



## RUSHMOOR BOROUGH COUNCIL

# LICENSING AND GENERAL PURPOSES COMMITTEE

*at the Council Offices, Farnborough on  
Thursday, 26th May, 2016 at 7.00 pm*

**To:**

Cllr A. Jackman (Chairman)  
Cllr M.L. Sheehan (Vice-Chairman)

Cllr Sophia Choudhary  
Cllr Liz Corps  
Cllr A.H. Crawford  
Cllr B. Jones  
Cllr S.J. Masterson  
Cllr M.D. Smith  
Cllr L.A. Taylor  
Cllr Jacqui Vosper

Enquiries regarding this agenda should be referred to the Committee Administrator,  
Kathy Flatt, Democratic and Customer Services, Tel. (01252 398829) or email  
[kathy.flatt@rushmoor.gov.uk](mailto:kathy.flatt@rushmoor.gov.uk).

# **A G E N D A**

## **1. MINUTES – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 21st March, 2016 (copy attached).

## **2. EXTERNAL AUDITOR – (Pages 7 - 22)**

To receive an update from the Council's external auditor, Ernst & Young, in respect of the following issues:

- (1) Annual Audit and Certification Fee (copy of letter from Ernst & Young attached).
- (2) Local Government Audit Committee Briefing (copy of an Ernst & Young briefing paper attached).

Mr. Andrew Brittain (Executive Director, Ernst & Young) will be in attendance at the meeting.

## **3. ACCOUNTING POLICIES UPDATE FOR THE YEAR 2015/16 – (Pages 23 - 24)**

To consider the Head of Financial Services' Report No. FIN1611 (copy attached), which notifies Members of the requirement to adopt the concept of International Financial Reporting Standard (IFRS) 13 Fair Value for the measurement of the Council's assets and liabilities for the year 2015/16.

## **4. LICENSING AND GENERAL PURPOSES COMMITTEE - REVISED POWERS AND DUTIES – (Pages 25 - 32)**

To receive the Head of Democratic and Customer Services' Report No. DCS1603 (copy attached), which sets out the revised powers and duties of the Committee following the amalgamation of the Licensing and General Purposes and Standards and Audit Committees from the start of the 2016/17 Municipal Year.

## **5. DETERMINATION OF CAB-SHARING ARRANGEMENTS FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2016 (POST CONSULTATION) – (Pages 33 - 46)**

To consider the Head of Environmental Health and Housing's Report No. EHH1612 (copy attached), which seeks Member approval for the implementation of a cab-sharing scheme to run between Farnborough Station and a temporary rank established on Queens Gate Road during the Farnborough International Airshow 2016 (FIA16).

## **6. APPOINTMENT OF CORPORATE DIRECTOR –**

To note and confirm the action taken by the Appointments Panel in appointing Mrs. Karen Edwards as a Corporate Director from 1st May 2016. In accordance with the selection arrangements, the Committee and the Cabinet were consulted by letter on 7th April and no objections were raised to the appointment.

## **7. APPOINTMENTS – (Pages 47 - 64)**

### **(1) Outside Bodies –**

To consider the appointment of representatives to outside bodies. A list of those bodies on which the Council is represented, which includes details of proposed nominations for 2016/17, is attached.

### **(2) Appointments and Appeals Panel –**

To confirm the Members of the Appointments and Appeals Panels for the 2016/17 Municipal Year on the basis of four Members (1 Con: 1 Lab: 1 UKIP and a representative of the Cabinet, which would normally be the Cabinet Member for Corporate Services).

### **(3) Elections Group –**

To confirm the Members of the Elections Group for the 2016/17 Municipal Year. Previously, the Group consisted of the Cabinet Member with responsibility for electoral services (Concessions and Community Support), the Chairman of the Licensing and General Purposes Committee, the Chairman of the Borough Services Policy and Review Panel and representatives of the other Groups. The Elections Group has been established jointly by the Borough Services Policy and Review Panel and this Committee.

### **(4) Licensing Sub-Committee –**

To confirm the Members of the Licensing Sub-Committee for the 2016/17 Municipal Year on the basis of five Members (3 Con: 1 Lab: 1 UKIP).

### **(5) Licensing Sub-Committee (Alcohol and Entertainments) –**

To confirm that the Head of Democratic and Customer Services is authorised to make appointments from the membership of the Licensing and General Purposes Committee in accordance with the procedure agreed by the Committee at its meeting on 21st May, 2009 and detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

### **(6) Local Plan Members Group –**

To confirm the Members of the Local Plan Members Group for the 2016/17 Municipal Year on the basis of eight Members including the Leader of the Council, the Cabinet Member for Environment and Service Delivery, the Chairman of the Development Management Committee and five Members (2 Con: 2 Lab: 1 UKIP).

### **PUBLIC PARTICIPATION AT MEETINGS**

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Committee Administrator at the Council Offices, Farnborough by 5.00 pm three working days prior to the meeting.

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# ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 26th January, 2016 at Princes Hall,  
Aldershot at 7.00 p.m.

### **Voting Members:**

Cr. D.E. Clifford (Chairman)  
Cr. Sophia Choudhary (Vice Chairman)

Cr. M.S. Choudhary  
Cr. Sue Dibble  
Cr. D.S. Gladstone

Cr. G.B. Lyon

Cr. J.J. Preece  
Cr. L.A. Taylor  
Cr. D.M. Welch

### 16. **MINUTES –**

The Minutes of the Meeting held on 10th November, 2015 were approved and signed by the Chairman.

### 17. **THE COUNCIL'S CONSERVATION TEAM –**

The Panel received a presentation from Ms. Louise Piper, Planning Policy and Conservation Manager, and Dr. Paul Howe, Biodiversity Officer.

Ms. Piper gave an outline of the work of the Planning Policy and Conservation Team. In respect of planning policy, Ms. Piper gave details of the Team's work on the following areas:

- the Development Plan for Rushmoor
  - Core Strategy
  - New Rushmoor Local Plan
- the wide scope of planning issues
  - housing: employment; transport; design; Farnborough Airport; and, the town centres
  - conservation: heritage assets, conservation areas
  - natural environment: biodiversity; countryside; green infrastructure, Thames Basin Heaths Special Protection Area; water and flooding
- Supplementary Planning Documents (e.g. Buildings of Local Importance)

Ms. Piper advised Members of the work of the team in respect of conservation, trees and biodiversity. It was noted that, in 2011, a shared service had been implemented with Hart District Council. Rushmoor's officers remained employed full-time, but some salary costs had been recouped through time spent working at Hart. The shared service had impacted on the capacity of the Conservation, Trees and Biodiversity Officers at Rushmoor, however, the shared service had enabled Rushmoor to retain officer expertise and at less cost than previously and for less than employing consultants.

In respect of conservation of the built environment, Ms. Piper advised the Panel that work was carried out providing advice on planning applications and also on listings, amendments and advice on planning applications in respect of nationally and locally listed buildings and heritage assets. Advice was also given on pre-application enquiries (e.g. Cambridge Military Hospital and Louise Margaret Hospital).

Ms. Piper also gave an outline of arboricultural issues (Tree Preservation Orders, dealing with applications for tree works and providing advice and guidance at pre-application stage). Work in connection with biodiversity issues included dealing with sites of nature conservation value at local level (Sites of Importance for Nature Conservation and Local Nature Reserves), national level (Sites of Special Scientific Interest) and international level (Thames Basin Heaths Special Protection Area – advice on mitigation/Suitable Alternative Natural Greenspace). Wherever possible, a partnership approach was adopted to protection and enhancement of the natural environment.

Dr. Paul Howe, the Council's Biodiversity Officer, then gave a presentation on the Rushmoor Biodiversity Action Plan (B.A.P.) The Panel was advised that the B.A.P. 2009 – 2014 had been adopted in 2009 and had included an audit of biodiversity in the Borough and set out a series of actions. It provided a framework to deliver biodiversity enhancement and protection across Rushmoor. The actions had been delivered through partnership work, planning, volunteer groups and other Council departments. It was noted that the B.A.P. had four main delivery areas on which progress had been made over the five year Action Plan period:

- protect and conserve the biodiversity resource
- create new areas for wildlife
- education and awareness (external and internal)
- partnership work

Dr. Howe gave details of examples of projects that had been carried out by partners, including the Farnborough Community Centre pond, a Community Matters Partnership project, and Brickfields path creation.

The draft Biodiversity Action Plan 2016-21 was currently the subject of a consultation exercise, the closing date for which was 1st February, 2016. The document had built on the preceding Plan and had been updated in a few key areas to take account of: the National Planning Policy Framework Environment White Paper; actions designed to reflect current resource for delivery; continued commitment to partnership working; focus on enhancement on Council sites;

and, the importance of communication. Dr. Howe asked for any comments on the draft Biodiversity Action Plan 2016-21 to be sent to him for consideration for inclusion in the final document.

Ms. Piper and Dr. Howe then answered Members' questions in respect of the recording of the numbers and types of species in the Borough, the involvement of ward councillors, local groups and civic society groups, local businesses and neighbourhood groups in projects requiring volunteers, the use of the Arena magazine to publicise the need for support. It was also suggested that consideration could be given to the creation of a joint database of potential conservation projects.

On behalf of the Panel, the Chairman thanked Ms. Piper and Dr. Howe for their informative presentations.

The Panel **NOTED** the updates on the work of the Planning Policy and Conservation Team.

## **18. CONSERVATION BODIES – UPDATES –**

### **(1) Rowhill Nature Reserve Society –**

The Panel received a presentation from Mr. Roy Champion, Chairman of the Rowhill Nature Reserve Society. During the presentation, Mr. Champion advised Members that Rowhill Nature Reserve covered 55 acres and was now returning, in part at least, back into the working wood it had once been. Mr. Champion also made reference to the Society's work in monitoring species at the Nature Reserve and the upgrading of paths, including an accessible trail.

Mr. Champion answered Members' questions on fence making, volunteering by corporate groups and working with children.

On behalf of the Panel, the Chairman thanked Mr. Champion for the Society's on-going and valuable work for the community. The Chairman thanked Mr. Champion for his presentation and extended an invitation to attend a future meeting for a further update on the Society's work.

The Panel **NOTED** the presentation.

### **(2) Blackwater Valley Countryside Partnership –**

The Panel received a presentation from Mr. Steve Bailey, Manager of the Blackwater Valley Countryside Partnership. During the presentation, Mr. Bailey advised Members of the role played by the Partnership in co-ordinating projects and actions of all involved parties and stakeholders in the Blackwater Valley to increase sustainable usage of the Blackwater Valley, especially for informal outdoor recreation, and to ensure wildlife and landscape protection. Mr. Bailey spoke about the work of the Blackwater Valley Countryside Trust, a charity which had been set up ten years ago and supported the work of the Partnership. Mr. Bailey advised Members of the sites managed within Rushmoor and gave examples of works carried out in Southwood Woodland

and Wellesley Woodlands. Mr. Bailey also gave details of wider Blackwater Valley issues, including the Southwood Woodland extension, Farnham Quarry, North Camp recycling and Loddon Catchment Partnership.

