 - (e) that the question be now put;
 - (f) that a Member be not further heard;
 - (g) by the Mayor under Standing Order 17(2) that a Member do leave the meeting;
 - (h) a motion under Section 100A of the Local Government Act, 1972 to exclude the public.

Motions for adjournment, closure etc.

- (13) A Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Mayor shall proceed as follows:
- (a) on a motion to proceed to the next business: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his or her right of

reply under paragraph (11) of this Standing Order before putting his or her motion to the vote; and

- (c) on a motion to adjourn the debate or the meeting: if in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the adjournment motion to the vote without giving the mover of the original motion his or her right of reply on that occasion.

Points of order or personal explanations

- (14) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.

Ruling of Mayor to be final

- (15) The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

Members not to impute unworthy motives

- (16) No Member shall impute to another Member dishonest or unworthy motives, or use offensive or unbecoming words, or be guilty of tedious repetition.

Protest not to be entered on Minutes

- (17) No protest or expression of dissent, other than as a record of votes, shall be entered upon the Minutes of the Council.

Respect for Chair

- (18) Whenever the Mayor rises during a debate a Member then standing shall resume his or her seat and the Council shall be silent.

QUORUM

- 14. (1) Subject to the provisions of Paragraph 45 of Schedule 12 of the Local Government Act, 1972, no business shall be transacted at a meeting of the Council unless at least one-third of the whole number of Members of the Council are present.
- (2) If during any meeting of the Council the Mayor, after counting the number of Members present, declares that there is not a quorum present the meeting shall stand adjourned.

CLOSURE AND ADJOURNMENT OF MEETINGS

15. (1) No opposed business (i.e. business which any Member wishes to debate) shall be taken at an Ordinary Meeting of the Council after eleven o'clock in the evening, except the business then under consideration and as hereinafter provided. At the conclusion of the business then under consideration, the Mayor shall call over the business remaining to be transacted and any opposed business, including the remainder of a Report of the relevant body if then under discussion, shall stand adjourned unless the Council resolve, on a motion which shall be put without debate, to continue the sitting either for a particular item or items on the agenda or for all the remaining business.
- (2) When a meeting is adjourned pursuant to any provision contained in these Standing Orders (except in accordance with Standing Orders 17 (2) or (3)) then the consideration of all business not transacted shall be adjourned to a day and time to be fixed by the Mayor or, if he or she does not fix a day and time, to the next Ordinary Meeting of the Council. Notice of an adjourned meeting shall be given to each Member ~~by the Head of Democracy and Community~~ and such notice shall specify the business remaining to be transacted, but it shall not be necessary to send with such notice a further copy of any minutes and/or reports already circulated.

MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

16. If any question arises at a meeting of the Council, or of a relevant body, as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council or relevant body, as the case may be, has decided whether or not the power of exclusion of the public under Section 100A of the Local Government Act, 1972 shall be exercised.

DISORDERLY CONDUCT

Naming a Member

17. (1) If at a meeting any Member of the Council, in the opinion of the Mayor notified to the Council, misconduct himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Mayor or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

Removal of disorderly Member

- (2) If the Member named continues his or her misconduct after a motion under Standing Order 17 (1) has been carried the Mayor shall:

EITHER move "That the Member named do leave the Meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the meeting of the Council for such a period as the Mayor shall consider expedient.

Adjournment in case of disorder

- (3) In the event of general disturbance, which in the opinion of the Mayor renders the due and orderly dispatch of business impossible, the Mayor in addition to any other power vested in him or her may, without the question being put, adjourn the meeting of the Council for such period as considered expedient.

DISTURBANCE BY MEMBERS OF THE PUBLIC

18. If a member of the public interrupts the proceedings at any meeting the Mayor shall warn him or her. If he or she continues the interruption the Mayor shall order his or her removal from the Council Chamber. In case of general disturbance in any part of the Chamber open to the public the Mayor shall order that part to be cleared.

RESCISSION OF PRECEDING RESOLUTION

Motion to rescind a previous decision

19. (1) A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless the notice of motion is signed by at least six Members.

Motion similar to one previously rejected

- (2) A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Recommendation of Relevant Body

- (3) Standing Orders 19 (1) and (2) shall not apply to motions moved in pursuance of a recommendation of a relevant body.

CONFIDENTIALITY OF CERTAIN BUSINESS

20. Where a relevant body shall have resolved to exclude the public from a meeting pursuant to Section 100A(2) or (4) of the Local Government Act, 1972, a Member of the Council who attends the meeting shall not, without permission of the relevant body, disclose any matter dealt with or discussed in the absence of the public until the matter has been reported to the Council and is not subject to any stipulation that the matter shall continue to be regarded as exempt or confidential; or until the matter has been communicated to the media by or with the authority of the relevant body.

PETITIONS

21. Where a petition is submitted to the Council in accordance with the Council's Petitions Scheme, and has at least 1000 eligible signatures, the subject matter of the petition shall be reported to the next Ordinary Meeting of the Council, allowing at least ten working days' notice. The petition organiser shall be given the opportunity to present the petition to the Council and a maximum of ten minutes shall be permitted for this. Members of the Council shall not be permitted to ask questions of the petition organiser. The Council will then consider its response to the petition.

DEPUTATIONS AND MEMORIALS

Deputations to the Council

22. (1) A deputation may be received by the Council, according to the wishes expressed by the deputation; but no such deputation shall be received unless five clear days' notice of the intended deputation and of its objects shall have been received by the Corporate Manager – Democracy ~~Head of Democracy and Community~~ and then only by leave of the Council.

Reception of Deputations

- (2) Two persons may address the Council, but the first speaker's address shall not exceed ten minutes and the second speaker's address shall not exceed five minutes. The duration of any address shall include the time taken to read a memorial which may be presented by the deputation. Following the address, Members of the Council shall not be permitted to ask questions of the deputation, except at the discretion of the Chairman.

The Scheme for Public Speaking at meetings of relevant bodies is contained in Part 4 of the Council's Constitution.

Memorials

- (3) A copy of a memorial which a deputation wishes to present to the Council or to a relevant body, shall be delivered to the Corporate Manager – Democracy ~~Head of Democracy and Community~~ at least five clear days prior to the meeting at which the deputation desires to be received. The purpose of any such memorial shall be circulated ~~by the Head of Democracy and Community~~ to the Members of the Council or the relevant body concerned, unless the Mayor or, as the case may be, Chairman directs otherwise.

Urgent Memorials

- (4) A memorial on any subject which the Mayor may deem to be urgent shall be brought before the next meeting of the Council or a relevant body, whichever may first be sitting; or he or she may, if he or she deems it necessary, direct the Head of Democracy and Community to Summon a Special Meeting, either of the Council or of a relevant body to deal with the matter.

INTERPRETATION OF STANDING ORDERS

23. The ruling of the Mayor or, as appropriate, the Chairman of a relevant body as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council or a relevant body, shall not be challenged.

SEALING OF DOCUMENTS

Custody of Seal

24. (1) The Common Seal of the Council shall be kept in a safe place in the custody of the Corporate Manager - Legal Services.

Authorised use of Seal

- (2) The Common Seal of the Council shall be affixed to any document authorised by a resolution of the Council, the Cabinet or a Committee to which the Council have delegated their powers in this behalf or through powers and duties delegated in the Council's Constitution.

Attestation of Seal

- (3) The Seal shall be attested by either the Chief Executive, Executive Directors, Assistant Chief Executive or the Corporate Manager – Legal Services and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the Seal.

AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS

25. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Corporate Manager – Legal Services or the Monitoring Officer ~~– or the Head of Democracy and Community~~ where appropriate unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.

STANDING ORDERS TO APPLY TO RELEVANT BODIES

26. The Standing Order of the Council headed “Rules of Debate” (except those parts which relate to standing and to speaking more than once) shall, with any necessary modification, apply to meetings of relevant bodies.

MEETINGS OF RELEVANT BODIES

Convening of Meetings

27. (1) A relevant body shall hold meetings at such times as may be required and may adjourn such meetings as may be thought proper. Special meetings of a relevant body shall be summoned by the Corporate Manager – Democracy ~~Head of Democracy and Community~~ at the request of the Chairman or any three Members of the relevant body.

Discussion of additional items

- (2) No additional item of business not already included on the agenda for a meeting of a relevant body shall be raised unless the Chairman is satisfied that the matter is one of urgency. Urgent matters which Members propose to raise shall be notified to the Chairman or to the Corporate Manager – Democracy ~~Head of Democracy and Community~~ not later than noon on the day of the meeting (unless relating to an emergency arising after that time).

Minutes

- (3) Minutes of the proceedings of a relevant body shall be recorded in a Minute Book kept for that purpose and shall be signed by the Chairman at the same or following meeting.

Quorum

- (4) Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of a relevant body unless at least one half of the whole number of voting Members are present.

Voting

- (5) Voting at a meeting of a relevant body shall be by a show of hands PROVIDED that immediately after the vote is taken any Member may require that his or her vote for the question or against the question or whether he or she abstained from voting shall be recorded in the Minutes.

Mover of Motion may attend meeting

- (6) A Member of the Council who has moved a motion which has been referred to a relevant body shall have notice of the meeting at which it is proposed to consider the motion. He or she shall have the right to attend the meeting and if he or she attends shall have an opportunity to explain the motion.

Attendance of Members

- (7) No Member of the Council shall attend a meeting of a relevant body, except as a member of the public, unless:-
- (a) he or she is a Member of the relevant body; or
 - (b) he or she is entitled to be present at such meeting by virtue of any provisions contained in these Standing Orders; or
 - (c) he or she is invited by the relevant body to be present at such meeting.

but that any Member of the Council shall have the right to ask the relevant body to address the meeting on an item of business included on the agenda.

- (8) Members of the Council attending, as members of the public, meetings of the Cabinet, Committees or Policy and Project Advisory Board of which they are not Members, shall be entitled to remain, during the consideration of business where the press and public are excluded.
- (9) When the Cabinet is holding informal discussions on future policy issues, other Members of the Council shall not be entitled to be present unless invited.

Public Participation

- (10) Members of the public may address or ask questions of relevant bodies in accordance with the Public Speaking Procedure Rules in Part 4 of this Constitution.

SUB-COMMITTEES APPOINTED BY COMMITTEES

Arrangements

28. (1) Any Sub-Committees established by a Committee shall be appointed in accordance with the political balance arrangements agreed by the Council and the Committee shall give effect to the appointments proposed by the appropriate political groups.

Chairman to be Ex Officio Member

- (2) The Chairman of a Committee shall be an ex officio Member of every Sub-Committee appointed by that Committee, unless he or she signifies to the Committee that he or she does not wish to serve PROVIDED that he or she may not vote at a meeting of a Sub-Committee of which he or she is not a voting Member.

Co-opted Members

- (3) A Sub-Committee may appoint such non-voting Members and advisers as it considers fit.

VARIATION AND REVOCATION OF STANDING ORDERS

Motions to amend Standing Orders

29. (1) Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next Meeting of the Council.

SUSPENSION OF STANDING ORDERS

30. (1) Subject to Paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 12) unless there shall be present at least one-half of the whole number of the Members of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

31. A copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available to each Member of the Council by the Corporate Manager – Democracy Head of Democracy and Community upon delivery to him or her of the Member's Declaration of Acceptance of Office on the Member being first elected to the Council.

