



# BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

**YOU ARE HEREBY SUMMONED** to attend a Meeting of the Council to be held at the Council Offices, Farnborough on ***Thursday, 19th April, 2018 at 7.00 pm*** for the transaction of the business set out on the Agenda given below.

## A G E N D A

1. **MINUTES**

To confirm the Minutes of the Ordinary Meeting of the Council held on 22nd February, 2018 (copy Minutes attached).

2. **MAYOR'S ANNOUNCEMENTS**

3. **STANDING ORDER 8 - QUESTIONS**

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

4. **NOTICE OF MOTION - TACKLING OBESITY**

To consider the following Notice of Motion, which has been submitted by Cllr A.H. Crawford, pursuant to Standing Order 9 (1):

"This Council undertakes to use all means at its disposal, including working with partner organisations, to tackle the crisis of obesity that is afflicting many residents of the borough, including children and young people."

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

To consider the recommendations of the Cabinet and Committees in relation to the following items:

(1) **Changes to the Budget - Capital Investment**

To receive a report on proposed investment opportunities (copy attached – Annex 1). The Leader of the Council (Cllr D.E. Clifford) will introduce this item and report on the discussion at the Cabinet meeting on 17th April 2018.

(2) **Review of Governance Structure**

To receive a Report from the Licensing and General Purposes Committee (copy attached – Annex 2), which recommends changes to the Council's governance structure. The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) will introduce this item.

6. **QUESTIONS FOR THE CABINET**

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

7. **POLICY AND REVIEW PANELS - ANNUAL REPORTS 2017/18**

To receive and ask questions on the Annual Reports (copies attached at Annexes 3 - 7) of the following Policy and Review Panels for the 2017/18 Municipal Year:

- (1) Borough Services
- (2) Community
- (3) Corporate Services
- (4) Environment
- (5) Leisure and Youth

A procedure note for asking questions has been circulated to Members.

8. **REPORTS OF CABINET AND COMMITTEES**

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

**Cabinet –**

6th March, 2018

**Committees –**

Development Management  
Licensing and General Purposes

28th March, 2018  
9th April, 2018

**9. REPORTS OF POLICY AND REVIEW PANELS**

To note the Reports of the following meetings of the Policy and Review Panels (copy reports attached):

Environment	27th February, 2018
Leisure and Youth	19th March, 2018
Environment	20th March, 2018
Corporate Services	22nd March, 2018
Borough Services	26th March, 2018
Community	29th March, 2018

A.E. COLVER  
Head of Democratic and Customer Services

Council Offices  
Farnborough  
Hampshire GU14 7JU

Wednesday 11 April 2018

This page is intentionally left blank

# BOROUGH OF RUSHMOOR

**MEETING OF THE BOROUGH COUNCIL** held at the Council Chamber, Council Offices, Farnborough on Thursday, 22nd February, 2018 at 7.00 pm.

The Worshipful The Mayor (Cllr Sophia Choudhary (Chairman))  
The Deputy Mayor (Cllr S.J. Masterson (Vice-Chairman))

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr A.H. Crawford  
Cllr K. Dibble  
Cllr R.L.G. Dibbs  
Cllr D.S. Gladstone  
Cllr Barbara Hurst  
Cllr B. Jones  
Cllr J.H. Marsh  
Cllr K.H. Muschamp  
Cllr J.J. Preece  
Cllr P.F. Rust  
Cllr M.D. Smith  
Cllr L.A. Taylor  
Cllr M.J. Tennant  
Cllr Jacqui Vosper

Cllr D.M.T. Bell  
Cllr Sue Carter  
Cllr D.E. Clifford  
Cllr Liz Corps  
Cllr P.I.C. Crerar  
Cllr Sue Dibble  
Cllr Jennifer Evans  
Cllr C.P. Grattan  
Cllr A. Jackman  
Cllr G.B. Lyon  
Cllr Marina Munro  
Cllr A.R. Newell  
Cllr M.J. Roberts  
Cllr M.L. Sheehan  
Cllr M. Staplehurst  
Cllr P.G. Taylor  
Cllr B.A. Thomas  
Cllr J.E. Woolley

Honorary Alderman C. Balchin  
Honorary Alderman R.J. Kimber

Apologies for absence were submitted on behalf of Cllr T.D. Bridgeman.