Mr. Bailey answered Members' questions on engaging with local communities and Farnham Quarry.

On behalf of the Panel, the Chairman thanked Mr. Bailey for the Partnership's excellent work in the community. The Chairman thanked Mr. Bailey for his informative presentation and extended an invitation to attend a future meeting for a further update on the Partnership's work.

The Panel **NOTED** the presentation.

### **(3) Basingstoke Canal Authority –**

The Panel received a presentation from Ms. Fiona Shipp, Manager of the Basingstoke Canal Authority. During the presentation, Ms. Shipp advised Members that the Basingstoke Canal was 32 miles long and was jointly owned by Surrey County Council and Hampshire County Council. The Basingstoke Canal Authority had been established to manage the Canal on behalf of the two County Councils. During the presentation, Ms. Shipp advised Members of current work along the Canal: a tree-thinning project; the Ash Aqueduct inspection; a telemetry project to provide constant digital information on water levels; and, work to replace the cills at Ash Lock.

Ms. Shipp also spoke about wildlife issues, including the need for good management of vegetation to encourage a wide range of wildlife and the problems caused by crayfish. Volunteers were very important to the work of the Canal Authority and Ms. Shipp referred to examples of work carried out by volunteers. She was pleased to report that the number of volunteers had increased. In respect of future work, Ms. Shipp advised that refurbishment work would soon commence on the towpath between Ash Lock and Eelmoor Bridge and that work would be undertaken to turn Artillery Weir into a sluice which would help to manage water levels.

Ms. Shipp answered Members' questions on cyclists using the towpaths, the mooring of boats, dredging and drainage issues.

On behalf of the Panel, the Chairman thanked Ms. Shipp for the Canal Authority's important and much needed work. The Chairman thanked Ms. Shipp for her informative presentation and extended an invitation to attend a future meeting for a further update on the Canal Authority's work.

The Panel **NOTED** the presentation.

### **(4) Friends of Brickfields Country Park –**

The Panel noted that, unfortunately, Mr. Mike Hatch, Chairman of Friends of Brickfields Country Park, who was to have given a presentation on the work of the group, was unable to attend the meeting due to illness. Mr. Hatch would be invited to attend a future meeting to provide an update.



(5) **Cove Brook Greenway Group –**

The Panel received a presentation from Ms. Hilda Anscombe, Chairman of the Cove Brook Greenway Group. Ms. Anscombe advised the Panel that the Cove Brook Greenway Group was an environmental group of local residents in Farnborough which looked after Cove Brook. It was noted that Cove Brook drained off the hills above Farnborough Airport and ran for 3.5 kilometres through Southwood Meadows and Cove to join the River Blackwater on Hawley Meadows. The Group held conservation working parties, litter picks and open meetings and worked with Rushmoor Borough Council, Blackwater Valley Countryside Partnership, the Environment Agency and other parties.

During discussion following the presentation, it was suggested that Rushmoor could host an event to recruit volunteers for conservation groups.

On behalf of the Panel, the Chairman thanked Ms. Anscombe for the Group's excellent work in the community. The Chairman thanked Ms. Anscombe for her presentation and extended an invitation to attend a future meeting for a further update on the Group's work.

The Panel **NOTED** the presentation.

19. **WORK PROGRAMME –**

The Panel **NOTED** the current work programme.

The Meeting closed at 9.45 p.m.

D.E. CLIFFORD  
CHAIRMAN

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Andrew Lloyd  
Chief Executive  
Rushmoor Borough Council  
Council Offices  
Farnborough  
Hampshire  
GU14 7JU

14 April 2016

Ref: Fee Letter 16/17

Direct line: 07881 515 115

Email: ABrittain@uk.ey.com

Dear Andrew

## Annual Audit and Certification Fees 2016/17

We are writing to confirm the audit and certification work that we propose to undertake for the 2016/17 financial year at Rushmoor Borough Council.

### Indicative audit fee

For the 2016/17 financial year Public Sector Audit Appointments Ltd (PSAA) has set the scale fee for each audited body, following consultation on its Work Programme and Scale of Fees.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

- Audit of the financial statements
- Value for money conclusion
- Whole of Government accounts.

For Rushmoor Borough Council our indicative fee is set at the scale fee level. This indicative fee is based on certain assumptions, including:

- The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year
- Officers meeting the agreed timetable of deliverables;
- Our accounts opinion and value for money conclusion being unqualified;
- Appropriate quality of documentation is provided by the Council;

- There is an effective control environment; and
- Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

As we have not yet completed our audit for 2015/16, our audit planning process for 2016/17 will continue as the year progresses. Fees will be reviewed and updated as necessary, within the parameters of our contract.

### Certification fee

The PSAA has set an indicative certification fee for housing benefit subsidy claim certification work for each audited benefits authority. The indicative fee is based on actual 2014/15 benefit certification fees, and incorporating a 25 per cent reduction.

The indicative certification fee is based on the expectation that an audited body is able to provide the auditor with complete and materially accurate housing benefit subsidy claim with supporting working papers, within agreed timeframes.

The indicative certification fee for 2016/17 relates to work on the housing benefit subsidy claim for the year ended 31 March 2017. We have set the certification fee at the indicative fee level. We will update our risk assessment after we complete 2015/16 benefit certification work, and to reflect any further changes in the certification arrangements.

### Summary of fees

	Indicative fee 2016/17 £	Planned fee 2015/16 £	Actual fee 2014/15 £
Total Code audit fee	49,838	49,838	66,451
Certification of housing benefit subsidy claim	7,511	8,652	7,960
Additional fee in respect of housing benefit subsidy claim	-	-	2,055
<b>Total</b>	<b>57,349</b>	<b>58,490</b>	<b>76,466</b>

Any additional work that we may agree to undertake (outside of the Code of Audit Practice) will be separately negotiated and agreed with you in advance.

## Billing

The indicative audit fee will be billed in 4 quarterly instalments of £14,337.25.

## Audit plan

Our plan will be issued in March, 2017. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant risks identified in relation to the value for money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Head of Financial Services and Chief Finance Officer and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Licensing and General Purpose Committee.

## Audit team

The key members of the audit team for the 2016/17 financial year are:

Andrew Brittain  
**Executive Director**

[ABrittain@uk.ey.com](mailto:ABrittain@uk.ey.com)

Tel: 07881 515 115

Adrian Balmer  
**Manager**

[ABalmer@uk.ey.com](mailto:ABalmer@uk.ey.com)

Tel: 07880 807 449

We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours faithfully



Andrew Brittain  
Executive Director  
For and on behalf of Ernst & Young LLP

cc. Amanda Fahey, Head of Financial Services and Chief Finance Officer  
Cllr Ferrier, Chair of the Licensing & General Purpose Committee

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# Local government audit committee briefing

March 2016

## Contents at a glance

### Government and economic news

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### Key questions for the audit committee

### Find out more

This sector briefing is one of the ways that we hope to continue to support you and your organisation in an environment that is constantly changing and evolving.

It covers issues which may have an impact on your organisation, the Local government sector and the audits that we undertake. The public sector audit specialists who transferred from the Audit Commission form part of EY's national Government and Public Sector (GPS) team. Their extensive public sector knowledge is now supported by the rich resource of wider expertise across EY's UK and international business.

This briefing reflects this, bringing together not only technical issues relevant to the local government sector but wider matters of potential interest to you and your organisation.

Links to where you can find out more on any of the articles featured can be found at the end of the briefing, as well as some examples of areas where EY can provide support to Local Authority bodies. We hope that you find the briefing informative and should this raise any issues that you would like to discuss further please do contact your local audit team.



Building a better  
working world



# Government and economic news

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## Devolution

In EY's report 'From Whitehall to Townhall Preparing for devolution to England's city regions' it is noted that the UK has lagged behind other countries in decentralising its governance. But in recent years, 'localism' has gained momentum. In the last Parliament, the coalition government took a number of steps to empower city regions – through the creation of local enterprise partnerships, and City and Growth Deals – and the pace of change is quickening.

Large parts of England have started to agree Devolution Deals, which transfer powers in policy areas such as housing, planning and transport, education, employment, skills, health and policing. Eight deals have been announced so far, with five metro areas agreeing to directly elected mayors, and almost every other part of the country is involved in discussions. The recent progress is testament to the credibility that local government has established – with both the government and the public – as local leaders with a vision for local economies and wise stewards of public funds.

The UK is at an early stage of the devolution journey; much work still needs to be done. But the prize could be considerable. If managed well, it could help stimulate local economies to achieve higher levels of job creation and growth; improve public service outcomes through better local coordination of resources and funding; revitalise local democracy through more accountable governance; and improve the sustainability of public finances.

In this short report we look at progress so far and outline the factors that have driven success in winning more powers. We reflect on the readiness of different areas to make a success of devolution and speculate on the long-term impact on local government.

The debate will continue for some time to come, and lessons will be learned along the way. Drawing on our experience of working with a number of local authorities and cities, we are committed to helping facilitate debate and sharing best practices to help local government deliver the best services and outcomes to their communities and citizens.

## Retention of business rates

The Government has announced that for 2016/17, Councils across England expect to collect £23.5 billion from business rates. This is an increase of approximately £400 million, in part it is believed this is due to an increase in the number of new businesses across the country.

Under existing rules, councils are expected to retain £11.75 billion of the rates collected; however, in the 2016 Budget, George Osborne indicated that from 2017, 100% business rates retention would be piloted in Greater Manchester and Liverpool City Region, and that in London the share retained would be increased.





## Government and economic news

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### Budget 2016

16 March saw the publication of Budget 2016.

On public finances, the Chancellor announced that a departmental efficiency review was expected to identify a further £3.5 billion of savings in 2019/20. Employer pension contributions for public sector pensions are also set to increase from 2019/20, with a reduction in the public service pension scheme discount rate.

Some other announcements included:

- ▶ All schools are expected to either become academies by 2020, or to have an academy order in place to convert by 2022.
- ▶ New mayoral devolution deals will be agreed with the West of England, East Anglia and Greater Lincolnshire. Additional deals will be agreed with Greater Manchester and Liverpool City Region; including working towards the devolution of criminal justice powers. Previously agreed deals will also receive unringfenced funding totaling £2.86 billion to support local priorities.
- ▶ Starting from 1 April 2017, business rates will be cut for half of all properties. Small business Rate Relief will be permanently doubled from 50% to 100%, and the threshold from which this applies will be increased so that it applies to properties with a rateable value of £12,000 and below. The threshold for the standard business rates multiplier will also be increased to those with a rateable value of £51,000. The budget comments that local government will be compensated for the loss of income as a result of these measures.