SCHEME FOR THE APPOINTMENT OF STANDING DEPUTIES

1. Introduction

The Scheme for Standing Deputies applies to the Development Management Committee, Corporate Governance, Audit and Standards Committee, Overview and Scrutiny Committee and the Policy and Project Advisory Board. It allows for the attendance of ~~a~~ standing deputyies where a regularly appointed Member cannot be present

2. Scheme

The arrangements for the Scheme for Standing Deputies are as follows:

- (1) Each political group, which is allocated seats on the Development Management Committee, Corporate Governance, Audit and Standards Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board may nominate ~~two~~ one standing deputyies to attend the Committee on occasions when an appointed Member cannot be present. The appointment of standing deputies will usually take place at the Annual Meeting of the Council when the committee membership is decided.
- (2) Members appointed as standing deputies are in the same position in terms of responsibilities and duties as any other member of the committee, for example, in relation to the declaration of any interests they might have, and will be able to exercise full voting rights.
- (3) Standing deputies may attend meetings in that capacity only where the ordinary councillor will be absent for the whole of the meeting and must declare at the beginning of the meeting which councillor they are substituting for.
- (4) If a standing deputy is present at a meeting at which the Member whom he or she is replacing turns up during the course of proceedings, the original member should be required to withdraw from participation at the meeting.
- (5) A standing deputy shall be advised of a Member's absence either directly by the Member who is unable to attend, or by the Committee Administrator on notification of an advance apology by 5pm on the day of the meeting at the latest.

- (6) The names of those councillors appointed as standing deputies shall be published on agendas alongside the ordinary committee membership.

SCHEME FOR QUESTIONS TO THE CABINET AT FULL COUNCIL

OVERVIEW

The purpose of the Scheme for Cabinet Questions at full Council is to enable any Member of the Council to ask a Member of the Cabinet a question on any item dealt with under the executive arrangements. Questions can relate to any function not dealt with elsewhere in the decision-making structure (e.g. committees) or which affects the Borough.

A period of 15 minutes will be allocated for questions to Cabinet Members

PROCESS

Questions must be tabled in accordance with the process set out below.

Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

- (1) Members may submit questions up until 4.00 p.m. on the day before the Council meeting to the Corporate Manager – Democracy Head of Democracy and Community in the following form:
 - a full question identifying the Cabinet Member who will be asked
 - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will be permitted once those Members submitting questions have had a chance to ask their first question.
- (3) The Corporate Manager – Democracy Head of Democracy and Community will prepare a list of tabled questions/topic areas in the order in which they have been received.
- (4) The appropriate Cabinet Member(s) will be advised of the subject area/question that will be asked at the meeting.
- (5) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question)
- (6) At the meeting, the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (7) The 15 minutes session will only be extended if there are tabled questions still to be dealt with and at the discretion of the Mayor. There will be no supplementary questions in such circumstances.
- (8) The Mayor's ruling in respect of the conduct of questions to the Cabinet will be final.

SCHEME FOR THE ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE TO COUNCIL

OVERVIEW

The main features of the procedure are:

- The Chairman of the Overview and Scrutiny Committee, or nominated spokesperson, shall introduce the Annual Report of the Overview and Scrutiny Committee to the Council (a maximum of 5 minutes for the presentation shall be permitted).
- A period of 15 minutes will be allocated for questions on the Report. Questions must be tabled in accordance with the process set out below.
- Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

PROCESS FOR QUESTION TIME

Any Member of the Council may ask a question on an item included in the Annual Report, subject to written notice.

The process for question time shall be as follows:

- (1) Members will be able to submit questions up until 4.00 p.m. on the day before the Council meeting to the Corporate Manager – Democracy ~~Head of Democracy and Community~~ in the following form:
 - a full question which identifies the item to which the question relates
 - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will only be permitted once other Members submitting questions have had a chance to ask their first question.
- (3) The Chairman or nominated spokesperson will be advised in advance of the question that will be asked at the meeting.
- (4) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question).
- (5) At the meeting the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (6) The Mayor's ruling in respect of the conduct of questions will be final.

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ANNEX 2

COUNCIL MEETING – 20TH APRIL 2023

AGENDA ITEM NO. 6 (1)

PAY POLICY STATEMENT AND GENDER PAY GAP

SUMMARY AND RECOMMENDATIONS:

Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. This report seeks approval for a statement covering 2023/24.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the council are required to publish gender pay gap calculations annually. This information is for noting.

RECOMMENDATION:

The Council is recommended to approve the Pay Policy Statement for 2023/24 as set out in Appendix A

1. BACKGROUND & INTRODUCTION

- 1.1 Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. The Council's pay policy statement for 2023/24 is set out in Appendix A.
- 1.2 The Act sets out a clear expression of the Government's desire that taxpayers can access information about how public money is spent on their behalf. It translates this into a requirement for improved transparency over both senior council officers pay and that of the lowest paid employees. To support this, the Act requires publication of an annual pay policy statement.
- 1.3 The Act sets out specific information that must be included in the Pay Policy Statement as follows:
 - the pay framework, level and elements of remuneration for Chief Officers
 - the pay framework and remuneration of the 'lowest paid' employees
 - the relationship between the remuneration of the Chief Officer and other officers
 - other policies relating to specific aspects and elements of remuneration such as pay increases, other allowances or payments, pension and termination payments.
- 1.4 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the council are required to publish gender pay gap

calculations annually. The Council's Gender Pay Gap Report is set out in Appendix B.

2. DETAILS OF THE PAY POLICY STATEMENT

- 2.1 The Pay Policy Statement contains two main components. It sets out the framework within which pay is determined in Rushmoor Borough Council and it provides an analysis comparing the remuneration of the Chief Executive with other employees of the authority.
- 2.2 The comparisons included within the paper, look at the ratio between the Chief Executive and the full-time equivalent salary for a permanent member of staff employed in the lowest grade within the structure. The ratio for 2023/24 is 6.1:1,
- 2.3 The second ratio included within the analysis, looks at the relationship between the median remuneration of all staff compared to the Chief Executive. The ratio for 2023/24 is 3.5:1, this is a slight change to last year when it was 3.7:1.
- 2.4 The recommendation of the Hutton Report (2010) is that public sector organisations should comply with a maximum multiple of 20:1. Rushmoor is well within this multiple.

3. DETAILS OF THE GENDER PAY GAP REPORT

- 3.1 The Gender Pay Gap Report contains the following: Gender Pay Gap (mean and median values), Gender Bonus Gap (mean and median values), Proportion of men and women receiving bonuses, proportion of men and woman in each quartile of the organisations pay structure. The council does not pay Bonus payments and therefore there is nothing to report in those categories.
- 3.2 The mean gender pay gap equates to 13.8 % with the female average salary being lower than the male average salary. The gap has increased from 11.7% in the previous year.
- 3.3 The median gender pay gap equates to 10.9% with the female median rate being lower than the male median rate. The gap has decreased slightly from 11.3% reported in the previous year.
- 3.4 The proportion of men and women in each quartile has changed slightly in all however the greatest percentage changes are in the mid upper quartile and the upper quartile where there has been a decrease in the proportion of women on the previous year.

PETER CULLUM
CHAIRMAN OF CORPORATE GOVERNANCE
AUDIT AND STANDARDS COMMITTEE

Appendix A

Rushmoor Borough Council **Pay Policy Statement for the Financial Year 2023-2024**

Purpose

The purpose of this pay policy statement is to set out Rushmoor Borough Council's (RBC's) policies relating to the pay of its workforce for the financial year 2023-24, in particular: -

- a) the remuneration of its Chief Officers
- b) the remuneration of its "lowest paid employees"
- c) the relationship between
 - the remuneration of its Chief Officers
 - the remuneration of its employees who are not Chief Officers

Definitions

For the purpose of this pay policy statement, the following definitions will apply: -

"Chief Officer" refers to the following roles within RBC: -

- Chief Executive, as Head of Paid Service*
- Assistant Chief Executive
- Executive Directors
- Executive Heads of Service
- Heads of Service

The **"lowest paid employees"** refers to permanent or fixed-term staff employed at Grade 1 of the pay scale. Grade 1 is the lowest grade.

An **"employee who is not a Chief Officer"** refers to all permanent or fixed-term staff who are not within the "Chief Officer" group above, including the "lowest paid permanent employees" i.e. staff on Grade 1.

Remuneration of the "lowest paid employees" and "all other employees who are not Chief Officers"

Pay framework

Pay for the “lowest paid employees” and “all other employees who are not Chief Officers” is determined by the National Joint Council for Local Government Services and in line with the council’s Pay and Reward Policy.

Not included in the definitions referred to above, there is a small and fluctuating number of ‘casual’ staff, some of whom receive lower salaries in accordance with minimum wage legislation.

The employment of casual staff recognises the need to have a small team of trained and available workers who can be deployed at short notice to assist with seasonal and emergency requirements. This approach enables the organisation to have an efficient and economic response to workload demands but without the need to incur unnecessary costs or to rely upon employment agencies. The use of casual contracts is regularly reviewed and staff engaged in this way are encouraged to apply for permanent roles when they become available.

The only other group employed by the Council who are excluded from the pay comparison data are apprentices. The apprentices are employed for a designated period during which time they are provided with on and off job training alongside the opportunity to gain valuable experience within a working environment. For this reason, the salary comparison would not be relevant.

The Pay and Reward Policy was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process.

The Council’s grading structure is based on the NJC terms and conditions using the national spinal column points with the addition of a number of spinal column points at the top of the scale. There are 13 grades (1 – 7, Service Manager, Corporate Manager, Head of Service, Executive Head of Service, Executive Director and Chief Executive) in the pay framework, grade 1 being the lowest and Corporate Manager, the highest (for those below Chief Officer). Each employee will be on one of the 12 grades based on the job evaluation of their role.

Each grade has a number of incremental steps and employees can progress along the salary range to the maximum of their grade, subject to assessment of their performance.

Pay awards for those staff up to and including Corporate Manager are determined directly from the negotiations held between the Local Government Employers and the recognised Trades Unions under the NJC agreement. Pay Awards at Chief Officer level are determined by the negotiations held between Local Government Employers and

recognised Trade Unions under the JNC for Chief Officers and similarly the pay awards for the Chief Executive is negotiated nationally with ALACE (Association of Local Authority Chief Executives) .

The analysis used for this report draws upon the pay rates as at 1st April 2023.

The remuneration of the “lowest paid employees” includes the following elements: -

- Salary
- Any allowance or other contractual payments in connection with their role

See below for comments on each element

Salary

Each “lowest paid permanent employee” is paid within the salary range for Grade 1.

Details of the Council’s grades and salary ranges are available on the website.

The normal starting salary for new employees will be at the entry point for the grade. However, at the appointing managers discretion, based on their assessment of skills and experience employees may commence at a higher grade point.

Other payments and allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Pay and Reward policy. In a small number of roles where significant recruitment difficulties are experienced, a market supplement is paid. Market supplements are reviewed annually to ensure they are still required.

Further details of such allowances and payments are available on request.

Progression within the salary scale

The Council has a performance management and development review scheme in place. This embraces a number of elements including a joint review of performance, sharing organisational/team goals and agreeing future plans. Progression through the incremental scale appropriate to the grade is dependent upon performance being assessed as satisfactory by the staff member’s line manager.

In exceptional cases where staff members have consistently delivered exceptional performance, more than one incremental point may be awarded, with the approval of the relevant Chief Officer.

Pension

All Rushmoor Borough Council staff are eligible to join the Local Government Pension Scheme. There is automatic enrolment procedure in place to encourage membership of the scheme.

Severance Payments

Any severance payments will be in line with the Council's adopted policies on Organisational Change and MARS (Mutually Agreed Resignation Scheme). Further details are available on request.