Before the meeting was opened, the Mayor's Chaplain, the Reverend Steve Stewart, led the meeting in prayers.

## 43. MINUTES

It was MOVED by Cllr Barbara Hurst; SECONDED by Cllr K.H. Muschamp and

**RESOLVED:** That the Minutes of the Ordinary Meeting of the Council held on 7th December, 2017 and the Extraordinary Meeting of the Council held on 30th January, 2018 be taken as read, approved and signed as a correct record of the proceedings.

## 44. MAYOR'S ANNOUNCEMENTS

- (1) The Mayor spoke with sadness regarding the death of Honorary Alderman Geoff Woolger on 31st December, 2017. Geoff Woolger had served as a councillor consistently for over 35 years, having first been elected to

Farnborough Urban District Council in the mid 1960s. When local government was reorganised in the mid 1970s, he was elected to the newly created Rushmoor Borough Council where he had remained continuously as a councillor through to his retirement in 2000.

His loyal and distinguished service had subsequently been recognised by the Council in 2001 when he had been made an Honorary Alderman.

Throughout his long and distinguished career in local government, Geoff Woolger had carried out an extensive range of roles and responsibilities. He had taken a particular interest in recreation and sporting facilities and had chaired the Borough's Recreation and Amenities Committee for many years.

He had had a seat on all the Council's main committees and had chaired the Council's then most senior committee - the Policy and Resources Committee - for eight years.

Geoff Woolger had also served one term as a Hampshire County Councillor. He had also represented Rushmoor on over 40 internal and external bodies over his time on the Council.

Geoff Woolger would be long remembered, having left a lasting legacy through his contribution to community life and the well-being of the Borough.

- (2) The Mayor reported that Mark Staplehurst has resigned as a councillor on 8th January, 2018. The Mayor paid tribute to Mr Staplehurst's time on the Council and his service to the residents of the Borough.

Mr Staplehurst had joined the Council in 2007 when he had been elected to serve the residents of West Heath Ward and had served on most of the Council's Policy and Review Panels as well as the Licensing and General Purposes Committee.

- (3) The Mayor thanked all those who had baked cakes and supported her Christmas Afternoon Tea event on 8th December, 2017 and reported that this event had raised just under £800 for her charities.
- (4) The Mayor reported that a Quiz Night had been held on 26th January, 2018 in aid of her charities and this event had raised £420. The Mayor expressed her gratitude to her Chaplain who had been the quizmaster for the event and to all who had taken part.
- (5) The Mayor reported that her Bollywood Charity Ball would be held on 9th March, 2018 at Princes Hall.

#### 45. **STANDING ORDER 8 - QUESTIONS**

The Mayor reported that no questions had been submitted under Standing Order 8 (3).

46. **NOTICE OF MOTION - PARKING CHARGE NOTICES**

The Council was asked to consider a Motion which had been submitted by Cllr A.H. Crawford in accordance with the provisions of Standing Order 9 (1). It was MOVED by Cllr A.H. Crawford; SECONDED by Cllr M.D. Smith – That

“In view of the high incidence of complaints about the unfairness of parking charge notices issued by private operators in the Borough, we call on this Council to investigate their activities and procedures and to report back on which are legitimate and which are not.”

Speaking in support of his Motion, Cllr Crawford explained that this issue had come to the fore after the sale of the garage block sites at Tices Meadow when residents first started receiving penalty charge notices from private parking operators for parking on the former garage block sites. This issue seemed to be repeated across the Borough on housing estates as sales of former garage block sites had occurred. As a result, Cllr Crawford had launched an on-line survey and he reported that he had so far received 260 responses containing many hundreds of descriptions of unfairness, abuse and bullying of Borough residents by private parking operators. Some of these responses had also related to the Aldershot Centre for Health where patients were being caught out because of the way the system for parking had been designed. The system was based on CCTV which captured number plates before entering the car park and then as exiting at the junction with Hospital Hill. No allowance was made for the time taken to find a parking space, park and get a ticket on the way in, or for the time taken to exit onto Hospital Hill.