- ▶ From 2020, business rates annual indexation will be based on CPI rather than RPI. The government will also aim to introduce more frequent business rate revaluations. The government intends to outline options for achieving this in a discussion paper.
- ▶ The government will work with local authorities across England to standardise business rate bills and to provide ratepayers with the option of receiving and paying bills online by April 2017.
- ▶ The government plans to support Local Government Pension Scheme administering authorities' plans to establish a smaller number of British Wealth Funds by combining assets into larger investment pools by 2018. These pools are expected to deliver annual savings of £200-300 million or more.

### Off-Payroll working in the public sector

Budget 2016 included an announcement that it would reform the 'intermediaries' legislation' for public sector engagements.

This legislation dates back to 2000, and requires individuals who are working through an intermediary company to pay approximately the same tax and National Insurance contributions as they would if they were direct employees. Typically, intermediary companies have been an individual's own limited company. There is widespread non-compliance, perhaps because many find these rules confusing.

From April 2017, the liability to pay the correct employment taxes will transfer from the worker's own company to the public sector body that is paying the company. These changes, which are intended to be introduced by the 2017 Finance Bill, will be subject to consultation.



# Accounting, auditing and governance

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## PSAA Corporate Plan

Public Sector Audit Appointments (PSAA) published its Corporate Plan 2015-2018 in early 2016. PSAA was set up to manage the audit contracts which were originally let by the Audit Commission, and to put arrangements in place to support the new audit regime established through the Local Audit and Accountability Act 2014.

The Corporate Plan sets out three options available to audited bodies for appointing auditors from the financial year 2017/18 and onwards for NHS bodies and smaller local authorities; and from the financial year 2018/19 and onwards for principal local authorities and criminal justice bodies:

- ▶ Undertake an individual auditor procurement and appointment exercise.
- ▶ Undertake a joint audit procurement and appointing exercise with other audited bodies, e.g., those in the same locality.
- ▶ Join a 'sector led body' arrangement.

The Local Government Association's subsidiary, the Improvement and Development Agency (IDeA), has said that it wishes to secure the establishment of a sector led body to support audit appointments. It also considers that PSAA would be well placed to fulfil this role. Since local government bodies need to appoint auditors for the 2018/19 financial year by 31 December 2017, arrangements for a sector led body will need to be in place in 2016 to prepare for contract letting.

The Corporate Plan also includes the PSAA's current plans around redistribution of surplus fees to audited bodies:

1. For NHS bodies, the anticipated amount for redistribution is approximately 10% of 2016/17 scale audit fees, with expected payments in 2017.
2. For local government bodies, the anticipated amount is approximately 15% of 2017/18 scale audit fees, with expected payments in 2018.

The redistribution is subject to confirmation and approval from the PSAA Board.



# Accounting, auditing and governance

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## Flexibility on use of capital receipts in Local Government

In the 2015 Spending Review, the Government announced its intention to give local authorities the right to use capital receipts on the revenue costs of certain projects.

Two final directions for local government were issued in March 2016; one covering police and crime commissioners, and the other covering councils and fire authorities. There is also a general direction with further guidance.

These direct local government bodies to treat expenditure which is 'designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector

delivery partners' as capital expenditure for expenditure incurred for the three financial years commencing 1 April 2016.

Expenditure which is treated as capital under these directions can only be funded from capital receipts which have been received in the same time period.

The general direction also states that each authority will need to disclose a Strategy which sets out the individual projects that will be funded or part funded through capital receipts flexibility. This should be presented to full Council or the equivalent either as part of the annual budget setting process, through the Mid-Term Financial Plan or equivalent, or as part of the Efficiency Plan.

The strategy setting out these projects should be prepared in advance of the start of each financial year where possible, or presented to full Council or the equivalent as soon as possible.





## Regulation news

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### The state of health care and adult social care in England

The Care Quality Commission has, based on a body of evidence across health and social care, published the above report aiming to give a full picture of the quality of care in England and identify and share key aspects of high-quality care/driving improvement.

Amongst the key messages in the report are:

- ▶ **Safety** – safety remains the biggest concern across all services, with 13% of hospitals, 10% of adult social care services, and 6% of primary medical services rated as inadequate for safety. The report highlights the rating of significant numbers of services as 'requires improvement'. Safety is seen to be affected by various factors including, ineffective safety and risk management systems, failure to fully investigate and learn from incidents, and, (in hospitals and adult social care) concerns with the adequacy of staffing numbers and skill mix.
- ▶ **Delivering quality under pressure** – efficiency savings, to meet the more complex needs of an older, changing population, at the same time as ensuring that the health and care system remains sustainable for the future, nearly 60% of adult social care and over 80% of GP practices were rated good or outstanding. At the same time the report highlights variation in quality, including between different services from the same provider and between different providers.
- ▶ **Ability to improve** – the report highlights an increase in enforcement actions from 4% in 2013/14 to 7% in 2014/15, and that initial results show that, on re-inspection, more than half of services were able to improve their ratings within six months.
- ▶ **What it takes to be outstanding** – the report emphasises that high-quality care can be provided under constrained financial conditions through managing resources well. Good and Outstanding providers are not simply relying on more money, the report highlighting that over 90% were also good or outstanding for their leadership.
- ▶ **Data and transparency** – across all sectors, continuing development of better data, which is available to all stakeholders is seen as important, particularly for adult social care and community and mental health services. In the absence of such information, understanding the quality of care beyond inspections, (or assessing the impact that changes are having on quality of care) is difficult.



## Regulation news

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### Personalised commissioning in adult social care

The National Audit Office (NAO) has recently published a report on commissioning in adult social care. Although personal budgets became mandatory for all eligible users from April 2015 under the Care Act, the NAO has concluded that the Department of Health (DH) requires a deeper understanding of implementing personalised commissioning in the best ways.

Long-term community care accounted for £6.3 billion of local authority spend in 2014/15, and the DH has plans to extend this.

The NAO also highlighted a difference in expectations between the DH and local authorities. Local authorities expect that savings can be made by personalising care, whereas DH anticipates improved value for money through improved outcomes. The Care Act guidance noted that responding to the needs of users and their desired outcomes could increase the cost of care, whereas

some local authorities are finding personalising commissioning challenging because of their need to reduce overall spending.

Current monitoring arrangements do not allow the Department to wholly understand how personal budgets and direct payments can lead to improved outcomes. Nor has it looked at how personal budgets can work when finances are challenged.

Amyas Morse, Head of the NAO, said:

“Giving users more choice and control over their care through personal budgets and direct payments can improve their quality of life, but much of the positive evidence for personalised commissioning of adult care services is old. The Department now needs to gain a better understanding of the different ways to commission personalised services for users, and how these lead to improvements in user outcomes.”



## Regulation news

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### Highways Network Asset

CIPFA has published a consultation on the **Draft Code of Practice on the Highways Network Asset** (HNA Code) with a closing date of 6 April 2016.

The draft HNA Code includes the following definition of the Highways Network Asset:

**Highways Network Asset** is a network and grouping of interconnected inalienable components, expenditure on which is only recoverable by continued use of the asset created, i.e., there is no prospect of sale or alternative use. The interconnected network is made up of carriageways, footways and cycleways and the structures, street lighting and other assets that are directly associated with them.

CIPFA is producing a series of briefings to support local authorities in the implementation of the new measurement requirements. The second briefing in this series is available from the CIPFA website, and includes guidance on reporting requirements for 2015/16. It notes that the requirements to restate opening balances at 1 April 2015 and prior year comparatives in the financial statements for 2016/17 relating to the Highways Network Asset has now been removed. Please liaise with your auditor to discuss how this will affect your organisation.

### 2016/17 work programme and scales of fees

The PSAA has published the work programme and scale of fees for 2016/17 audits of principal audited bodies. This set out the work the auditors will undertake for 2016/17 with associated scale fees for individual audited bodies. The key points are:

- ▶ No change to the overall work programme for 2016/17.
- ▶ Scale fees for 2016/17 have been set at the same level as the 2015/16 fee.

<http://www.psaa.co.uk/audit-and-certification-fees/201617-work-programme-and-scales-of-fees/>





## Key questions for the audit committee

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### What questions should the Audit Committee be asking itself?

What assumptions have we included regarding business rates income in our medium term financial plan, and how is this impacted by the changes announced in Budget 2016, such as the increase in Small Business Rates Relief?

Have we determined how we will procure our external audits for the financial year 2018/19 and onwards?

Have we discussed and considered the advantages and disadvantages of the three possible approaches to procurement?

Have we considered how we can use capital receipts to support revenue projects?

Have we considered whether our savings requirements in the short and medium term impact on our capacity to meet the objectives of Personalised Commissioning and how we can address this?

Have we considered the impact of the Highways Network Assets, and are we prepared for this change?



## Find out more

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### **Devolution**

The full EY report is available at  
<http://www.ey.com/UK/en/Industries/Government---Public-Sector/EY-From-Whitehall-to-Townhall>

### **Retention of business rates**

See the government announcement at:  
<https://www.gov.uk/government/news/record-business-rates-predicted-as-devolution-revolution-kicks-off>

### **Budget 2016**

The full budget report is available at:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508193/HMT\\_Budget\\_2016\\_Web\\_Accessible.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508193/HMT_Budget_2016_Web_Accessible.pdf)

See also EY's Budget alerts at:  
<http://www.ey.com/UK/en/Services/Tax/Budget>

### **Off-payroll working in the public sector**

Read more about the government's proposed changes at:  
<https://www.gov.uk/government/publications/off-payroll-working-in-the-public-sector-reforming-the-intermediaries-legislation>

### **PSAA Corporate Plan**

To read the Corporate Plan in full – visit:  
<http://www.psaa.co.uk/wp-content/uploads/2016/01/PSAA-Corporate-Plan-2015-2018.pdf>

### **Flexibility on use of capital receipts in Local Government**

See the final guidance and the issued directions at:  
<https://www.gov.uk/government/publications/guidance-on-flexible-use-of-capital-receipts>

### **The state of health care and adult social care in England**

Visit: <http://www.cqc.org.uk/content/state-care-201415>

### **Personalised commissioning in adult social care**

Find out more at:  
<https://www.nao.org.uk/press-releases/personalised-commissioning-in-adult-social-care/>

### **Highways network asset**

Read the consultation and respond via the CIPFA website at:  
<http://www.cipfa.org/policy-and-guidance/consultations/hna-consultation>

For further guidance on the implementation of the Highways Network Asset, see:  
<http://www.cipfa.org/policy-and-guidance/local-authority-highways-network-asset>

### **2016/17 work programme and scales of fees**

For further information:  
<http://www.psaa.co.uk/audit-and-certification-fees/201617-work-programme-and-scales-of-fees/>



## Notes

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## AGENDA ITEM NO. 3

**LICENCING & GENERAL PURPOSES  
COMMITTEE  
26TH MAY 2016**

**HEAD OF FINANCIAL SERVICES  
REPORT NO. FIN1611**

### **ACCOUNTING POLICIES UPDATE FOR THE YEAR 2015/16**

#### **1 INTRODUCTION**

- 1.1 The purpose of this report is to notify Members that the adoption of the concept of International Financial Reporting Standard (IFRS) 13 Fair Value for the measurement of the Council's assets and liabilities is a requirement for the year 2015/16.
- 1.2 The Council's accounts for the financial year 2015/16 are being prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 1.3 This report refers to "Accounting policies" which are the specific principles, bases, conventions, rules and practices applied by the Council in preparing and presenting its financial statements. Wherever possible the Council's accounting policies are based on the Code of Practice. Where the Code does not specifically apply, the Council must develop and apply an accounting policy that results in information in the Statement of Accounts that is both reliable and relevant to the decision-making needs of users.