Remuneration of Chief Officers

Pay framework

"Chief Officers" refers to the Chief Executive, Assistant Chief Executive, Executive Directors, Executive Head of Service and Heads of Service.

This group of "Chief Officers" are paid on locally determined pay scales outside of the NJC agreement. These pay scales were created by extending the NJC spinal column points, in the financial year 2022/23 the pay award for all Chief Officers was agreed at an increase of £1,925 on the base salary.

Salary

Salaries of the Council's Chief Officers are published on the council's website.

The normal starting salary for new employees will be at the entry point for the grade., However, at the appointing managers discretion, based on their assessment of skills and experience employees may commence at a higher grade point.

Other allowances or payments

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's Pay and Reward policy.

The Chief Executive is appointed by the Council to act as the Returning Officer at the election of councillors for the Borough and as acting Returning Officer at Parliamentary Elections. The additional fees associated with these functions will be paid in accordance with those set nationally or locally through the Hampshire and Isle of Wight Elections Fees Working Party.

Within the fees structure for elections, provision is made for payments to staff for specific duties. These payments are also made in accordance with nationally set rates or locally through the Hampshire and Isle of Wight Election Fees Working Party. Details are available on request.

Further details of such allowances and payments are available on request.

The relationship between remuneration of highest and lowest paid employees of the council.

There are a number of different ways of presenting this information to provide a rounded picture of pay comparisons within the organisation.

The lowest, median and highest FTE salaries as at 1st April 2023 are as follows:

Lowest:	£20,812
Median	£36,298
Highest	£127,849

By simply taking the salary of those permanently appointed employees paid on the lowest grade of the council's pay structure and comparing this with the Chief Executive a pay ratio of **1:6.1** emerges. This is a slight reduction on the previous year's ratio which was 1:6.7.

The Hutton Report (2010) that looked at the relationship between pay levels in the public sector recommended that organisations should comply with a maximum pay multiple of **1:20**. Rushmoor is well below that ratio.

An alternative approach would be to compare the Chief Executive's salary against the median salary. This equates to a ratio of **1:3.5** which is a slight reduction to the **1:3.7** ratio, which was previously reported.

There has been no significant movement over the last 12 months. These results indicate that there is no cause for concern regarding the ratio between the pay rates for staff and the Chief Executive.

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Rushmoor Borough Council Gender Pay Gap Report 2022

Background

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, requires employers with 250 or more employees to publish statutory gender pay gap calculations annually. This includes the following:

- Gender pay gap (mean and median values)
- Gender bonus gap (mean and median values)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the organisation's pay structure.

The Council is required to publish this data on its website and the governments dedicated page for Gender Pay Gap reporting - <https://gender-pay-gap.service.gov.uk>. The report must be published by 30th March 2023.

The legislation requires the organisation to choose a 'snapshot' data and base the Gender Pay Report on all relevant employees employed at that date. Rushmoor Borough Councils Gender Pay Gap is based on analysis of data as at 31st March 2022.

Using a common calculation formula, organisations can determine whether there is a difference in pay for its male employees when considered against its female employees. The calculation takes account of all allowances paid to staff as recommended under the regulations, but excludes all overtime pay, whether at flat or enhanced rates.

This exercise provides organisations with an opportunity to consider whether they have a gap in the average pay rates for male and female employees and allows the organisation to consider how that has occurred and to action plan to address this if need be. The difference between the pay rates for male and female employees is referred to as the 'Gender Pay Gap'.

Rushmoor Data

Based on the data snapshot date of 31st March 2022, there were 242 permanent employees and 31 casual employees included in the data. Therefore, the total number of 273 records were used for the data source.

The gender breakdown of Rushmoor's workforce is 162 female employees (59.34%) and 111 male employees (40.66%).

Average Pay Calculations:

The average female hourly rate is £17.60 per hour. The average male hourly rate is £20.41 per hour. This means that on average male employees within Rushmoor Borough Council earn £2.81 per hour more than female employees.

The common calculation method that is used to calculate Gender Pay Gap is as follows:

$$\frac{(\text{£highest rate}) - (\text{£lowest rate})}{\text{£highest rate}} \times 100 = \text{Gender Pay Gap \%}$$

Divided by (£highest rate) = x 100 = Gender Pay Gap %.

For Rushmoor Borough Council the following applies:

$$\frac{\text{£20.41 (male average)} - \text{£17.60 (female average)}}{\text{£20.41}} = \text{£2.81}$$

£20.41 x 100 = 13.8% difference between male salaries and female salaries

This equates to a 13.8% difference (or 'gap') in pay rates, with the female average salary being lower than the male average salary.

Comparison with 2021 data:

In 2021, the average female hourly rate was £16.96 per hour and the average male hourly rate was £19.21 per hour.

This equated to a percentage difference of 11.7%, with the average female salary being lower than the male average salary.

We can therefore see the difference / gap has increased from the previous year.

Median Pay Calculations:

The female median hourly rate is £17.34 per hour.

The male median hourly rate is also £19.46 per hour.

Using the above method, the difference in median wages is:

$$\text{£19.46} - \text{£17.34} = \text{£2.12}$$

$$\text{£19.46} \times 100 = 10.9 \%$$

Comparison with 2021 data:

In 2021, the median female hourly rate was £15.22 per hour and the median male hourly rate was also £17.15. This year we see an increase in both of these figures. The gap has decreased slightly from 11.3% to 10.9%

Distribution of male & female employees within Rushmoor Borough Council across 4 quartiles:

	Total Count	Female Actual	Male Actual	Female %	Male %
Quartile 1 – Lower	68	44	24	65% <i>(67%)</i>	35% <i>(33%)</i>
Quartile 2 - Mid Lower	68	48	20	71% <i>(66%)</i>	29% <i>(34%)</i>
Quartile 3 - Mid Upper	68	41	27	60% <i>(69%)</i>	40% <i>(31%)</i>
Quartile – Upper	69	29	40	42% <i>(51%)</i>	58% <i>(49%)</i>
Total Workforce	273	162	111	59% <i>(63%)</i>	41% <i>(37%)</i>

*(*figures shown in blue italics are the % figures for 2021 to enable easier comparison).*

Bonus Pay:

Rushmoor Borough Council does not have payments such as performance related pay, one off incentive payments for recruitment and retention or monetary payments for long service awards, therefore within the guidelines for Gender Pay Gap reporting there are no payments within the “bonus” categorisation.

No bonuses were paid in Rushmoor Borough Council during this period, so there is no pay gap to report in relation to bonus payments.

Conclusion

At Rushmoor Borough Council the average difference (or 'gap') in pay rates between male and female salaries has increased from 11.7% to 13.7%. To note, the largest number of female employees are situated in Quartile 2 (Mid Lower) and the second largest in Quartile 1. There are also more female part-time employees (85.9%) compared to female full-time employees (49.8%) in the Council and many of these are located in roles in the lower quartiles. At this snapshot time there was also a reduction in the number of female employees located in the Mid Upper and Upper Quartiles. Both the median female hourly rate and the median male hourly rate has increased and the median gap has decreased slightly from 11.3% to 10.9%.

How we are addressing the Gender Pay Gap

- **Recruitment and Talent Management** – the council will continue to use gender neutral wording in recruitment advertising and promote inclusivity to attract a wider talent pool. The council will continue to promote secondments, cross council project working and design further talent management initiatives.
- **Learning and Development** – the council will continue to promote and provide flexible access to learning and development opportunities and resources to all and encourage career progression. The council will continue to work with external partners on projects encouraging knowledge sharing and personal development.
- **Flexible working practices** – the council actively supports work/life balance including part time working, hybrid working, working compressed hours and job shares and there is the opportunity to purchase additional annual leave.

ANNEX 3

COUNCIL MEETING – 20TH APRIL 2023

AGENDA ITEM NO. 6 (2)

**VARIATION TO THE CAPITAL PROGRAMME – LOCAL AUTHORITY
HOUSING FUND**

SUMMARY AND BACKGROUND

On 18th April, the Cabinet will consider a report setting out progress made on the Local Authority Housing Fund (LAHF) and proposed governance arrangements associated with the purchase of individual properties (Exempt Report No. ACE2303 attached as Appendix 1).

In December 2022, the Government announced the Local Authority Housing Fund and advised that the Council would be receiving £719,275 as an allocation. This allocation has subsequently been increased to £836,374 to facilitate the purchase of an additional property. This fund aims to reduce housing pressures on local authorities arising from the conflicts in Afghanistan and Ukraine.

Arrangements have already been put in place to meet the match funding requirements of the fund and the Exempt Cabinet Report No. ACE2303 sets out the proposed next steps and governance associated with the purchase of individual properties.

It is also possible that the Council will continue to receive delegated funding from Hampshire County Council's Home for Ukraine fund and the proposed governance arrangements for any continued funding are also set out in the Appendix.

RECOMMENDATION

Subject to the Cabinet decision on 18th April 2023, the Council is **RECOMMENDED** to approve the addition of £1,818,089 to the Capital Programme for 2023/24 for the purchase of LAHF funded properties, noting the capital financing implications of the match funding as set out in Exempt Appendix 1 attached to this Report.

CLLR MARTIN TENNANT
MAJOR PROJECTS AND PROPERTY
PORTFOLIO HOLDER

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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ANNEX 4

COUNCIL MEETING – 20TH APRIL 2023

AGENDA ITEM NO. 8

OVERVIEW AND SCRUTINY COMMITTEE –
ANNUAL REPORT 2022/23

1. INTRODUCTION

- 1.1 In accordance with the Council's procedures for monitoring the overview and scrutiny process, this report reviews the work that has been undertaken by the Overview and Scrutiny Committee in 2022/23. The Committee's focus has been to keep a watching brief on the Council's activities and local facilities, along with service performance and providing comments and ideas. The aim has been to shape the Council's future policy and services. The Report covers the issues discussed, the processes followed, and the outcomes achieved during the year.

2. RESPONSIBILITIES AND WORK PLAN

- 2.1 The Committee was established as part of the review of the decision making structure which took effect from May, 2018. The Committee's breadth of activity includes all Council services and services provided by other organisations which impact on the Borough and its inhabitants.
- 2.2 The progress meeting (consisting of Cllrs. Gaynor Austin, Diane Bedford, Keith Dibble, Stuart Trussler and, myself) has been used for discussion and consideration of processes and priorities. It also monitors the work plan and undertakes agenda planning.

3. COMMITTEE ISSUES

- 3.1 Over the year, the Committee has endeavoured to ensure that it has kept the Council's activities under review. However, some external scrutiny has been undertaken, in particular, around the economic and environmental impacts of the Farnborough Airport and this work will continue into 2023/24. It has also been important to ensure that there is no duplication of work with the Policy and Project Advisory Board and this issue will continue to be monitored during the 2023/24 Municipal Year.
- 3.2 The main areas of focus in 2022/23 were:

Registered Providers – Through the Task and Finish Group (consisting of Cllrs. Diane Bedford, Keith Dibble, Sophie Porter, Nem Thapa, Stuart Trussler and myself) the Committee has continued the review of registered during the 2022/23 Municipal Year. The scrutiny of performance and activities has been

limited to three registered providers (VIVID, Southern Housing Group and Grainger Trust) for 2022/23. The 2022/23 annual report will be considered by the Committee at its first meeting of the Municipal Year (15th June, 2023) at which the recommendations will be considered and endorsement requested to continue with the review programme in 2023/24.