Cllr Crawford also gave an example of the unfair situation faced by one blue badge holder resident on Tices Meadow where the private parking company had placed parking spaces across the access to off-road parking on his property and referred to the stress and inconvenience this had caused.

Cllr Crawford called for Members to support the Motion so that an appropriate policy and review panel could assess the activities and procedures of the private parking operators.

In seconding the Motion, Cllr Smith asked for Members to support the Motion so that the activities of the private parking operators could be investigated by the Council.

During debate, Members referred to way in which the former garage blocks had been sold off by First Wessex Housing Association. Reference was also made to a Private Member's Bill which aimed to regularise private parking and enforcement bodies. The suggestion was made that there should be better communication to patients using the Aldershot Centre for Health car park on how the system operated and the ability to top-up fees paid for parking.

Following further discussion, the Motion was put to the Meeting. There voted FOR: 34; AGAINST: 0 and the Motion was **DECLARED CARRIED**.

**47. MAYOR-ELECT AND DEPUTY MAYOR-ELECT 2018/19**

The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) reported that the Committee had considered the nominations for the Mayor-Elect and the Deputy Mayor-Elect for 2018/19 at its meeting on 29th January, 2018. Having regard to the criteria adopted by the Council, the Committee had agreed to recommend that:

- (i) Cllr Stephen John Masterson be selected as Mayor-Elect for the Municipal Year 2018/19; and
- (ii) Cllr Sue Carter be selected as Deputy Mayor-Elect for the Municipal Year 2018/19.

It was **MOVED** by Cllr A. Jackman; **SECONDED** by Cllr J.E. Woolley – That the Recommendations of the Licensing and General Purposes Committee be approved in respect of the Mayor-Elect and Deputy Mayor-Elect.

There voted **FOR**: 33; **AGAINST**: 0 and the Motion was **DECLARED CARRIED**.

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

**(1) Revenue Budget, Capital Programme and Council Tax Level 2018/19**

The Leader of the Council (Cr. D.E. Clifford) introduced the Report of the Cabinet meeting held on 6th February, 2018, which recommended the approval of the Revenue Budget, Capital Programme and Council Tax Level 2018/19. It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr P.G. Taylor – That approval be given to the recommendations set out in the Revenue Budget and Capital Programme budget booklet 2018/19 in respect of the following:

- (i) the General Fund Revenue Budget Summary;
- (ii) the detailed General Fund Revenue Budget;
- (iii) the additional items for inclusion in the budget;
- (iv) the Council Tax Requirement of £6,147,509 for this Council;
- (v) the Council Tax level for Rushmoor Borough Council's purposes of £198.49 for a Band D property in 2018/19;
- (vi) the Capital Programme;
- (vii) the Strategy for the Flexible Use of Capital Receipts;
- (viii) the Head of Financial Services' report under Section 25 of the Local Government Act, 2003; and



- (ix) the holding of reserves and use of the Service Improvement Fund, as previously detailed in Report No. FIN1808.

Following debate, the Motion was put to the meeting. On a Recorded Vote, there voted FOR: Cllrs Mrs. D.B. Bedford, D.M.T. Bell, J.B. Canty, Sue Carter, M.S. Choudhary, D.E. Clifford, R.M. Cooper, Liz Corps, P.I.C. Crerar, R.L.G. Dibbs, D.S. Gladstone, Barbara Hurst, A. Jackman, G.B. Lyon, J.H. Marsh, Marina Munro, K.H. Muschamp, A.R. Newell, M.L. Sheehan, M.D. Smith, P.G. Taylor, M.J. Tennant, B.A. Thomas, Jacqui Vosper and J.E. Woolley (25); AGAINST: Cllrs A.H. Crawford, Keith Dibble, Sue Dibble, Jennifer Evans, C.P. Grattan, B. Jones, J.J. Preece, M.J. Roberts, P.F. Rust and L.A. Taylor (10); and ABSTAINED: The Deputy Mayor (Cllr S.J. Masterson) and the Mayor (Cllr Sophia Choudhary) (2) and the Recommendations were **DECLARED CARRIED**.