#### **2 CHANGES TO THE COUNCIL'S ACCOUNTING POLICIES IN RELATION TO THE CODE APPLICATION OF IFRS 13**

- 2.1 The 2015/16 Code adopted the concept of IFRS 13 Fair Value in measuring the value of assets and liabilities. It uses a standardised methodology for the observation of Fair Value as determined in IFRS 13.
- 2.2 The various definitions of "fair value" in earlier accounting standards are now replaced with a uniform one that applies wherever other standards permit or require fair values to be used or disclosed. Fair value is defined for 2015/16 as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.
- 2.3 IFRS 13 applies to a wide range of assets and liabilities. It should be noted that the new definition of current value does not specifically apply for property, plant and equipment providing service potential for an authority, and measurement of these assets has not changed from the previous Code.

- 2.4 An exception is made in relation to surplus property assets where the basis of valuation has changed from depreciated historic cost to fair value at highest and best use. This has resulted in an impact on their individual values at 31st March 2016 although the overall change on the balance sheet is not material.
- 2.5 There has also been no significant impact in relation to the introduction of IFRS 13 on the total value of the Council's Investment Properties, as these assets have previously been measured at market value.

### **3 EFFECT ON THE STATEMENT OF ACCOUNTS FOR 2015/16**

- 3.1 The definitions of fair value in the Accounting Policies contained within the Council's Statement of Accounts 2015/16 are being updated to ensure that the appropriate references for "fair value" and "current value" are made for Revenue Recognition, Investment Property, Non-current Assets Held for Sale and Discontinued Operations, Inventories, Debtors, Creditors & Employee Benefits.
- 3.2 The definition of fair value and the additional disclosure requirements for Financial Instruments and Impairment of Assets will be adopted. Furthermore, disclosure of more detailed information for Investment Properties will also be contained within the Statement of Accounts 2015/16.

### **4 ACCOUNTING ESTIMATES**

- 4.1 The Licensing and General Purpose Committee approved changes in accounting estimates on 28th May 2015. It should be noted that there are no further amendments proposed regarding the calculation of accounting estimates for 2015/16.

### **5 CONCLUSIONS**

- 5.1 This report states the measurement changes for a wide range of assets and liabilities, and notes that these changes have no material impact on the Council's balance sheet.

### **6 RECOMMENDATIONS**

- 6.1 Members are requested to approve the approach set out in the report for amendment to accounting policies in relation to IFRS13, within the financial statements for 2015/16.

**AMANDA FAHEY**  
**HEAD OF FINANCIAL SERVICES**

**LICENSING AND GENERAL  
PURPOSES COMMITTEE  
26TH MAY 2016**

**CHIEF EXECUTIVE'S OFFICE  
HEAD OF DEMOCRATIC AND  
CUSTOMER SERVICES  
REPORT NO. DCS1603**

## **LICENSING AND GENERAL PURPOSES COMMITTEE – REVISED POWERS AND DUTIES**

### **1. INTRODUCTION**

- 1.1 The amalgamation of the Licensing and General Purposes Committee and the Standards and Audit Committee has now been agreed by the Council to take effect from the start of the 2016/17 Municipal Year. The amalgamation follows recommendations made by this Committee, in response to the views of the Council's external auditors, Ernst and Young, that the oversight and consideration of governance issues, associated with internal control, risk management and financial reporting was best assigned to one committee, in line with best practice.
- 1.2 The full Council agreed that the necessary changes be made to the Constitution, and these are being made to a number of documents in the Council's Constitution to reflect the removal of the Standards and Audit Committee. A copy of the revised new powers and duties of the Licensing and General Purposes Committee, incorporating the responsibilities transferred from the Standards and Audit Committee, is attached at **Appendix A** for information and noting (transferred responsibilities are underlined).
- 1.3 The Committee's powers now include responsibility for monitoring the operation of the Members' Code of Conduct and arrangements for dealing with any complaints against councillors in accordance with the Localism Act 2011. A Standards Hearing may be required following an initial assessment of a complaint that a Member of the Council has failed to comply with the Code. The procedures for a Standards Hearing are being updated to reflect that the membership of any hearing will be drawn from the Licensing and General Purposes Committee.

### **2. RECOMMENDATION**

- 2.1 The Committee is requested to note the updated terms of reference for the Committee attached at Appendix A.

**ANDREW COLVER  
HEAD OF DEMOCRATIC AND CUSTOMER SERVICES  
Contact: Jill Shuttleworth (01252 398822)**

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## LICENSING AND GENERAL PURPOSES COMMITTEE POWERS AND DUTIES

### General Powers

1. To consider and make recommendations to the Council in relation to the making, amendment, revocation or re-enactment of byelaws under any statutory provision (including a local act), whenever passed, and Section 14 of the Interpretation Act, 1978.
2. To keep Standing Orders under review as necessary and make recommendations to the Council for amendments (Section 106 and paragraph 42 of Schedule 12 of the Local Government Act, 1972).
3. To monitor the application of the Council's Members' Allowances Scheme and to make recommendations as appropriate to the Independent Remuneration Panel.
4. To exercise the following functions relating to name and status of areas and individuals (civic ceremonial) and to make recommendations, as appropriate, to the Council:
  - Change of name of the district or any parish therein (Sections 74 and 75 of the Local Government Act, 1972)
  - Power to petition for a charter to confer borough status (Section 245b of the Local Government Act, 1972)
  - Power to confer the title of honorary alderman or to admit to be an honorary freeman (Section 249 of the Local Government Act, 1972)
5. To consider and recommend to the Council the terms of reference under which a Community Governance Review shall be carried out (Sections 81 - 82 Local Government and Public Involvement in Health Act 2007)
6. To exercise powers to make payments or provide benefits in cases of maladministration, etc (Section 92 of the Local Government Act, 2000).
7. To make appointments of any individual to any body other than the Authority or a joint committee of two or more authorities (or to any committee or sub-committee of such a body) and the revocation of any such appointment to a body.
8. To establish and implement procedures for the determination of appeals against a decision made by or on behalf of the Authority in relation to staffing matters and any matter delegated to the Cabinet.

9. To exercise the Council's functions relating to local government pensions, etc (regulations under Sections 7, 12 or 24 of the Superannuation Act, 1972).
10. Subject to the appropriate statutory provisions, to exercise the Council's functions in relation to the appointment of staff (Section 112 of the Local Government Act, 1972) and, in particular, to appoint:
  - Head of Paid Service (Chief Executive) (subject to confirmation by the Council)
  - Chief Finance Officer and Monitoring Officer (Solicitor to the Council) (by a Member Panel appointed by the Committee, subject to confirmation by the Committee)
  - Corporate Directors (by a Member Panel appointed by the Committee, subject to confirmation by the Committee)
  - Heads of Service (by a Member Panel appointed by the Committee).
11. To exercise powers to protect the rights of the public to use and enjoy highways (Section 130 of the Highways Act, 1980).
12. To consider and advise the Council as appropriate, on the promotion, opposition to or amendment of local or personal Bills (Section 239 of the Local Government Act, 1972).
13. To exercise the Council's powers in relation to the following elections and electoral registration functions (subject to policy matters being referred to the Council, particularly in the case of (f) and (g) below):
  - (a) to confirm the appointment of the person selected as Chief Executive, or the person designated by the Council as the Proper Officer, as the Council's electoral registration officer and returning officer for local government elections (Sections 8(2) and 35 of the Representation of the People Act, 1983)
  - (b) in relation to parishes and parish councils (Sections 10, 11 and 91 of the Local Government Act, 1972 and Part II of the Local Government and Rating Act, 1997 and subordinate legislation under that Part)
  - (c) powers in respect to the holding of elections and related matters (Sections 86, 87 and 91 of the Local Government Act, 1972, Section 39(4) of the Representation of the People Act, 1983, Section 21 of the Representation of the People Act, 1985, Rule 48(3) of the Local Elections Rules, 1986) and the Electoral Administration Act 2006
  - (d) powers in relation to expenses incurred and the assignment of officers to requisitions of the electoral registration officer (Sections 52(4) and 54 of the Representation of the People Act, 1983)
  - (e) duty to provide assistance at European parliamentary elections (para. 4(3 and 4) of Schedule 1 to the European Parliamentary Elections Act, 1978)



- (f) duty to divide the constituency into polling districts (Section 18 of the Representation of the People Act, 1983)
  - (g) power to divide electoral divisions into polling districts at local government elections (Section 31 of the Representation of the People Act, 1983).
14. To exercise powers under the Criminal Justice and Police Act 2001 to designate a public place for the purposes of police powers in relation to alcohol consumption.

### **Finance and Audit Powers and Responsibilities**

- 15. To approve the Council's statement of accounts, income and expenditure and balance sheet (Accounts and Audit Regulations, 1996).
- 16. To keep under review matters arising from, and processes relating to, internal audit and control reports.
- 17. To monitor the effectiveness of the Council's corporate systems and controls, compliance with legislation and control procedures, systems for managing risk and assessments of risk exposure.
- 18. To consider the scope of internal audit activity and the programme of work of internal audit.
- 19. To consider such matters arising from external audit as may be referred to it by the external auditor.
- 20. To monitor the application of, and keep under review, the whistle blowing policy, anti-fraud and corruption policy and other similar policies adopted by the Council.