Council Tax Support Scheme – A Task and Finish Group (consisting of Cllrs. Diane Bedford, Christine Guinness, Lee Jeffers, Mike Roberts, Stuart Trussler and myself) has carried out a review of the Council Tax Support Scheme. At the meeting of the Committee in December 2022, a presentation was provided on the Cost of Living crisis and the funding streams available and how the information has been made available to residents. A report was submitted to the Cabinet and the Council in January 2022 and February, 2023 respectively, where the recommendations of the Group were agreed.

Cabinet Champions – The Committee received a presentation from the three Cabinet Champions at its meetings in June/July, 2022 where each Champion set out the priorities for 2022/2. At the March 2023 meeting the Champions provided reports on their work and activities during the year, the Committee noted the achievements and activities of each Champion and requested more regular feedback during 2023/24.

Corporate Customer Services Indicators – At the meeting in July 2022, the Committee were provided a presentation on customer contact data and a number of trials with different departments. A watching brief on the work of the Customer Services Unit will be maintained and it is expected that an update will be provided in the new Municipal Year.

Community Safety and Policing – at the meeting in September 2022, the Committee heard from Police representatives and the Safer North Hampshire team on current issues across the Borough. The reduction of Youth Services was identified as a contributing factor in some of the crime data and contact with Hampshire County Council had been made to address this matter, which was ongoing. A watching brief on community safety and policing matters will be maintained during 2023/24.

Supporting Communities Strategy and Action Plan – At its meeting in December 2022, the Committee considered the work of the Council's Supporting Communities Strategy and Action Plan. Following a refresh, that took place during Summer 2022, current work and past achievements were outlined and noted. The Committee will keep a watching brief on the work of the Strategy and Action Plan.

Farnborough Airport – In February 2023, the Committee met with representatives for the Farnborough Airport to discuss its economical and environmental impacts on the Borough following the publication of The Economic Impact of Farnborough Airport – Report. At the meeting it was agreed that a Task and Finish Group will be established in the new Municipal Year to take this work forward.

Management of Damp and Mould in the Local Housing Sector – In March 2023, a report was received on the current position with dealing with issues of damp and mould in social and private rented properties. It was proposed that, repairs and living conditions should be added to the questions used by the Registered Providers Group as part of the scrutiny process and that a Task and Finish Group could be considered for 2023/24, to look at private sector landlords in more detail.

- 3.4 Other items considered during the year were performance monitoring, Property Services and Parks and Playgrounds.

4. CONCLUSIONS

- 4.1 The Committee has worked well during the year and carried out a range of activities, which have a significant impact on the Borough and the Council. The work of the Committee will be reviewed at the start of the 2023/24 Municipal Year to ensure that the Work Plan is realistic, and the focus is on issues where it can make a difference.
- 4.2 Finally, and importantly, I feel that the Committee has worked effectively together during the year, in particular cross-party co-operation and the depth of scrutiny achieved. All Members have contributed at meetings, and I would like to express my thanks for their support and especially the two Vice-Chairman. In addition, I am also grateful for the support given by the officers to the Committee and myself as Chairman.

5. RECOMMENDATION

- 6.1 The Council is asked to note and endorse the Committee's work.

CLLR. M. SMITH
CHAIRMAN - OVERVIEW AND SCRUTINY COMMITTEE

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CABINET

Report of the meeting held on Tuesday, 14th March, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
 Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
 Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

 Cllr J.B. Canty, Customer Experience, Digital and Transformation Portfolio Holder
 Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder
 Cllr A.R. Newell, Planning and Economy Portfolio Holder
 Cllr P.G. Taylor, Corporate Services Portfolio Holder

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **27th March, 2023**.

55. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

56. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 7th February, 2023 were confirmed and signed by the Chairman.

57. **BUSINESS RATES - RETAIL DISCOUNT AND HOSPITALITY AND LEISURE RELIEF SCHEME –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2306, which set out a proposed local policy to enable the Council to award retail, hospitality and leisure relief from business rates to local businesses.

Members were informed that the scheme had been prepared following the Chancellor of the Exchequer's 2022 Autumn Statement and would take effect from 1st April, 2023. The scheme would provide 75% relief in respect of eligible properties, up to a limit of £110,000 per business.

The Cabinet RESOLVED that the establishment of a local Retail, Hospitality and Leisure Business Rates Relief Scheme, as set out in Report No. FIN2306, be approved.

58. **BUSINESS RATES - SUPPORTING SMALL BUSINESS RATES RELIEF SCHEME–**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2307, which set out a proposed local policy to enable the Council to award supporting small business rates relief to local businesses.

Members were informed that the policy would determine the level of discretionary relief to be awarded in respect of Supporting Small Business Rates Relief for the period from 1st April, 2023 to 31st March, 2026. The scheme would ensure that, in respect of eligible properties, any increase in respect of business rates bills would be limited to a cash value of £600 per year.

The Cabinet RESOLVED that the establishment of a local Supporting Small Business Rates Relief Scheme, as set out in Report No. FIN2307, be approved.

59. **ENERGY BILLS SUPPORT SCHEME ALTERNATIVE FUNDING POLICY –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2308, which set out a proposed local policy to deliver the Energy Bills Support Scheme Alternative Funding.

Members were informed that the policy would enable the Council to provide financial support to households in the Borough that were not eligible for previous funding from electricity suppliers. It was reported that the Council had been carrying out some work to identify those that paid for their energy other than directly to the energy suppliers. These included those paying through a commercial landlord, some park home residents and some housing association tenants.

The Cabinet RESOLVED that the establishment of a local Energy Bills Support Scheme Alternative Funding Policy, as set out in Report No. FIN2308, be approved.

60. **PROPERTY ASSET MANAGEMENT STRATEGY –**

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. PG2310, which sought approval of the overarching principles and key objectives set out in the Council's Asset Management Plan document.

Members were informed that the core principle was that all Council-owned property assets needed to be maintained at nil cost to the Council on a revenue basis, with specific exceptions where the benefit to the Council or community could be demonstrated in different ways. The Report set out the key objectives in delivering the core principle and also detailed the work that had been carried out in updating the Council's existing Asset Management Plan.

The Cabinet RESOLVED that

- (i) the Asset Management Plan and, in particular, the three key principle objectives that would enable the Council to govern the approach to how individual assets would be managed, as set out in Report No. PG2310, be approved; and
- (ii) the following policy changes be approved:
 - garden land to be disposed of based on a valuation rather than a standard charge of £6 per sqm, with valuation and legal costs being met by the purchaser, as set out in paragraph 3.8.a of the Report;
 - a revised approach to rent relief given to community, sporting and charitable organisations, as set out in paragraph 3.8.b of the Report;
 - a revised process and charge for licences that would provide residents with permitted access rights across Council-owned land for domestic purposes, such as access to and from their garden, as set out in paragraph 3.8.c of the Report; and
 - a change in approach to new/renewal leases for Voluntary Community Sector (VCS) assets, such that the agreed rent ensures that the Council at least breaks even to cover costs, as set out in paragraph 3.8.d of the Report.

61. **FARNBOROUGH LEISURE AND CULTURAL HUB – NEXT STEPS –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG2303, which set out the work undertaken since the Council received notification that its bid for funding to support the delivery of a Leisure and Cultural had been successful.

The Cabinet was reminded that the demolition of the previous leisure centre had commenced in 2021 and that various options had been evaluated in relation to what combination of uses might be appropriate for the replacement facility. The Council had made a bid for £20 million of funding towards a facility that would deliver co-located leisure, library and cultural uses. The Report set out the next steps to be taken to enable acceptance of the grant funding. Also set out were the steps to be carried out to finalise the brief and design work, along with the funding required from the approved Capital Programme.

The Cabinet expressed strong support for the progression of the project to provide residents with new, modern facilities on the site.

The Cabinet RESOLVED that

- (i) the work undertaken to progress the development of the Leisure and Cultural Hub project, as set out in Report No. REG2303, be noted;
- (ii) the scoping of the project to include a mobility hub, skatepark and play area, in line with the approved Civic Quarter Masterplan, as set out in the Report, be noted;

- (iii) officers be authorised to enter into the necessary Memorandum of Understanding and any other grant funding agreement associated with the Levelling Up Fund;
- (iv) the allocation of up to £900,000 of funding to enable the project to proceed to the end of RIBA Stage 2 and to commence work on RIBA Stage 3, subject to outputs from RIBA 2, as set out in the Report, be approved; and
- (v) a new revenue budget of £65,000 in 2023/24, to enable the leisure operator procurement to commence, as set out in the Report, be approved.

62. EXCLUSION OF THE PUBLIC –

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned items to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the items:

Minute Nos.	Schedule 12A Para. No.	Category
63 and 64	3	Information relating to financial or business affairs

**THE FOLLOWING ITEMS WERE CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

63. UNION YARD, ALDERSHOT - IDENTIFICATION OF PREFERRED AFFORDABLE HOUSING PURCHASER –

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. REG2304, which set out a proposal to dispose of a leasehold interest for the affordable housing units contained within the Union Yard scheme, subject to the finalisation of terms.

Members were reminded that the agreed scheme had comprised 100 residential units, of which eighteen had been identified as affordable units. The Council had sought Expressions of Interest in respect of the leasehold interest in the affordable housing from sixteen Registered Providers. The Exempt Report set out the details of the offers received and the process carried out in respect of the valuation of the properties concerned.

The Cabinet RESOLVED that

- (i) the disposal of a leasehold interest in the affordable housing element of the Union Yard development to the Registered Provider named in Exempt Report No. REG2304, at the conditional value set out in paragraph 3.5 of the Report, be approved; and
- (ii) the proceeding with a deed of variation to the S106 Agreement that would

seek to vary the affordable housing provision on site from twenty to eighteen units be approved, subject to an off-site financial contribution in lieu of the two units, whilst also agreeing a change in the unit mix to reflect a 100% Affordable Rented offer.

64. **DISPOSAL OF DEVEREUX HOUSE, NO. 69 ALBERT ROAD, FARNBOROUGH –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. PG2308, which sought approval to grant an option for a new long ground lease of Devereux House, Albert Road, Farnborough, to facilitate its redevelopment.

Members were informed that options for the future use of the site had been considered since the property had been handed back to the Council in January, 2021. The Council had negotiated successfully with prospective bidders, obtaining concessions particularly around the careful treatment of the historic value of the site as a memorial. It was reported that the War Memorial Plaque had been temporarily relocated to Knellwood for the duration of the redevelopment work at Devereux House. A letter had been sent to members of the Cabinet regarding the potential for this arrangement to remain in place for the longer term. The matter was discussed at the meeting and Members agreed that this should be dealt with as set out in the Report.

The Cabinet expressed support for the proposed approach as the best solution for this important, locally listed building.

The Cabinet RESOLVED that

- (i) the disposal of Devereux House, by the granting of a development option with a new 199-year headlease for the sum set out in Exempt Report No. PG2308, subject to all necessary due diligence, be approved; and
- (ii) the allocation of a budget of up to the sum stated in the Exempt Report, to be funded from an option payment to facilitate the documentation of the agreement, along with the resolution of rights over the site and potentially small areas of freehold transfers, be approved.

The Meeting closed at 7.40 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 22nd February, 2023 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Calum Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr Jib Belbase
Cllr P.I.C. Crerar
Cllr C.P. Grattan
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr S.J. Masterson
Cllr Sophie Porter

Apologies for absence were submitted on behalf of Cllr T.W. Mitchell.

Cllr C.W. Card attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr A.R. Newell (Planning and Economy Portfolio Holder) (ex officio)

52. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

53. MINUTES

The Minutes of the Meeting held on 18th January, 2023 were approved and signed as a correct record of proceedings.

54. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, and in particular major planning applications, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
22/00193/OUTPP	Farnborough	Nikul Kad, on behalf of	Against

	Civic Quarter, Farnborough	Farnborough Road Residents	
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Olive O'Dowd-Booth, on behalf of Blackwater Valley Friends of the Earth	Against
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Kathryn Stuart, 11 Revelstoke Avenue, Farnborough	Against
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Sarah Wood, 102 Reading Road, Farnborough	Against
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Jonathan Beards, 25c Winchester Street, Farnborough	Against
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Cllr Martin Tennant, Director Rushmoor Housing Limited	In Support
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Greg Pitt, Agent, Barton Willmore, 7 Soho Square, London	In Support
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Sean Crossland, Ecologist, Barton Willmore, 7 Soho Square, London	In Support
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Mark Williams, Architect, Barton Willmore, 7 Soho Square, London	In Support
22/00193/OUTPP	Farnborough Civic Quarter, Farnborough	Leonard Amos, on behalf of the Farnborough Society and Rushmoor Access Action Group	In Support

Following agreement from the Committee, it was noted that Cllrs Jules Crossley and P.J. Cullum also addressed the Committee on Planning Application No. 22/00193/OUTPP.

55. **PETITION**

RESOLVED: That the petition received in respect of the following application be noted, as set out in the Executive Head of Property and Growth's Report No. PG2305:

Application No.	Address
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22/00193/OUTPP	Farnborough Civic Quarter, Farnborough
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56. **PLANNING APPLICATIONS**

RESOLVED: That

(i) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2305, be noted

(ii) the following applications be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

22/00193/OUTPP	Proposed Farnborough Civic Quarter Development Site, Meudon Avenue, Farnborough
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(iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP	Block 3, Queensmead, Farnborough
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** 22/00340/REMPP	Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot
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22/00849/FULPP	Discovery Place, Columbus Drive, Farnborough
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23/00019/FULPP	Hippodrome House, 4 Birchett Road, Aldershot
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23/00074/FULPP	20 Cabrol Road, Farnborough
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* The Executive Head of Property and Growth's Report No. PG2305 in respect of these applications was amended at the meeting.

** It was agreed that site visits would be arranged to these sites

57. **PLANNING APPLICATION NO.: 22/00193/OUTPP - FARNBOROUGH CIVIC QUARTER**

The Committee considered the Executive Head of Property and Growth's Report No. PG2305 (as amended at the meeting) regarding outline planning application 22/00193/OUTPP, Proposed Farnborough Civic Quarter Development Site.

RESOLVED: That

Subject to the amendment to S106 requirement No. 4 and additional S106 requirement No. 16, and amended condition Nos. 2, 3, 4, 5, 7, 14, 15, 37 and 41, as set out in the amendment sheet, the Executive Head of Property and Growth, in consultation with the Chairman be authorised to GRANT planning permission, as set out in the report.

The meeting closed at 11.08 pm.

Development Management Committee

Appendix "A"

**Application No. 22/00138/REMPP
& Date Valid:**

18th February 2022

Proposal: PART APPROVAL OF RESERVED MATTERS: for the erection of 76 dwellings (Phase 2), including internal access roads, public open space, parking, lighting and associated infrastructure, following demolition of existing buildings and hardstanding, pursuant to Condition 3 (1-24) of Hybrid Outline Planning Permission 17/00914/OUTPP dated 15th May 2020. at **Blandford House And Malta Barracks Development Site Shoe Lane Aldershot Hampshire**

Applicant: Miss Tilly Wishaw

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The permission hereby granted shall be carried out in accordance with the following drawings:

- 20212 - P201G Site Layout - Phase 2
- 20212 - P204F Site Layout - Affordable Units
- 20212 - P205E Site Layout - Self Build Units
- Vine Cottage Floor Plans and Elevations December 2022
- 20212 - C205C Coloured Street Scenes - Phase 2
- 20212 - P2-257 Single Garage - Plans and Elevations
- 20212 - P2-258 Twin Garage - Plans and Elevation
- 20212 - P2-259 - Cycle Store Plans & Elevations
- 20212 - P2-264 - Double Garage Plans & Elevations.
- 20212 - S201A Site Location Plan - Phase 2
- 20212 - P2-220B Amberley - Plans and Elevations
- 20212 - P2-221B Cambridge - Plans and Elevations - Brick
- 20212 - P2-223B Hampstead - Floor Plans

- 20212 - P2-224C Hampstead - Elevations - Brick
- 20212 - P2-225B Highgate - Floor Plans
- 20212 - P2-226B Highgate - Elevations - Brick
- 20212 - P2-227B Highgate - Elevations - Render
- 20212 - P2-228B Leamington Lifestyle - Plans and Elevations - Brick
- 20212 - P2-229B Leamington Lifestyle - Plans and Elevations - Render
- 20212 - P2-230B Ledsham - Floor Plans
- 20212 - P2-231B Ledsham - Elevations - Brick
- 20212 - P2-232B Ledsham - Elevations - Render
- 20212 - P2-235A Oxford Lifestyle - Plans and Elevations - Brick
- 20212 - P2-236B Oxford Lifestyle - Plans and Elevations - Render
- 20212 - P2-237B Richmond - Floor Plans
- 20212 - P2-238B Richmond - Elevations - Brick
- 20212 - P2-239B Richmond - Elevations - Render
- 20212 - P2-240 Warwick - Plans and Elevations - Brick
- 20212 - P2-243B Plots 25-28 - DartSpey - Floorplans
- 20212 - P2-244B Plots 25-28 - DartSpey - Elevations
- 20212 - P2-246B Plots 29-33 - DartSpey - Floorplans
- 20212 - P2-247B Plots 29-33 - DartSpey - Elevations
- 20212 - P2-248B Plots 84-86 - BrueTweed - Floorplans
- 20212 - P2-249B Plots 84-86 - BrueTweed - Elevations
- 20212 - P2-250B Plots 89-90 - Dart - Floorplans
- 20212 - P2-251B Plots 89-90 - Dart - Elevations
- 20212 - P2-252B Plots 91-9596-100 - TavySpey - Floorplans
- 20212 - P2-253B Plots 91-9596-100 - TavySpey - Elevations
- 20212 - P2-255A Flat Block Plots 75-83 Floor Plans
- 20212 - P2-256A Flat Block Plots 75-83 Elevations
- 20212 - P2-260A Lincoln 3 - Floor Plans
- 20212 - P2-261A Lincoln 3 - Elevations-Render
- 20212 - P2-262A Stratford - Plans and Elevations
- 20212 - P2-263 Cambridge - Plans and Elevations - Render
- 20212 - P2-265 Oxford Option - Plans and

Elevations - Brick

- 20212 - P2-266 Oxford Option - Plans and Elevations - Render
- 20212 - P2-267 Hampstead - Elevations - Render

Reason - To ensure the development is implemented in accordance with the permission granted.

- 3 A schedule of the materials (including updated Building Materials Plan and samples where required by the Local Planning Authority) to be used for the external surfaces of the dwellings and the hard-surfaces within the development hereby approved, shall be submitted to and approved in writing by the Local Planning Authority, before the relevant part of the development to which they relate is commenced (excluding preparatory ground works), and this condition shall apply notwithstanding any indications to these matters which have been given in this application. The development shall be carried out in accordance with the approved details prior to first occupation of the relevant part of the development.

Reason - To ensure a satisfactory appearance for the development and to safeguard the character and appearance of the area and the setting of adjoining heritage assets.*

- 4 The development shall be carried out strictly in accordance with the Ecological Management Plan documents hereby approved (in so far as they relate to Phase 2), prior to first occupation of the development hereby approved:

- Ecological Management Plan Phase 2 ref: Vf2 (Aspect Ecology, 3rd November 2022);
- Ecological Appraisal Addendum Phase 2 ref: Vf3 (Aspect Ecology, 30th November 2022; and
- Biodiversity Net Gain Assessment ref: Vf4A (Aspect Ecology, 30th September 2022)

Reason - In the interests of nature conservation and biodiversity net gain.*

- 5 Prior to the first occupation of the residential development hereby approved, details of an updated landscaping, tree planting and biodiversity enhancement plan, to accord with the recommendations of the approved Ecological Management Plan Phase 2 ref: Vf2 (Aspect Ecology, 3rd November 2022); and Biodiversity Net Gain Assessment ref: Vf4A (Aspect Ecology, 30th September 2022), shall be submitted to and approved in writing by the Local Planning Authority. The development shall be implemented in accordance with the approved details prior to the first occupation of the residential development hereby approved and thereafter maintained in accordance with the Ecological Management Plan. Any tree/shrub removed, dying or becoming seriously diseased within five years of planting shall be replaced by trees/shrubs of similar size and species to those originally approved.

Reason: In the interests of the character and appearance of the area, nature conservation and biodiversity net gain.*

- 6 Prior to the installation of any external lighting associated with the development hereby approved, a scheme for the provision of external lighting together with an Artificial Lighting Assessment (including the design, duration, intensity of illumination predicted lighting contours and retained dark corridors for the wider development site), to accord with the recommendations of the approved Ecological Management Plan, shall be submitted to and approved in writing by the Local Planning Authority. Any external lighting that is installed shall accord with the details so approved.

Reason: To safeguard the amenities of surrounding occupiers and to avoid any adverse impacts on ecologically sensitive local receptors.*

- 7 Prior to the first occupation of the residential development hereby approved, details of the design and location of all boundary treatment (including a scheme for acoustic rear garden fencing for Plots 75 to 95 and Plot 178) proposed within the development hereby approved shall be submitted to and approved in writing by the Local Planning Authority. This condition shall apply notwithstanding any indications to these matters which have been given in this application. The development shall be carried out in accordance with the approved details prior to first occupation of the relevant part of the development and retained thereafter*

Reason - To ensure satisfactory external appearance for the development, to safeguard the living conditions of future residents and in the interests of highway safety.

- 8 The development shall be carried out strictly in accordance with the mitigation (glazing and ventilation) described within the Blandford House Noise Assessment Phase 2 ref R9052-2 Rev 0 (24Acoustics, 22 December 2022) hereby approved. The mitigation shall be implemented prior to first occupation of the development to which it relates and thereafter retained for the life of the development*

Reason - To safeguard future occupiers of the development against noise disturbance.

- 9 The residents' and visitors' parking spaces shall be laid out, allocated and made available in accordance with drawing 20212-P900 (Phase 1, 2 and 3 Parking Provision) hereby approved in so far as it relates to the Phase 2 RMA, prior to first occupation of the units to which the parking spaces relate, and shall be used only for the parking of vehicles ancillary and incidental to the residential use of the development.*

Reason - To ensure the provision and availability of adequate off-street parking and to safeguard residential amenity.

- 10 The development shall be carried out strictly in accordance with the Phase 2 Arboricultural Method Statement V3 ref: JSL3922_22773 (RPS Group, October 2022) hereby approved, in so far as it relates to the Phase 2 RMA.

Reason - To safeguard retained trees on the site, to safeguard the character and appearance of the area and in the interests of biodiversity.

- 11 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 12 The dwellings hereby permitted shall be designed and implemented to meet the water efficiency standard of 110 litres per person per day.

Reason - To ensure that the development makes efficient use of mains water in accordance with Policy DE4 of the Rushmoor Local Plan.

- 13 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England), Order 2015 (or any Order revoking and re-enacting that Order) there shall be no enlargement or extension of the dwellings hereby permitted, including porches and any additions or alterations to the roof, without the prior permission of the Local Planning Authority.

Reason - To safeguard the character and appearance of the development and to protect the amenities of neighbouring occupiers.

- 14 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England), Order 2015 (or any Order revoking and re-enacting that Order), no new building or enclosure shall be constructed within the curtilage of the dwellings hereby permitted, without the prior permission of the Local Planning Authority.

Reason - To safeguard the character and appearance of the development and to protect the amenities of neighbouring occupiers.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 22nd March, 2023 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Calum Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr Jib Belbase
Cllr C.P. Grattan
Cllr Michael Hope
Cllr S.J. Masterson
Cllr Sophie Porter

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar, Cllr Peace Essien Igodifo and Cllr T.W. Mitchell.

Non-Voting Member

Cllr A.R. Newell (Planning and Economy Portfolio Holder) (ex officio)

58. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

59. MINUTES

The Minutes of the Meeting held on 22nd February, 2023 were approved and signed as a correct record of proceedings.

60. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, and in particular major planning applications, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
23/00019/FULPP	Hippodrome House, 4 Birchett Road, Aldershot	D Rose Planning LLP, 19-20 Bourne Ct, Southend Rd,	In Support

61. **PLANNING APPLICATIONS**

RESOLVED: That

- (i) permission be given to the following applications, as set out in Appendix “A” attached hereto, subject to the conditions, restrictions and prohibitions (if any) mentioned therein:

23/00074/FULPP 20 Cabrol Road, Farnborough

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Executive Head of Property and Growth’s Report No. PG2311, be noted

- (iii) the following applications be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

* 23/00019/FULPP Hippodrome House, 4 Birchett Road, Aldershot

- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead, Farnborough

** 22/00340/REMPP Land at Blandford House and Malta Barracks
Development Site, Shoe Lane, Aldershot

22/00849/FULPP Discovery Place, Columbus Drive, Farnborough

23/00169/FULPP Aldershot Conservative Club, Victoria Road,
Aldershot

* The Executive Head of Property and Growth’s Report No. PG2311 in respect of these applications was amended at the meeting.

** It was agreed that site visits would be arranged to these sites

62. **PLANNING APPLICATION NO. 23/00019/FULPP - HIPPODROME HOUSE, 4 BIRCHETT ROAD, ALDERSHOT**

The Committee considered the Executive Head of Property and Growth’s Report No. PG2311 regarding Planning Application No. 23/00019/FULPP, Hippodrome House, 4 Birchett Road, Aldershot.

RESOLVED: That

the Executive Head of Property and Growth, in consultation with the Chairman, be authorised to GRANT planning permission, subject to the amended recommendations, as set out in the Amendment Sheet (copy attached) and the conditions and informatives, as set out in Report No. PG2311.

63. PLANNING APPLICATION NO. 22/00779/REVPP - THE GALLERIES, HIGH STREET, ALDERSHOT - UPDATE

The Committee NOTED the Executive Head of Property and Growth's Report No. PG2315 in respect of Planning Application No. 22/00779/REVPP – The Galleries, High Street, Aldershot.

64. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT

Enforcement Reference No.	Description of Breach
14/00169/XPLANS	Unauthorised conversion at 59 Field Way, Aldershot which had resulted in a Planning Enforcement and Breach of Conditions Notice (BCN) being serviced. The BCN had not been complied with and prosecution proceedings were instigated. Compliance works were completed in February 2023 following a deferral of court proceedings. The Council had been issued £4,000 towards legal costs.
22/00161/XPLANS	Unauthorised partial construction of a first floor extension to a commercial property at 32 Union Street, Aldershot. The developer had been advised that a planning application submitted retrospectively would most likely be rejected and the structure had now been removed.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2312 be noted.

65. APPEALS PROGRESS REPORT

The Committee received the Executive Head of Property and Growth's Report No. PG2313 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
22/00125/FULPP	Against refusal of planning permission for a detached three-storey, three bedroom, six person dwelling with associated bin and cycle storage, at 6 East Station Road, Aldershot	New appeal to be determined

22/00069/COUGEN	Against an Enforcement Notice issued on 4 th January, 2023 for an unauthorised change of use of the first floor ancillary accommodation at the White Lion Public House, 20 Lower Farnham Road, Aldershot.	New appeal to be determine
22/00200/TPO	Against refusal of planning permission for the removal of one sweet chestnut tree at Skellgarth, 4 The Crescent, Farnborough	Refused
21/00856/TELEPP	Against refusal for the installation of a 20m high monopole supporting six antennas and two transmission dishes, four equipment cabinets and development works ancillary thereto, at land to the front of 82-86 Cove Road, at the junction of Bridge Road and Cove Road, Farnborough.	Dismissed

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2313 be noted.

66. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER TO DECEMBER 2022**

The Committee received the Executive Head of Property and Growth's Report No. PG2314 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st October to 31st December 2022.

RESOLVED: That the Executive Head Property and Growth's Report No. PG2314 be noted.

The meeting closed at 7.58 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of meeting held on Monday, 27th March, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr P.J. Cullum (Chairman)
Cllr Jessica Auton (Vice-Chairman)

Cllr A. Adeola
Cllr M.S. Choudhary
Cllr K. Dibble
Cllr Christine Guinness
Cllr Sarah Spall
Cllr Nem Thapa
Cllr S. Trussler
Cllr Jacqui Vosper

Cllr Mara Makunura attended the meeting as a Standing Deputy.

Non-Voting Member

Mr T. Davies – Independent Member (Audit) (Attended remotely via Teams)

Apologies for absence were submitted on behalf of Cllr A.H. Gani.

35. MINUTES

The minutes of the meeting held on 30th January 2023 were agreed and signed as a correct record of the proceedings.

36. ANNUAL STATEMENT OF ACCOUNTS/EXTERNAL AUDIT OPINION - UPDATE NO. 5

The Chairman welcomed Maria Grindley from the Council's external auditor, EY, who joined the meeting remotely via Microsoft Teams.

The Interim Executive Head of Finance, Mr Simon Little, advised the Committee that there had been a meeting with EY that morning and he was pleased to report that the Council had now been given a true, fair and clean audit for 2019/20. In front of the Committee, the Chairman and the Interim Executive Head of Finance then signed a Letter of Representation which would be sent to the external auditors that evening, which would enable EY to issue its statement the following day.

Mr Little advised the Committee that discussions would be held with EY to progress the next stages for the 2020/21 and 2021/22 audits. The Committee noted the improvements that had been made to systems and processes which would put the Council in a better position to progress audit matters more efficiently going forward. It was hoped that the 2020/21 audit would be completed by March 2024 and the Committee would receive regular updates on progress.

RESOLVED: That the update be noted.

37. RISK MANAGEMENT PROCESS 2022/23

The Committee received the Assistant Chief Executive Report No. ACE2303, which provided an update on the ongoing development and maintenance of the Council's risk management process over 2022/23.

It was noted that the Council had continued to embed risk management within the organisation and streamline the processes in place. The Council's risk registers had been moved onto a MS Lists based system which had improved efficiency and allowed the risk registers to be easily interrogated in a live format at any time. The Risk Management Policy and arrangements continued to be reviewed and developed in order to remain effective and to provide continual improvement. The last revision had been published in November 2021 and was set out in the Report. An updated draft was expected to be published in Quarter 1 of the 2023/24 municipal year.

The Committee also noted that reports on risk had been presented to the Corporate Management Team on a minimum quarterly basis and also to the Cabinet alongside quarterly performance reports. In addition, risk was discussed with greater frequency outside these meetings, with regular discussions and risk register reviews taking place across projects and programmes.

An internal audit of risk management had concluded in February 2022 and, of the six actions identified, the final outstanding item would be addressed as soon as possible in 2023/24. This would be to develop an effective way to establish a high level risk appetite policy (or policies), in addition to risk appetite being determined on a risk by risk basis.

RESOLVED: That the Assistant Chief Executive Report No. ACE2303 be noted.

38. PAY POLICY STATEMENT AND GENDER PAY GAP REPORT

The Committee considered the Executive Director Report No. ED2301, which sought approval for a Pay Policy Statement for 2023/24, as set out in the Report. The Pay Policy Statement set out the framework within which pay was determined within the Council and provided an analysis comparing the remuneration of the Chief Executive with other employees of the Authority. The Report also set out the calculations of the gender pay gap, which the Council was required to publish annually under the Equality Act 2010 (Specific Duties and Public Authorities Regulations 2017).

The Committee noted that the comparisons looked at the ratio between the Chief Executive and the full-time equivalent salary for a permanent member of staff employed in the lowest grade within the structure. The ratio for 2023/24 was 6.1:1. The second ratio included within the analysis looked at the relationship between the median remuneration of all staff compared to the Chief Executive. It was noted that the ratio for 2023/24 was 3.5:1 which represented a slight change to the previous year when it had been 3.7:1.

The Committee noted that mean gender pay gap equated to 13.8% with the female average salary being lower than the male average salary. The gap had increased from 11.7% in 2022/23. The median gender pay gap equated to 10.9% with the female median rate being lower than the male median rate. The gap had increased slightly from 11.3% in the previous year.

The Committee

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to the Pay Policy Statement 2023/24, as set out in the Executive Director Report No. ED2301; and
- (ii) **RESOLVED** that the Gender Pay Gap report, as set out in the Report, be noted.

39. **INTERNAL AUDIT - UPDATE**

The Committee received the Audit Manager Report No. AUD2303 which provided Members with an overview of the work completed since the previous update in January 2023, a progress update on the 2022/23 Audit Plan and an update on the outstanding audit issues, highlighting any significant risk exposures or control issues.

RESOLVED: That the Audit Manager Report No. AUD2303 be noted.

40. **INTERNAL AUDIT - AUDIT PLAN**

The Committee considered the Audit Manager Report No. AUD2302 which set out the Audit Plan for 2023/24 for approval.

The Report advised the Committee of the methodology for compiling audit coverage, including: the Audit Risk Universe; Audit Risk Criteria; input from Heads of Service; developing the Audit Plan; and, communication and monitoring of the Plan.

It was noted that the resources and service deliverables within the Internal Audit Service had been reviewed along with the Investigations Service. As a result, the two services would be combined to provide an Audit and Investigation Service. Whilst providing a saving to the Council, it was noted that the level of deliverables would not be reduced. It was felt that the combined role would provide more resilience for the deliverability of the Audit Plan, whilst still taking measures to protect the public purse. The level of resources required to deliver the Audit Plan and the Council's current investigation workload had been determined. Within the 2023/24 financial year it was noted that there would be a period where officers would not be

in post. However, arrangements would be put in place for contractors to cover the work required during this period until permanent resources were in place.

The Report set out the first six months' work of the 2023/24 Audit Plan, which had been selected from the higher risk areas. The list of audits was subject to review due to the changing needs of the organisation or resource availability. An update would be provided at the September Committee meeting.

During discussion, the Council's Independent Member (Audit), Mr. T. Davies, commended the Audit Plan to the Committee.

RESOLVED: That approval be given to the Audit Manager Report No. AUD2302.

The meeting closed at 8.07 pm.

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OVERVIEW AND SCRUTINY COMMITTEE

Report of the meeting held on Thursday, 9th February, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr K. Dibble (Vice-Chairman)

Cllr Gaynor Austin
Cllr L. Jeffers
Cllr Marina Munro
Cllr Sophie Porter

Apologies for absence were submitted on behalf of Cllr A. Adeola, Cllr Prabesh KC, Cllr Mara Makunura and Cllr S. Trussler.