### **Licensing Powers**

- 21. To exercise the licensing and registration functions (in accordance with the provisions of the Local Authorities (Functions and Responsibilities) Regulations, 2000) in respect of the following powers:
  - To issue licences authorising the use of land as a caravan site
  - To license the use of moveable dwellings and camping sites
  - To license hackney carriages and private hire vehicles, together with their drivers and operators
  - To register pool promoters
  - To grant track betting licences and to license inter-track betting schemes

- To grant permits in respect of premises with amusement machines or where amusements with prizes are provided
- To register societies wishing to promote lotteries
- To issue cinema and cinema club licences
- To license sex shops and sex cinemas
- To license performances of hypnotism
- To license premises for acupuncture, tattooing, ear piercing and electrolysis
- To license pleasure boats and pleasure vessels
- To license street trading
- To license dealers in game and the killing and selling of game
- To register and license premises for the preparation of food
- To license scrap dealers
- To license premises for the breeding of dogs
- To license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business
- To license zoos and dangerous wild animals
- To license knackers' yards
- To license persons to collect for charitable and other causes
- To grant consent for the operation of a loudspeaker
- To approve meat product premises and premises for the production of minced meat or meat preparations
- To approve dairy, fish and egg products establishments
- To issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods
- To approve dispatch or purification centres
- To register food business premises

22. To discharge the licensing functions and powers granted under the Licensing Act, 2003, in accordance with Section 9 and guidance issued under Section 182 of the Act.
23. To discharge the functions and powers granted under the Gambling Act 2005 in accordance with the provisions contained in Section 154 of the Act.
24. To discharge the functions and powers in relation to early morning alcohol restriction orders and late night levy requirements under the Police Reform and Social Responsibility Act 2011.
25. To undertake the Council's functions within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work, etc Act, 1974 to the extent that those functions are discharged otherwise than in the Council's capacity as an employer.
26. To undertake the Council's food hygiene and food safety functions within the meaning of the Food Safety Act, 1990, and relevant food safety statutory provisions relating to the licensing and regulatory matters of the Committee.
27. To deal with any function relating to contaminated land pursuant to Part IIA of the Environmental Protection Act, 1990 and subordinate legislation under that Part.
28. To discharge any function relating to the control of pollution or the management of air quality under the Pollution Prevention and Control Act, 1999, Part IV of the Environment Act, 1995, Part I of the Environmental Protection Act, 1990 and the Clean Air Act, 1993.
29. To discharge any function relating to:
  - service of an abatement notice (Section 80(1) of the Environmental Protection Act, 1990)
  - inspection of the Borough for the purposes of detection (Section 79 of the Environmental Protection Act, 1990)
  - investigation of any complaint (Section 79 of the Environmental Protection Act, 1990)
30. To exercise the powers conferred upon the Council under the following sections of the Hampshire Act, 1983:-
  - s.4 (relating to the registration of hairdressers and barbers and premises occupied by them)
  - s.8 (relating to the control of stray dogs)
  - s.9 (relating to the seizure of horses).
31. To discharge the functions granted under the Health Act 2006 and ancillary Regulations

**Standards and Members' Code of Conduct Responsibilities**

32. To promote and maintain high standards of conduct by councillors and Co-opted Members of the Council.
33. To assist councillors and Co-opted Members of the Council to observe the Members' Code of Conduct.
34. To advise the Council on the adoption or revision of the Members' Code of Conduct.
35. To monitor the operation of the Members' Code of Conduct.
36. To advise, train or arrange to train councillors and Co-opted Members on matters relating to interests set out in the Members' Code of Conduct.
37. To make and implement arrangements for dealing with complaints in accordance with the Localism Act, 2011 and any subsequent regulations and guidance.
38. To deal with matters relating to the appointment and activities of the Independent Person(s) within the provision of the Localism Act 2011 and any subsequent regulations and guidance.
39. To grant dispensations to councillors and Co-opted Members from requirements relating to interests set out in the Code of Conduct.

**Ombudsman**

40. To keep under review Ombudsman investigations and consider their outcomes where appropriate.

### LICENSING AND GENERAL PURPOSES COMMITTEE 26TH MAY 2016

### ENVIRONMENTAL HEALTH AND HOUSING SERVICES REPORT NO. EHH1612

### DETERMINATION OF CAB-SHARING ARRANGEMENTS FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2016 (POST CONSULTATION)

#### 1.0 INTRODUCTION

- 1.1 This report seeks Member approval for implementation of a cab-sharing scheme to run between Farnborough station and a temporary rank established on Queens Gate Road during the Farnborough International Airshow 2016 (FIA16).

#### 2.0 BACKGROUND

- 2.1 At its meeting of the 25th January 2016, the Committee considered the Head of Environmental Health & Housing Services Report No. EHH1601. This report outlined proposals for a temporary cab-sharing scheme to run for the duration of FIA16 (11th to 17th July) between Farnborough main line station and a temporary taxi rank to be established on the Airshow site on the Queens Gate Road.
- 2.2 Normally, licensing authorities have discretion over whether or not to make such a scheme but are required to do so under the Transport Act 1985 if requested by the holders of at least 10% of current taxi licence holders. By virtue of a signed petition, proposals had been submitted with support to this effect by the local taxi trade, albeit the form and nature of any such scheme remains at the discretion of the authority
- 2.3 Under the proposals, hirers maintain the right to demand an exclusive service and to be carried to any place in the licensing area should they wish. However, the proposals would also enable hirers to opt to share a cab (up to four people) on a flat fare basis of £4.00 per person between the given destinations; this being an amount less than the standard fare calculated by the taxi meter in accordance with the current scheme of fares.
- 2.4 Pending receipt of all necessary consents and the comments of any statutory consultees, the Committee provisionally approved the proposed scheme (given at **appendix A**) for public consultation. Copies of all necessary consents for the scheme are given at **appendix B**.

#### 3.0 RESULTS OF PUBLIC CONSULTATION

- 3.1 Following provisional Member approval in January, the proposals have been subject to public consultation on local advertisement in the Hampshire Independent, inviting representations between 25th March and 29th April 2016. Notably, no consultation comments or representations have been received in respect of the proposals.

## 4.0 COMMENTS AND CONCLUSIONS

- 4.1 The proposed cab share scheme permits local taxis to service the increased passenger demand that typically arises during the Airshow while, at the same time, reducing individual costs to participating customers. Accordingly, a cab share scheme offers the opportunity of a 'win-win' situation for taxi drivers, proprietors and passengers alike and provides for a form of enhanced public transport at a time when local transportation networks and services will be under increased strain due to Airshow traffic.
- 4.2 The proposed scheme is relatively simple and straightforward and builds upon planned traffic arrangements to accommodate the Airshow. Similar schemes have been implemented during all previous Airshow's since 2004 with notable success. The proposals for FIA16 have been subject to public consultation and no comments or objections have been made in respect of the proposed scheme.

## 5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications associated with this report other than those associated with the communication and distribution of the terms of the scheme; which will be borne from existing budgets.

## 6.0 RECOMMENDATIONS

- 6.1 The Committee is requested to approve the proposed cab share scheme outlined in this report for implementation.

**QAMER YASIN**

**HEAD OF ENVIRONMENTAL HEALTH & HOUSING**

Environmental Health & Housing Services

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### Background Papers:

- (a) Department of Transport (DoT), Circular 7/86
- (b) Taxis (Schemes for Hire at Separate Fares) Regulations 1986
- (c) Head of Environmental Health & Housing Services Report EHH1601 - Cab sharing arrangements for Farnborough International Airshow 2016 (L&GP Committee 25.01.16)

**Contact:** John McNab, Environmental Health Manager (Licensing)  
**Tel:** 01252 398886, **Email:** john.mcnab@rushmoor.gov.uk

### Appendices:

Appendix	Description	Page
A	- Proposed Cab Sharing Scheme FIA16	3
B	- Letters of consent and statutory consultees	11

**PROPOSED CAB SHARING SCHEME - FIA16**

Dated \_\_\_\_\_ 2016

**THE FARNBOROUGH INTERNATIONAL AIRSHOW  
(TAXI HIRE AT SEPARATE FARES) SCHEME 2016**

**RUSHMOOR BOROUGH COUNCIL**

A.Greaves Solicitor to the Council, Rushmoor Borough Council,  
Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU  
Ref: LICENS 413/9/6

## **THE FARNBOROUGH INTERNATIONAL AIRSHOW (TAXI HIRE AT SEPARATE FARES) SCHEME 2016**

Rushmoor Borough Council of Council Offices, Farnborough Road, Farnborough, Hampshire, in exercise of the powers conferred by Section 10(4) of the Transport Act 1985 and having obtained the consents and carried out the consultations required by the Taxis (Schemes for Hire at Separate Fares) Regulations 1986 hereby make the following scheme:

### **Citation and Commencement**

1. This scheme may be cited as The Farnborough International Airshow (Taxi Hire at Separate Fares) Scheme 2016 and shall come into operation at 0700 hours on Monday 11 July 2016.

### **Interpretation**

2. In this scheme, unless the context otherwise requires:

'the Act' means the Transport Act 1985;  
'the Council' means Rushmoor Borough Council;  
'taxi' means a vehicle licensed by the Council under Section 37 of the Town Police Clauses Act 1847;  
'authorised place' has the meaning given by Section 10(5) of the Act;  
'designated area' means the Borough of Rushmoor  
'exclusive service' means a service other than at separate fares; and  
'shared service' means a service at separate fares.

### **Application**

3. (1) Any taxi licensed by the Council to ply for hire in the designated area may at the option of the holder of the licence be used for the carriage of passengers at separate fares under the terms of this scheme.

(2) When a taxi is hired in accordance with this scheme, the provisions of the scheme applying to the journey for which it is hired shall apply to any part of that journey outside the designated area as they apply to any part within that area.

### **Authorised places**

4. The places listed in Schedule 1 to this scheme are authorised places at the times and for the journeys indicated in that Schedule.

### **Signs on vehicles**

5. There must be displayed on any taxi available for hire under the terms of this scheme at an authorised place (in addition to any other sign, mark or notice which is required to be displayed on the taxi) a notice containing the sign illustrated in Schedule 2 to this scheme.



### **Fares**

6. The fare payable by each passenger for a shared journey made under this scheme shall be calculated in accordance with Schedule 3 to this scheme. Children under 3 years old who do not occupy a seat shall not be regarded as fare paying passengers.

7. The fare table specified in Schedule 4 to this scheme shall be displayed in a manner that is clearly legible to passengers, in any vehicle standing for hire or hired under this scheme.

### **Taxi meters**

8 Any taxi hired for shared service under this Scheme shall not be required to have its taxi meter set in motion when it leaves the authorised place.

### **Operation**

9. A taxi shall be available for hire under this scheme when it is standing at an authorised place and displaying the sign specified in paragraph 5.

10. If -
- (a) a person at any time seeks to hire for an exclusive service a taxi available for hire under this scheme; and
  - (b) the driver and a person seeking a shared service are not waiting for another person to offer to share the taxi; and
  - (c) the driver either
    - i. would, apart from the Licensed Taxis (Hiring at Separate Fares) Order 1986, be required to accept the hiring; or
    - ii. accepts the hiring although not required to do so,

then that taxi shall thereupon cease to be available for hire under this scheme until the expiry of that hiring.

11. If a person seeks to hire for a shared service a taxi available for hire under this scheme and the driver is unable to find at least one other person to share the hiring within ten minutes then no fare shall be payable and, subject to paragraph 10 of this scheme, the driver shall be free to seek an alternative hiring, provided that the driver and that person may continue to wait for another person to offer to share the taxi for so long as they both agree to do so.

12. The driver of a taxi available for hire under this scheme shall not unreasonably refuse a hiring to two or more persons seeking a shared service in accordance with this scheme.

13. Before a taxi has left an authorised place for the purpose of a shared service, any person may decide not to be carried as a passenger (notwithstanding any earlier agreement) and no fare shall be payable by him.

14. The driver may decline to accept as a passenger any person on the grounds that his intended destination could not be reached without an excessive or unreasonable addition to the journey distance of any passenger previously accepted

for a journey, or that his luggage could not be accommodated safely within the luggage compartment of the taxi, but shall not refuse to carry a person already accepted by him as a passenger because his destination or luggage are not on such grounds compatible with those of a person who subsequently seeks a service.

15. The driver shall not refuse to carry luggage in his taxi provided that the luggage can be accepted safely within the luggage compartment of the taxi having regard to the luggage of other passengers.

16. The driver shall determine the route taken by the taxi and the order in which passengers are set down, but he shall not unreasonably prolong the journey of any passenger.

17. A notice shall be displayed inside the rear of the cab stating:-
- a) that all children carried in the front of the taxi must wear a suitable restraint;
  - b) that in the rear, children under 3 years may travel unrestrained unless a suitable restraint is available; children over 3 must wear a suitable restraint.

#### **Schedule 1 - Authorised Places**

The places listed in column 1 are designated as places from which taxis may be hired under the scheme. The approximate location of the temporary hackney carriage stand in Queen's Gate Road is shown on the attached map.

For each authorised place, passengers may be carried at separate fares to the corresponding places shown in column 2.

The dates and times at which the scheme shall operate at each authorised place are listed in column 3.

Column 1	Column 2	Column 3
Farnborough Main Line Station (hackney carriage stand)	Queen's Gate Road, Farnborough (Temporary hackney carriage stand)	Monday 11 July to Sunday 17 July 2016 from 7.00am until 8.00pm only
Queen's Gate Road, Farnborough (Temporary hackney carriage stand)	Farnborough Main Line Station (hackney carriage stand)	Monday 11 July to Sunday 17 July 2016 from 7.00am until 8.00pm only

#### **Schedule 2 - Signs on vehicles**

The sign prescribed for the purpose of paragraph 5 of the scheme is set out on the following page:

**Schedule 3 - Fares**

The fare to be charged to each fare paying person for shared services provided under the scheme shall be £4.

No additional charge shall be made for the carriage of luggage.

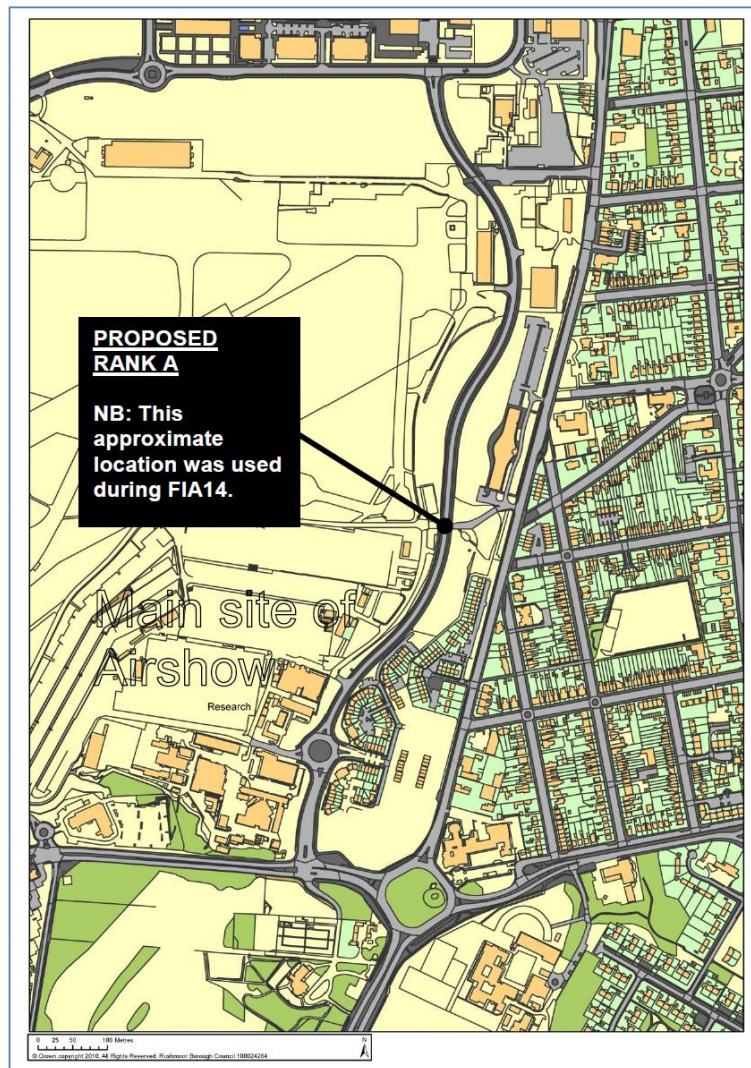
**Schedule 4 - Fare Table**

In every vehicle used under the scheme there shall be displayed in a manner that is clearly legible to passengers the sign on the following page:

Sealed by **Rushmoor Borough  
Council** in the presence of: -

Solicitor to the Council

PLAN SHOWING PROPOSED AUTHORISED PLACES AT AIRSHOW SITE



**FARNBOROUGH INTERNATIONAL AIRSHOW  
TAXI SHARING SCHEME 2016**

11 July 2016 to 17 July 2016 (inclusive)

**THIS VEHICLE IS  
AVAILABLE FOR  
SHARED OR  
EXCLUSIVE HIRE**

**Shared hire** fare is at the flat rate  
of **£4** for each passenger  
*(maximum of four fare-paying  
passengers per taxi)*

**Exclusive hire** fares will either be calculated  
by the taximeter or in line with Rushmoor  
Borough Council's approved scheme of fares.

**RUSHMOOR**  
BOROUGH COUNCIL

#### Schedule 4 - Fare Table

### FARNBOROUGH INTERNATIONAL AIRSHOW TAXI SHARING SCHEME 2016

11 July 2016 to 17 July 2016 (inclusive)

1. For **shared hire**, the fare is £4 per passenger (including VAT) to a maximum of four passengers per taxi for journeys shown in the table below:

FROM	TO	HOURS OF OPERATION
Farnborough Main Station (Hackney Carriage Stand)	Queen's Gate, Farnborough (Temporary Hackney Carriage Stand)	Monday to Sunday 7am to 8pm ONLY
Queen's Gate, Farnborough (Temporary Hackney Carriage Stand)	Farnborough Main Station (Hackney Carriage Stand)	Monday to Sunday 7am to 8pm ONLY

- i.e. 4 people sharing: £16 in total  
3 people sharing: £12 in total  
2 people sharing: £8 in total
2. No additional charge will be made for carrying luggage.
  3. The normal tariff for exclusive hire and/or where the journey is outside the shared hire area, is shown on the second fare table displayed in the vehicle.
  4. Children under three years of age who do not occupy a seat shall not be regarded as fare-paying passengers.
  5. All children carried in the front of a taxi must wear a suitable restraint.  
In the rear - (i) Children under 3 years old may travel unrestrained unless a suitable restraint is available.  
(ii) Children over 3 years old must wear a suitable restraint.

**Any complaints about the scheme should be sent to the Licensing Manager at Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hants, GU14 7JU. Telephone number 01252 398 399.**  
(Where appropriate, please indicate the cab number and/or driver number.)

**RUSHMOOR**  
BOROUGH COUNCIL

LETTERS OF CONSENT & STATUTORY CONSULTEES

**(a) Consent of landowner (Airshow Site)**

From: Roger Walker  
Sent: Mon, 21 Dec 2015 11:30:25 +0000  
To: John McNab  
Subject: Taxi Rank A - FI2016

John

With ref to your letter dated 14 Dec 2015 ref 15/03294/TAXGEN I can confirm that as landowners TAG have no objection to the use of Taxi Rank A.

Rgds

Roger Walker

Director Airport Operations

TAG Farnborough Airport

Direct Dial: + 44 (0)1252 379007

[www.tagfarnborough.com](http://www.tagfarnborough.com)



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**(b) Consent of leaseholder (Farnborough Mainline Station)**

ARichards@swtrains.co.uk

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From: ARichards@swtrains.co.uk

Sent: Tue, 5 Jan 2016 13:00:54 +0000

To: John McNab

Subject: Taxis (Schemes for hire at separate fares) regulations 1986 - Farnborough International Airshow 2016 Dear John,

I am writing to you in regards to your letter dated the 14th December 2015 regarding the implementation of a cab sharing scheme during the Farnborough International Airshow (11th to 17th July 2016).

I am pleased to advise you that as we are the Leaseholder of Farnborough Main railway station, Stagecoach South Western Trains is able to give you full consent to carry out this scheme.

If you require any further assistance please do not hesitate to contact me.

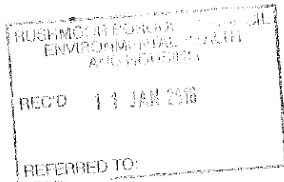
Regards

Adele Richards  
Retail Standards Department  
South West Trains

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**(c) Consent of the Highways Authority**



**Hampshire  
County Council**

Highways, Traffic and Transport  
Motorway Compound  
Hook  
Hampshire RG27 9AA

Tel: 0300 555 1388 (Roads and Transport)  
0300 555 1390 (Textphone)  
Email: [roads@hants.gov.uk](mailto:roads@hants.gov.uk)

Mr J McNab  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
Hampshire  
GU14 7JU

Enquiries to J. Holt

My reference 11012686

Direct line

Your reference 15/03294/TAXGEN

Date 06 January 2016

Email [Highways-transport.north@hants.gov.uk](mailto:Highways-transport.north@hants.gov.uk)

Dear Mr McNab,

**Re: Taxis (schemes for hire at separate fares) regulations 1986.  
Farnborough International Airshow 2016.**

Thank you for your letter dated the 14<sup>th</sup> December 2015 concerning the proposed arrangements for taxi hire during the Farnborough Airshow.