Cllr Jib Belbase attended the meeting as Standing Deputy.

23. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1st December, 2023 were agreed as a correct record.

The Chairman advised the Committee that Cllr Prabesh KC had been absent from three consecutive meetings of the Committee held on 20th October, 1st December 2022 and 9th February 2023. Under the Council's Constitution, Standing Order 4 (5) stated that 'if any Member shall be absent from three consecutive meetings of a committee, he or she shall cease to be a Member thereof, unless he or she shall in the opinion of the Committee show reasonable grounds for their absence.'

It was noted that the Chairman would contact Cllr KC to determine the reasons for his absence at these meetings and report back at the meeting to be held on 30th March, 2023.

24. FARNBOROUGH AIRPORT

The Committee welcomed, Simon Geere, Chief Executive, and Mark Sanderson, Group Corporate Responsibility Manager, at Farnborough Airport, Tim Mills, (Executive Head of Property and Growth) and Richard Ward, (Environment and Airport Monitoring Officer) who were in attendance to provide presentations on the environmental and economic impacts of Farnborough Airport. This followed the publication of the Economic Impact of Farnborough Airport Report produced by Lichfields. In Addition, Luke Bonnici, Associate Director – Economics, Lichfields, joined the meeting online.

Mr Mills provided a background to the Economic Impact Report. It was noted that the previous Report had been published in 2009 and had been commissioned to inform the Rushmoor Local Plan. The current Report had been commissioned jointly by the Council and Farnborough Airport to update the previous Report; calculate the Airport's actual economic impact, as observed in 2019 (pre-covid baseline); and, revise how the economic impact of the airport might change as it increased its Air Traffic Movements (ATMs) and reached its current 50,000 ATMs per annum planning limit.

It was noted that the Report had been split into sections, also including an introduction and executive summary, as set out below :

- Section 3 - An overview of Farnborough Airport, its facilities and operations, and other economic activities based there, which were considered in the economic assessment – key points
 - The Airport occupied 7% of the Boroughs land area
 - Operations were restricted by planning conditions
 - Key infrastructure included a 1800m runway, a state of the art control tower, modern terminal building and hangar space. Considerable investment in infrastructure and facilities on the site was also ongoing
 - Over 70 tenants co-occupied the space, including Gulfstream, Flight Safety International and Farnborough International
- Section 4 - Definition of business aviation and an overview of the role Farnborough Airport played within the sector – key points
 - Farnborough was the largest UK business aviation airport
 - Business aviation had shown more resilience than commercial aviation during the pandemic
 - Farnborough was one of five “red list” entry ports in the UK
- Section 5 - An overview of the policy context and socio-economic conditions in the area – key points
 - Policy context which influenced current operations and future growth included, Government Policy, Sub-Regional Policy and the Local Plan
 - Socio-Economic characteristics of the local economy included, a resilient and strong local economy, stable employment levels with low levels of unemployment and dominant service sector/knowledge based industries
- Section 6 - Examination of the economic impact of Farnborough Airport and consideration of how this had changed – key points
 - Total employment in Rushmoor, both direct and indirect, estimated to be in the region of 1,735 FTE jobs (3.5% of the Boroughs employment), an increase of 44.9% since 2009
 - Total economic contribution, at Borough level, estimated to be in the region of £151.8 million, as increase of 63.2% since 2009
 - Total fiscal contribution of £2.04 million in 2022/23 and capital investment of £55 million

- Section 7 - The economic impact associated growth in ATMs (up to 50,000 movements per annum) – key points
 - The study set out updated projections for FTE jobs and direct GVA, based upon the Airport reaching 50,000 ATMs. Jobs were estimated to be between 4,125 and 4,260 and direct GVA between £187.3 million and £193.7 million
- Section 8 - The Airport's catalytic and wider community and economic effects – key points
 - Catalytic effects related to the wider role of an airport in attracting investment and businesses to an area, where no direct economic linkages are quantifiable, but gain/competitive advantage, may be made from a location near an airport
 - Local opportunities related mainly to the Airshow, through local employment opportunities and supporting skills development
- Section 9 - The overall conclusions for the study
 - Farnborough Airport played a key role in supporting the vitality and resilience of the Borough's economy through both the direct and wider (i.e., supply chain and induced) effects of the Airport's activities (i.e., both on-Airport and off-Airport). In addition to benefits associated with the clustering effect around aviation, defence and related industries across the sub-region
 - The Airport's overall impact, as annual ATMs increased to 50,000, was now anticipated to be higher than the impact estimated in the 2009 Study. Overall, total employment was estimated to be between 37.4% and 43.2% higher than identified in the 2009 Study. In addition, the Airport's economic output (i.e. direct GVA) was expected to be between 53.2% and 57.5% higher than identified in the 2009 Study

The Committee discussed the Report and raised a number of queries, relating to;

- When would the ATMs reach 50,000 – it was noted that in 2019 they were 31,561 and by 2022 they were about 33,000. The Airport was not in a position to predict when the 50,000 would be reached
- Noise level monitoring – it was advised that there were currently two fixed noise level monitors at each end of the runway, with mobile units utilised in other locations. It was noted that overall complaint levels relating to noise, were considered to be low
- Hiring and increasing skills locally – It was noted that the Airport held Generation Aviation Careers Days, apprenticeship programmes (four per year) and were in liaison with Farnborough College of Technology regarding aviation specific educational courses.
- Relocation of aviation companies to Rushmoor – it was noted that when a company relocated some employees relocated with the company and others were employed locally

- Farnborough Airport Consultative Committee (FACC) – it was recognised that the Consultative Committee needed to improve engagement with the community
- Environmental Impacts – Farnborough Airport's operations had been carbon neutral since 2018 and a role model in the industry. Current initiatives included solar, hydrogen, electric vehicles and green fuel

The Chairman thanked Mr Mills for his presentation and asked Mr Ward to provide his presentation on Air Quality.

Mr Ward advised that it was the Council's responsibility to review and assess air quality. There were seven key pollutants, of which the main pollutant of concern in Rushmoor was nitrogen dioxide (NO₂) – emissions from traffic. Through the Section 106 Agreement, the Council monitored air quality in and around the Airport. It was advised that as part of the Local Air Quality Management (LAQM) scheme Rushmoor monitored 20 general sites, 13 sites in and around the Airport and six sites on the A331.

The Committee reviewed data on emissions which showed a decrease at all key sites in and around the Airport up to the start of the pandemic in early 2020. It was advised that emissions had risen slightly once ATMs had recommenced but were still considerably below the target levels. In addition, it was noted that the A331 site readings had dipped during the pandemic but were now, generally, back to pre-pandemic levels.

The Committee discussed the presentation and raised a number of queries, including:

- Particle PM_{10/2.5} – it was advised that the main contributors of PM_{10/2.5} particles was users/vehicles. The Airport was not considered to be a large contributor to PM_{10/2.5} particles
- Offsetting – it was advised that most of the Airport's offsetting was carried out abroad
- Airport emissions – it was noted that most of the emissions from the Airport related to ground services
- Sustainable Aviation Fuel (SAF) – It was noted that the Airport used JetA1 biofuel

Following discussion, it was formally proposed that a Task and Finish Group should be set up to look closer at the economical and environmental impacts of the Airport on the Borough. It was suggested that this should be picked up at the next Progress Group meeting, at which a way forward could be determined.

The Chairman thanked Mr Ward for his presentation and asked Mr Geere and Mr Sanderson to make their presentation.

As a flagship employer in the Borough, it was noted that the Airport was committed to driving prosperity in the region, by doing so, Rushmoor had recorded a 6% increase in annual GDP growth compared to a national average of 1.8%. It was also noted that employment during the pandemic had remained resilient, resulting in no redundancies and all furloughed monies being paid back to the government. In

addition, continued investment in the Airport could result in more jobs and further growth.

It was noted that over the last 10 years the Farnborough Airport Community Environment Fund had awarded over £700k in grants to enhance community areas and facilities within a 5km radius of the Airport. Following a discussion, it was requested that the terms of reference for the fund should be reviewed, possibly to open the funding pot to all Wards in the Borough.

It was noted that a significant number of employees lived within a 10 mile radius of the Airport and in 2022 the Airport was certified with 'Great Place to Work' – the global authority on workplace culture. It was advised that, where possible, local recruitment was preferential and recently a former Farnborough Sixth Form student had been recruited as an apprentice; this tied into a commitment to attract and inspire talent from all backgrounds in the Borough.

It was noted that there was a dedicated sustainability team at the Airport who managed the impact of noise, air quality, carbon emissions, waste recycling, biodiversity and wildlife management through an ISO 14001 certified system. It was advised that in 2022, having measured the carbon footprint, the Airport had launched a Net Zero Roadmap to Net Zero by 2030 – the aim of which was to reduce emissions, within both direct and indirect control of the Airport, by 91% by 2030 or earlier. It was also noted that new ways to supply and create sustainable energy sources were being considered, from solar power to Sustainable Aviation Fuels (SAF). Following an emissions reduction pathway would enable the Airport to reduce a wider scope of emissions, which included aircraft movements up to 3,000 feet, by more than 40% by 2035 or sooner.

The Chairman thanked Mr Geere and Mr Sanderson for their presentation and for taking the time to come and talk to the Committee.

25. WORK PLAN

The Committee noted the current Work Plan and was advise that the next meeting, scheduled for 30th March, 2023 would include a presentation on the management of damp and mould in the Local Housing Sector and the annual reports of the Council's Cabinet Champions.

It was noted that a combined letter, from the Overview and Scrutiny Committee and the Policy and Project Advisory Board, had been sent to Hampshire County Council regarding a range of highways issues that had been raised by Members. An update would be provided at the next Progress Group.

The meeting closed at 9.31 pm.

POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Wednesday, 15th March, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Marina Munro (Chairman)
Cllr Jessica Auton (Vice-Chairman)
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr C.W. Card
Cllr M.S. Choudhary
Cllr Jules Crossley
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr M.J. Roberts
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Jib Belbase.

Cllr P.J. Cullum attended as Standing Deputy.

24. MINUTES

The minutes of the meeting held on 31st January, 2023 were agreed as a correct record.

25. COUNCIL PLAN

Rachel Barker, Assistant Chief Executive, gave a report on the current position with the Council Business Plan.

It was advised that the three year plan underwent a refresh annually and following the Outcomes Based Budgeting process, undertaken earlier in the year, and the call for evidence from the Board at its November meeting, the Board were being asked to consider the challenges and opportunities set out in the draft Plan.

The Board noted the key projects and activities, set out in the Plan and were apprised of the BRAG (Blue, Red, Amber, Green) status as set out in the [Council Business Plan Monitoring Report](#).

Following discussion, it was noted that:

- The definition of the Local Plan versus the Council Plan would be made clear
- Data on education would be circulated to the Board
- Work was underway with the Equality and Diversity Champion to help address the targeted work relating to surveys

- Local Mental Health data would be shared with the Board
- Data on population density would be requested

The Chairman thanked Ms Barker for her report.

26. **UK SHARED PROSPERITY FUND**

The Board received an update from Ms Barker on the UK Shared Prosperity Fund (UKSPF).

Since the previous meeting at which the UKSPF had been discussed, it was noted that a number of changes had taken place, these included; confirmation of the UKSPF Investment Plans in early January 2023, changes to the Council's financial position following the Outcomes Based Budgeting process, confirmation of the Levelling Up funding for Farnborough Town Centre and the commencement of benchmarking work on the outcomes of the Annual Residents Survey. It was advised that the funding allocation had remained the same, (£34,000 in 2022/23, £64,000 in 2023/24 and £898,000 in 2024/25) however, it had been possible to roll over the allocation for 2022/23 into 2023/24 as required.

The Board reviewed the Investment Plan and were advised on how the Council's identified projects had been aligned with the Government's interventions. It was noted that there was an ability to adjust funding allocations locally, however, if a sizable sum needed to be moved to a different intervention this would require agreement from Government. It was advised that budgets were set within the parameters of the allocation and projects would be managed to ensure spend didn't exceed the budget, any underspend would need to be returned.

The Board were asked to agree the proposed project development plan, governance arrangements and role of the Board as follows:

- Development of project detail for Years 1 and 2 – March/April 2023
- Review Project Plan for Years 1 and 2 and reflect on process for year 3 – Policy and Project Advisory Board meeting June 2023
- Consider Project Plan for Year 3 – July/September 2023
- Progress reports presented to the Board for noting on a six monthly basis – commencing September 2023

In response to a query regarding the community grant scheme element, consideration would be given to how this would be ran and a criteria developed for securing funds.

The Chairman thanked Ms Barker for her presentation.

27. **WORK PLAN**

The Board noted the current Work Plan.

It was noted that an annual review Progress Group meeting would take place on 28th March, 2023 to review the Work Plan in full and identify potential items for the New Municipal Year.

The meeting closed at 8.35 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Report of the meeting held on Thursday, 30th March, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr K. Dibble (Vice-Chairman)

Cllr A. Adeola
Cllr Gaynor Austin
Cllr L. Jeffers
Cllr Prabesh KC
Cllr Mara Makunura
Cllr Sophie Porter
Cllr S. Trussler

Apologies for absence were submitted on behalf of Cllr Marina Munro

26. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th February, 2023 were agreed as a correct record.

The Chairman reported on the absence of Cllr Prabesh KC from three consecutive meetings of the Committee held on 20th October, 1st December 2022 and 9th February 2023. Under the Council's Constitution, Standing Order 4 (5) stated that 'if any Member shall be absent from three consecutive meetings of a committee, he or she shall cease to be a Member thereof, unless he or she shall in the opinion of the Committee show reasonable grounds for their absence.'

It was noted that the Chairman had been in contact with Cllr KC and had accepted the reasons for his absence at these meetings, and it was agreed that Cllr KC should be allowed to participate in the meeting.

27. MANAGEMENT OF DAMP AND MOULD WITHIN THE LOCAL HOUSING SECTOR

The Committee welcomed James Duggin, (Executive Head of Operations), Suzannah Hellicar (Service Manager – Housing) and Hilary Smith (Private Sector Housing Manager) who were in attendance to provide a presentation on the management of damp and mould in the local housing sector. Cllr Maurice Sheehan, Operational Services Portfolio Holder, was also in attendance.

The presentation covered the following:

- Legislation – the Council followed the Housing Act 2004 Part 1 Legislation, which incorporated the Housing Health and Safety Rating System (HHSRS). The HHSRS provided operating guidance and enforcement guidance.
- Managing disrepair in Rushmoor – It was noted that complaints were received by email, phone or via the website from both social and private tenants. Each case was allocated to an officer with the expectation of a response to the claimant in three working days. Urgent cases were expedited. The process recommended that tenants contacted landlords directly, prior to contacting the Council. The Council offered advice, information and inspection, assessment and action where appropriate. It was advised that damp and mould could be caused by a number of factors, examples of which were shared with the Committee. These included:
 - Penetrating/rising damp
 - Lack of ventilation
 - Lack of heating
 - Overcrowding
 - Poor energy efficiency
 - Tenant behaviour
- The Rochdale case and the Government response – the Committee was apprised of the case in Rochdale where a two year old had passed away. His death had been attributed to living in a flat that had damp and mould present. The Government had responded by issuing a directive under Section 3 (3) Housing Act 2004, followed by a request for and overview of, how local authorities dealt with damp and mould complaints in the Private Sector.
- Rushmoor's response – It was noted that all complaints of damp and mould were now inspected and assessed under the HHSRS. It was noted that there had been an increase in complaints since the Rochdale case, although the numbers of complaints had now evened out. The Committee noted that larger Housing Associations were establishing damp and mould teams within their organisations to deal with complaints.
- Data – the Committee reviewed Council data on disrepair issues and it was noted that numbers had increased in the first quarter of 2023. It was also noted that the number of complaints from both the private and social housing sectors had evened out, whereas in the previous year, complaints had mainly come from the social housing sector.
- HHSRS – Government Consultation – it was noted that questions within the consultation had centred around the condition of housing stock (as far as the authority was aware). The Committee noted that the team had concerns that the existing legislation, which was complex and time consuming, was not fit for purpose. This had been raised as a concern in the Council's response. It was also noted that damp and mould scored low in the HHSRS outcomes, making formal enforcement challenging, this had also been raised in the response.

The Committee noted a number of proposed changes which were being considered, these included:

- Social Housing –
 - The Social Housing Regulation Bill
 - Tighter restrictions and timescales
 - More power to Housing Regulators
 - Ofsted type inspections of Housing providers
 - Quicker process through the Ombudsman
- Private Sector –
 - Review of guidance on health impacts of damp and mould
 - New guidance on dealing with damp and mould – Summer 2023
 - Potential review of HHSRS as a system for assessing disrepair

The Chairman thanked Mr Duggin, Ms Hellicar and Ms Smith for their presentation.

The Committee discussed the presentation and **ENDORSED** the process, working arrangements and way forward. However, a number of actions were raised and agreed, as follows:

ACTION	BY WHOM	WHEN
Provision of a shared spreadsheet to allow Members to note complaints made directly to them that don't have Council involvement	Hilary Smith – Private Sector Housing Manager	May 2023
Repairs and living conditions to be added to the questions used by the Registered Providers Task and Finish Group	Cllr Diane Bedford and Zoe Paine – Strategy and Enabling Manager	June 2023
Arrange a visit for the Housing Team to attend the Community Hub "Meet and Greet" Network Session at the Garrison to meet local military families to discuss the situation with the condition of military housing (held every third Thursday of the Month)	Hilary Smith – Private Sector Housing Manager	June 2023
Consideration be given to establishing a Group for Private Landlords similar to the Registered Providers Group	Hilary Smith – Private Sector Housing Manager	June 2023

Note:

The following interests were noted during the meeting Cllr Prabesh KC (private landlord in the Borough) and Cllr Keith Dibble (Director of Rushmoor Homes Limited). Both were permitted to remain in the meeting.

28. CABINET CHAMPIONS

The Committee welcomed the three Cabinet Champions, Cllr Steve Masterson (Climate Change), Cllr Nem Thapa (Armed Forces) and Cllr Mara Makunura (Equality and Diversity) who were in attendance to provide a review of the work undertaken during the 2022/23 Municipal Year. Rachel Barker, Assistant Chief Executive was also in attendance with Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder and Jill Shuttleworth, Corporate Manager – Democracy joining the meeting remotely.

(1) Climate Change

The Committee noted the report from the Climate Change Cabinet Champion and in particular the work undertaken by the Climate Change Working Group (CCWG). The Group had heard from a number of external speakers, this had allowed the Council to align its plans with those of key stakeholders who also had a significant role to play in reducing emissions across Rushmoor. Progress monitoring on the Council's Carbon Footprint had also been a key piece of work for the Champion and it was noted that this was due to conclude shortly with a report being made to the CCWG at its next meeting.

It was noted that during the year, the Climate Change Strategy and Action Plan had undergone a review process against the agreed actions. Strong progress had been made against a number of actions, including the rollout of food waste collections, the launch of the Repair Café and work with local schools to raise awareness. The Strategy and Action Plan was currently undergoing a refresh, taking into account the new carbon footprint data. It was felt that the Strategy and Action Plan should be more focussed with a smaller number of key projects to be delivered.

Communication and engagement had also been a key area during the year, activities included an article in Arena, increased frequency of updates to Members via the Chief Executive's bulletin and continued engagement with key stakeholders. A number of events were also being planned for later in the year, these included Big Green Week and an Eco Fair.

The Committee discussed the Report and made a number of comments, in particular, taking account of the proposed reduction in the number of Cabinet Champions from three to two. Following the Outcomes Based Budgeting processed, it was proposed that the Climate Change Champion be retained. It was also felt important that the Cabinet Champions reported into the Cabinet on a regular basis throughout the Municipal Year.

Concern was raised over the slow progress of the response to the Climate Change emergency and some Members expressed the view that more progress would be made going forward.

The Chairman thanked Cllr Masterson for his presentation.

(2) Armed Forces

The Committee noted the Report from the Armed Forces Cabinet Champion and the work undertaken during the year. It was noted that the Champion had participated in the Covenant Partnership Conference in November 2022, which had brought together a range of military and civilian partners working together for the effective delivery of the provisions of the Armed Forces Covenant and Armed Forces Act 2021. Cllr Thapa and Shadow Champion Cllr Nadia Martin, had also regularly attended the Aldershot Garrison Community Hub “Meet and Greet” network meetings which brought together a range of welfare and advice organisations to support military and non-military families. It was noted that veterans had also been a priority for the Champion during his year - work had included understanding the current provision to developing connections through a monthly surgery at the Prospect Community Centre.

It was also noted that the Champion had attended a number of events throughout the year which were aimed at both the military and civilian communities.

Cllr Thapa made a number of recommendations and proposals for next steps for the 2023/24 Municipal Year, that could be incorporated into the priorities going forward. These included:

- An Armed Forces Champion webpage on the Rushmoor site to help sign post and provide relevant information
- Increase the visibility of the veteran community to help improve links with support services
- Continue to develop the covenant partnership
- Re-examine the criteria and possibility for the Council to work towards the Gold Award standard in the Defence Employer Recognition Scheme

The Committee discussed the report and **ENDORSED** the work of the Armed Forces Champion. It was felt important that the criteria for the Gold Award was understood and taken forward if possible.

The Chairman thanked Cllr Thapa for his report.

(3) Equality and Diversity

The Committee noted the Report from the Equality and Diversity Cabinet Champion. Cllr Makunura provided an overview of the achievements and activities throughout the 2022/23 Municipal Year. These included:

- The establishment of the Rushmoor Accessibility Action Group (RAAG) which aimed to develop awareness around accessibility and safety for residents and visitors and to highlight inclusivity.
- The establishment of the Rushmoor Cohesive Communities Group (RCCG) which contributed to the actions in the Council's Equality and Diversity Action Plan. It was noted that around fifteen different nationalities were represented in the Group which had met twice so far. The Group were looking at opportunities to hold a Rushmoor Cultural Day and to work closer with the Rushmoor International Association.
- The Champion had been involved in a number of events throughout the year, these included Black History Month, International Women's Day and supporting Homes for Ukraine

It was noted that the focus during the year had been to establish a structure to support the Council's Equality and Diversity Action Plan. It was suggested that the Action Plan could be considered for a review and refresh to ensure it remained relevant and up to date.

The Committee discussed the report and made a number of comments, these included:

- Ensuring events, such as the Black History Month exhibition were more accessible to the public
- Ensure that the LGBTQ+ activities/events (Pride) were incorporated into the Equality and Diversity Action Plan going forward

The Chairman thanked Cllr Makunura for her report.

29. **WORK PLAN**

The Committee noted the current work plan and was advised that a meeting of the Progress Group was scheduled for the following week to address any outstanding issues and plan for the forthcoming Municipal Year.

The meeting closed at 9.54 pm.