I can confirm that the County Council as the highway authority has no concerns to raise in respect of these changes.

Yours sincerely

Highways Manager

Head of Highways (Area Offices)  
Tim Lawton BEng CEng FICE MCIHT

Director of Economy, Transport and Environment  
Stuart Jarvis BSc DipTP FCIHT MRTPI

Call charges apply. For information see [www3.hants.gov.uk/contactus/call-charges](http://www3.hants.gov.uk/contactus/call-charges)  
Your name and address will be recorded in our database and may be made available to others only in accordance with the Data Protection Act

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## NOMINATIONS FOR COUNCIL REPRESENTATION ON OUTSIDE BODIES 2016/17

**NOTE: Appointments to outside bodies reflect political balance where there are four or more representatives, subject to the body's constitution**

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
1	Age Concern, Farnborough	Venue - RVS Offices, Elles Hall Frequency - Every 2 months Day – Monday Time – Mornings	Cr. Liz Corps Cr. L.A. Taylor Cr. Jacqui Vosper	Three Members	Cr. Liz Corps Cr. L.A. Taylor Cr. Jacqui Vosper
2	Aldershot & Farnborough Festival of Music & Art	Venues – Schools and Church Halls in Rushmoor Frequency - (i) Weekends in April and May for competitions (ii) AGM in November (iii) 3 committee meetings during the year	Cr. D.M.T. Bell Cr. Jennifer Evans, Cr. K.H. Muschamp	Three Members (one from each Political Group)	Cr. D.M.T. Bell Cr. Jennifer Evans, Cr. K.H. Muschamp
3	Aldershot Military Museum Strategic Local Agreement Meeting	Venue – Aldershot Military Museum Frequency – Once a year Time – daytime	Cr. Mrs. D.B. Bedford Cr. A.M. Ferrier	Two Members	Cr. Mrs. D.B. Bedford Cr. B. Jones Cr. S.J. Masterson

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
Page 48	Aldershot Regeneration Partnership Ltd	Venue – Princes Hall, Aldershot Frequency – Every 4 months Day – Weekday Time - 4.00 pm	Cr. P.J. Moyle and Mr. J.A. Lloyd	Cabinet Member with responsibility for economic development and regeneration.  Chief Executive	Cr. D.E. Clifford and Mr. J.A. Lloyd
5	Aldershot Town Centre Business and Retailers Group	Venue – Princes Hall, Aldershot Frequency - Twice a year Day – Weekday evenings Time - 6.30 p.m.	Cr. P.J. Moyle  Cr. M.S. Choudhary Cr. M.J. Roberts Cr. A.H. Crawford	Cabinet Member with responsibility for economic development and regeneration and three Aldershot Members	Cr. M.S. Choudhary Cr. J.J. Preece Cr. A.H. Crawford
6	Basingstoke Canal Joint Management Committee	Venue - Canal Centre, Mytchett Frequency - Twice a year Day - Friday Time - 10.00 am	Cr. J.H. Marsh Cr. L.A. Taylor	Two Members  and a Standing Deputy for each Member (requested by the Management Committee)	Cr. J.H. Marsh Cr. L.A. Taylor  Standing Deputies: Cr. R. Cooper Cr. C.P. Grattan
7	Blackbushe Airport Consultative Committee	Venue - British Car Auction Frequency - 2 per year Day - 1st Wednesday in March and October Time - 7.30 pm	Cr. Liz Corps  Cr. D. Clifford standing deputy	One Member and one Standing Deputy (Standing Deputy requested by the Consultative Committee)	Cr. Liz Corps Cr. B. Jones  Standing Deputy: Cr. J.E. Woolley Cr. B. Jones

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
8	Blackwater Valley Advisory Committee for Public Transport	Venue - RBC Offices Frequency - 4 times per year (Mar, June, Sept, Dec) Time - 7.30 pm	Cabinet Member for Environment (Cr. R.L.G. Dibbs) and Cr. B. Jones  Crs. M.J. Roberts and Barbara Hurst as standing deputies	Cabinet Member with responsibility for Environment and one Member. (maximum of two standing deputies)	Cr. M.J. Tennant Cr. B. Jones  Standing Deputies: Cr. Barbara Hurst Cr. P.F. Rust
9	Blackwater Valley Countryside Partnership	Venue – RBC Offices Frequency – Annually Day- Various days in Sept/Oct Time- Afternoon	Crs. L.A. Taylor and P.G. Taylor  Crs. Barbara Hurst and C.P. Grattan as standing deputies	Two Members and up to two Standing Deputies	Cr. L.A. Taylor Cr. P.G. Taylor  Standing Deputies Cr. Barbara Hurst Cr. C.P. Grattan
10	Brickfield Country Park, Friends of	Venue - Various Frequency - Every 3 months Day - 1st Tuesday of the month Time - 8.00 pm	Crs. P.I.C. Crerar, R. Hughes and B.A. Thomas	Three Manor Park Ward Members	Cr. D.E. Clifford Cr. P.I.C. Crerar Cr. B.A. Thomas
11	Council for the Protection of Rural England (Hart & Rushmoor Group)	Venue - Meet in members' homes and community halls Frequency - 5 - 6 week intervals Day – Varies Time – Evening	Cr. P.G. Taylor	One Member	Cr. P.G. Taylor

Page 50	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
	Cove Brook Greenway Group	Venue - Blunden Hall, Farnborough Frequency - Quarterly Time – Evenings	Cr. R. Cooper Cr. G.B. Lyon	Two Members	Cr. R. Cooper Cr. C.P. Grattan Cr. Marina Munro
	13 Enterprise M3 Joint Leaders Board	Venue – Woking/ Farnborough Frequency – 6 a year Time – daytime	Cr. P.J. Moyle	Leader of the Council	Cr. D.E. Clifford
	14 Farnborough Aerodrome Consultative Committee	Venue - BA Park Centre, Farnborough Frequency - Twice a year Day - Thursday Time - 2.00 pm	Cr. R.L.G. Dibbs Cr P.G. Taylor  Cr. Barbara Hurst as Standing Deputy	Cabinet Member for Environment and one Member from a ward that adjoins the site (and one standing deputy).	Cr. M.J. Tennant Cr. P.G. Taylor  Cr. Barbara Hurst as Standing Deputy
	15 Farnborough Community Centre Executive Committee	Venue - Elles Hall Frequency - 11 meeting a year Day - Wednesday Time – Evening	Cr. Sue Carter Cr. B. Jones	Two Members	Cr. Sue Carter Cr. B. Jones
16	Farnborough and Cove War Memorial Hospital Trust Ltd	Venue - Devereux House Frequency - 6-8 weeks Day - Monday Time - 8.00 pm	Cr. R.L.G. Dibbs	One Member	Cr. R.L.G. Dibbs

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
17	457 Farnborough Squadron	Venue – Squadron HQ, St. Christophers Road, Cove Frequency – 6 each year Day - Wednesday Time – 7.30 p.m.	Cr. J.H. Marsh	One Member	Cr. J.H. Marsh
18	Farnham Quarry Liaison Group	Venue - To be confirmed Frequency - 2-3 per year Time - Late afternoon	Cr. M.J. Roberts With Crs. A.R. Newell and T.D. Bridgeman as Standing Deputies	One Aldershot Park Ward Councillor with the two other Aldershot Park Ward Councillors as Standing Deputies	Cr. T.D. Bridgeman with Cr. A.R. Newell as Standing Deputy
19	First Wessex Housing Association – Annual General Meeting	Venue - PHA Frequency - Yearly	Cr. R. Hughes	Cabinet Member for Health and Housing	Cr. Barbara Hurst
20	Hampshire and Isle of Wight Local Government Association	Venue - Rota of Association authorities Frequency - 6 per year Day – Friday Time - Day-time	Cr. P.J. Moyle Cr. R.L.G. Dibbs  Cr. P.G. Taylor as Standing Deputy	Two Members, one of whom is the Leader and the Cabinet Member for Corporate Services as Standing Deputy	Cr. D.E. Clifford Cr. P.G. Taylor
21	Hampshire Police and Crime Panel	Venue – venues around Hampshire Frequency – 4 times a year Time – 10.00 a.m. weekdays	Cr. K.H. Muschamp Cr. K. Dibble	Leader or Cabinet Member  Labour Group representation Invited by the County Council (to meet PCP political balance requirements).	Cr. K.H. Muschamp Cr. K. Dibble

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
Page 52	Hampshire Buildings Preservation Trust Ltd	Venue – Various Frequency – Annually (AGM) Day - Friday in November Time - 10.30 am	Cr. D.S. Gladstone Cr. G.B. Lyon	Two Members	Cr. D.S. Gladstone Cr. C.P. Grattan Cr. Marina Munro
23	Local Government Association - General Assembly	Venue - London and Conference venues Frequency – Annually Time – Daytime	Cr. P.J. Moyle	Leader of the Council	Cr. D.E. Clifford
24	North Hampshire Area Road Safety Council	Venue – Hart/RBC/BDBC Frequency – 3 times a year Time – daytime	Cr. S.J. Masterson  Cr. A.M. Ferrier as Standing Deputy	One Member and one standing deputy	Cr. S.J. Masterson  Cr. P.G. Taylor as Standing Deputy
25	North Hampshire Community Safety Partnership	Venue – RBC/Hart/Basingstoke Offices Frequency – 3 times a year Time – daytime	Cr. K.H. Muschamp	Cabinet Member for Safety and Regulation	Cr. K.H. Muschamp



	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
26	Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Venue – RBC/Hart/Basingstoke Offices Frequency – once a year Time – daytime	Three non-executive Members including Chairman and Vice-Chairman of Borough Services Policy and Review Panel	To reflect proportionality rules  2 Conservatives 1 Labour  Nominated substitutes	Chairman and Vice-Chairman of Borough Services Policy and Review Panel  Cr. A.H. Crawford  Cr. B. Jones as Standing Deputy
27	Parity for Disability	Venue - Day Centre, Whetstone Road Frequency - 2nd Tuesday of every month Time - 7.30 pm - 9.30 pm	Cr. Barbara Hurst  Cr. Sue Carter as Standing Deputy	One Member and one standing deputy	Cr. Barbara Hurst  Cr. Sue Carter as Standing Deputy
28	PATROL (formerly National Parking Adjudication Services)	Venue - Various Frequency – Yearly – next meeting 25/6 Birmingham	Cr. R.L.G. Dibbs	Cabinet Member for Environment and Service Delivery	Cr. M.J. Tennant
29	Project Integra Strategic Board	Venue - Various Authorities Frequency - Quarterly Day - Friday Time - 9.30 am	Cr. R.L.G. Dibbs  Cr. A. Jackman as Standing Deputy	Cabinet Member for Environment and Cabinet Member as Standing Deputy	Cr. M.J. Tennant

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
Page 54	Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Frequency – As required Time - 7.45 pm	Cr. D.B. Bedford	One Member	Cr. D.B. Bedford
31	Rushmoor Citizens' Advice Bureaux Trustee Board	Venue - Alternates: Farnborough CAB/Aldershot CAB Frequency - 6 per year Day - Monday Time - 7.00 pm	Cr. Barbara Hurst Cr. P.F. Rust	Two Members, not to be drawn from the Cabinet (representatives of different Political Group).	No new nominations sought at this time
32	Rushmoor In Bloom Forum	Venue - RBC Offices Frequency - 6 per year Time - 7.00 pm	Cr. Mrs. D.B. Bedford, Cr. M.S. Choudhary Cr. R. Hughes.  Cr. Jennifer Evans Cr. C.P. Grattan	Five Members (politically balanced. Last year, political balance was 3 Conservative, 2 from other Groups)	Cr. Mrs. D.B. Bedford Cr. M.S. Choudhary Cr. Liz Corps  Cr. Jennifer Evans Cr. C.P. Grattan
33	Rushmoor Local Strategic Partnership	Venue - RBC Offices Frequency - Quarterly Time - 4.00 pm	Cr. P.J. Moyle  Cr. R.L.G. Dibbs as Standing Deputy	One Cabinet Member and One Cabinet Member as Standing Deputy	To be confirmed
34	Rushmoor Mediation Management Committee	Venue – Rushmoor Council Offices Frequency - Quarterly Time – 6 pm	Cr. C.P. Grattan Cr. R. Hughes Cr. P.G. Taylor	Three Members	Cr. C.P. Grattan Cr. Barbara Hurst Cr. P.G. Taylor

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
35	Rushmoor Sports Forum	Email forum to discuss grant applications	Cr. Mrs. D.B. Bedford Cr. Sue Carter	Two Members	Cr. Mrs. D.B. Bedford Cr. Sue Carter
36	Rushmoor Swimming Association	Venue – Farnborough Leisure Centre Frequency – Last Monday in the month, except May Time - 7.30 pm	Cr. G.B. Lyon Cr. D.M. Welch	Two Members	Cr. G.B. Lyon Cr. D.S. Gladstone
37	Rushmoor Voluntary Services Board	Venue – Community Centre Frequency – 8 per Year and AGM and Awayday Time – Thursday Evening at 7.15 p.m.	Cr. K. Muschamp	One Member	Cr. T.D. Bridgeman Cr. Barbara Hurst
38	Rushmoor Youth Forum	Venue – Borough Offices Frequency – Quarterly Time – Evenings	Cr. D.M.T. Bell Cr. L.A. Taylor Cr. G.B. Lyon	Three Members (one from each Political Group)	Cr. D.M.T. Bell Cr. L.A. Taylor Cr. G.B. Lyon
39	South East Employers – Full Meeting	Venue – Mary Sumner House, London Frequency - 2 per year – next meeting Friday 12th July, 2013	Cr. P.G. Taylor Cr. K.H. Muschamp as Standing Deputy	Cabinet Member for Corporate Services and one Member as Standing Deputy	Cr. P.G. Taylor Cr. K.H. Muschamp as Standing Deputy

Page 56	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
	SEE – The Local Democracy and Accountability Network	Venue – Mary Sumner House, London Frequency – 2 per year Time – Daytime – next meeting 13th September 2013	Cr. A.M. Ferrier Cr. P.F. Rust	Two Members (but should not be drawn from the Cabinet)	Vacancy Cr. P.F. Rust
	41 South East England Councils (SEEC) All Member Meeting	Venue – London Frequency - Quarterly Time – Daytime	Cr. R.L.G. Dibbs	Leader of the Council	Leader of the Council
	42 Southwood Golf Club Committee	Venue - Southwood Golf Club Frequency - Every 4-5 weeks Time - 7.00 pm	Cr. D.S. Gladstone	One Member	Cr. D.S. Gladstone
43	Step by Step Board of Management	Venue - PHA, Gordon House, Aldershot or Emmaus Project Offices Frequency - Every other month Day - Saturday Time - 1.00 pm	Cr. Mrs. D. B. Bedford	One Member	Cr. A.R. Newell

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2015/16	MEMBERSHIP	NOMINATED REPRESENTATIVES 2016/17
44	Thames Water Utilities Local Liaison Group	Venue – RBC Frequency – 1/2 per year Day – Weekday Time – Daytime	Cr. R.L.G. Dibbs  Cr. D.E. Clifford as Standing Deputy	Cabinet Member for Environment with the Chairman of Environment Policy and Review Panel as Standing Deputy	Currently seeking clarification of Group's continued existence
45	West End Centre Management Committee	Venue - West End Centre Frequency - Every 2/3 months Day - Varies Time - 7.00 pm	Crs. K.H. Muschamp Cr. B.A. Thomas	Two Members	Cr. M.S. Choudhary Cr. B.A. Thomas

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**LICENSING AND GENERAL PURPOSES COMMITTEE  
26TH MAY 2016**

**REPRESENTATION ON OUTSIDE BODIES 2016/17**

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2016/17</b>
Age Concern, Farnborough	Crs. Liz Corps, L.A. Taylor and Jacqui Vosper
Aldershot & Farnborough Festival of Music & Art	Crs. D.M.T. Bell, Jennifer Evans and K.H. Muschamp
Aldershot Military Museum Strategic Local Agreement Meeting	Crs. Mrs. D.B. Bedford and B. Jones
Aldershot Regeneration Partnership Limited	Cabinet Member with responsibility for regeneration and economic development (Cr. D.E. Clifford) and the Chief Executive (Mr. J.A. Lloyd)
Aldershot Town Centre Business and Retailers Group	Cabinet Member with responsibility for regeneration and economic development (Cr. D.E. Clifford) and Crs. M.S. Choudhary, A.H. Crawford and J.J. Preece
Basingstoke Canal Joint Management Committee	Crs. J.H. Marsh and L.A. Taylor with Crs. R. Cooper and C.P. Grattan as Standing Deputies
Blackbushe Airport Consultative Committee	Cr. Liz Corps with Cr. J.E. Woolley as Standing Deputy

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2016/17</b>
Blackwater Valley Advisory Committee for Public Transport	Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and Cr. B. Jones with Crs. Barbara Hurst and P.F. Rust as Standing Deputies
Blackwater Valley Countryside Partnership	Crs. L.A. Taylor and P.G. Taylor with Crs. C.P. Grattan and Barbara Hurst as Standing Deputies
Brickfields Country Park, Friends of	Three Manor Park Ward Members (Crs. D.E. Clifford, P.I.C. Crerar and B.A. Thomas)
Council for the Protection of Rural England (Hart & Rushmoor Group)	Cr. P.G. Taylor
Cove Brook Greenway Group	Crs. R. Cooper and Marina Munro
Enterprise M3 Joint Leaders Board	Leader of the Council (Cr. D.E. Clifford)
Farnborough Aerodrome Consultative Committee	The Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and Cr. P.G. Taylor (as a representative of an adjoining ward) with Cr. Barbara Hurst as Standing Deputy
Farnborough Community Centre Executive Committee	Crs. Sue Carter and B. Jones
Farnborough and Cove War Memorial Hospital Trust Limited	Cr. R.L.G. Dibbs



<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2016/17</b>
457 Farnborough Squadron	Cr. J.H. Marsh
Farnham Quarry Liaison Group	Cr. T.D. Bridgeman with Crs. A.R. Newell and M.J. Roberts as Standing Deputies
First Wessex Housing Association – Annual General Meeting	The Cabinet Member for Health and Housing (Cr. Barbara Hurst)
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cr. D.E. Clifford) with the Cabinet Member for Corporate Services (Cr. P.G. Taylor) as Standing Deputy
Hampshire Buildings Preservation Trust Limited	Crs. D.S. Gladstone and Marina Munro
Hampshire Police and Crime Panel	Cabinet Member for Business, Safety and Regulation (Cr. K.H. Muschamp) and Cr. K. Dibble (in his own right as invited by the County Council for political balance)
Local Government Association - General Assembly	Leader of the Council (Cr. D.E. Clifford)
North Hampshire Area Road Safety Council	Cr. S.J. Masterson with Cr. P.G. Taylor as Standing Deputy
North Hampshire Community Safety Partnership	Cabinet Member for Business, Safety and Regulation (Cr. K.H. Muschamp)

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2016/17</b>
Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Chairman of the Borough Services Policy and Review Panel (Cr. A.R. Newell), Vice-Chairman of the Policy and Review Panel (Cr. M.S. Choudhary) and Cr. A.H. Crawford with Cr. B. Jones as Standing Deputy
Parity for Disability	Cr. Barbara Hurst with Cr. Sue Carter as Standing Deputy
PATROL (formerly National Parking Adjudication Services)	Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant)
Project Integra Strategic Board	Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cr. D.B. Bedford
Rushmoor Citizens' Advice Bureaux Trustee Board	No new nominations sought at this time
Rushmoor In Bloom Forum	Crs. Mrs. D.B. Bedford, M.S. Choudhary, Liz Corps, Jennifer Evans and C.P. Grattan
Rushmoor Local Strategic Partnership	Cr. K.H. Muschamp with Cr. Barbara Hurst as Standing Deputy
Rushmoor Mediation Management Committee	Crs. C.P. Grattan, Barbara Hurst and P.G. Taylor
Rushmoor Sports Forum	Crs. Mrs. D.B. Bedford and Sue Carter

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2016/17</b>
Rushmoor Swimming Association	Crs. D.S. Gladstone and G.B. Lyon
Rushmoor Voluntary Services Board	Cr. Barbara Hurst
Rushmoor Youth Forum	Crs. D.M.T. Bell, G.B. Lyon and L.A. Taylor
South East Employers – Full Meeting	Cabinet Member for Corporate Services (Cr. P.G. Taylor) with Cr. K. H. Muschamp as Standing Deputy
South East Employers – Local Democracy and Accountability Network	Crs. S.J. Masterson and P.F. Rust
South East England Councils (SEEC) All Member Meeting	Leader of the Council
Southwood Golf Club Committee	Cr. D.S. Gladstone
Step by Step Board of Management	Cr. A.R. Newell
Thames Water Utilities Local Liaison Group	Currently seeking clarification of Group's continued existence
West End Centre Management Committee	Crs. M.S. Choudhary and B.A. Thomas

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