### **(2) Annual Treasury Management Strategy 2018/19 and Prudential Indicators for Capital Finance**

The Portfolio Holder for Corporate Services (Cllr P.G. Taylor) introduced the Report of the Cabinet Meeting held on 6th February, 2018, which recommended the approval of the Annual Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, Prudential Indicators and the Minimum Revenue Provision Statement.

It was MOVED by Cllr P.G. Taylor; SECONDED by Cllr D.E. Clifford – That approval be given to the Annual Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy and Prudential Indicators for 2018/19 and the Minimum Revenue Provision Statement.

There voted FOR: 33; AGAINST: 0 and the Recommendations were **DECLARED CARRIED**.

### **(3) Rushmoor Borough Council Plan 2018/19**

The Leader of the Council (Cllr D.E. Clifford) introduced the Report of the Cabinet Meeting held on 6th February, 2018, which recommended the approval of the Council Plan 2018/19, which built on the four Council priorities and the key actions which had been identified by the Cabinet.

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr K.H. Muschamp – That approval be given to the adoption of the Council Plan 2018/19.

There voted FOR: 23; AGAINST: 10 and the Recommendation was **DECLARED CARRIED**.

### **(4) Amendment to the Standing Orders for the Regulation of Business – Notices of Motion**

The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) introduced the Report of the Committee meeting held on 29th January, 2018 which recommended the approval of a proposed change to the Council Procedure Rules

(Standing Orders) relating to Notices of Motion. The Committee recommended that the following change be made to encourage a focus on local issues on which the Council might be able to take action and thereby use the Council's meeting time more effectively:

“Every motion shall be relevant to some matter in relation to which the Council has powers or duties ~~or which affects the Borough directly.~~”

It was MOVED by Cllr A. Jackman; SECONDED by Cllr J.E. Woolley – That approval be given to the amendment to Council Procedure Rule (Standing Order) 9 (6), to be read as follows:

“Every motion shall be relevant to some matter in relation to which the Council has powers or duties.”

There voted FOR: 21; AGAINST: 10 and the Recommendation was **DECLARED CARRIED**.

**NOTE:** The recommendation to amend Standing Order 9 (6) will stand adjourned without discussion until the Council Meeting on 19th April, 2018.

#### **(5) Honorary Aldermen**

The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) introduced the Report of the Committee meeting held on 29th January, 2018 which recommended changes to the appointment and role of Honorary Aldermen. It was proposed that there should be a reduction in the period of eligible service with the Council and its constituent authorities from 25 to a total of 16 years (i.e. four full terms of office) and the inclusion of a provision that Honorary Aldermen should normally be Borough residents. In addition, it was proposed that Honorary Aldermen could ask to speak at meetings, subject to agreement by the relevant Council body. This arrangement was the same as that which was currently afforded to elected Members who were not already Members of that body. At Council Meetings, each Alderman would be able to speak on one agenda item at a meeting, subject to the other rules of debate set out in Standing Orders. A provision would also be included in the protocol on Honorary Aldermen enabling them to be appointed to represent the Council on outside bodies.

It was MOVED by Cllr A. Jackman; SECONDED by Cllr J.E. Woolley – That approval be given to the changes to the appointment and role of Honorary Aldermen.

There voted FOR: 21; AGAINST: 10 and the Recommendation was **DECLARED CARRIED**.

#### **(6) Appointment of Independent Person**

The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) introduced the report of the Committee meeting held on 29th January, 2018, which recommended an appointment to the role of Designated Independent Person for

Rushmoor Borough Council, as part of the regime on Members' Standards, which had been introduced by the Localism Act, 2011.

It was MOVED by Cllr A. Jackman; SECONDED by Cllr J.E. Woolley – That approval be given to the appointment of Mrs. Mary Harris as the Council's Designated Independent Person for a three-year term.

There voted FOR: 23; AGAINST: 0 and the Recommendation was **DECLARED CARRIED**.

49. **THE COUNCIL TAX 2018/19**

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

- (i) it be noted that the Council calculated the amount of £30,971.38 as its Council Tax Base for the year 2018/19 in accordance with Section 31B(3) of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the 'Act').
- (ii) the following amounts be calculated by the Council for the year 2018/19 in accordance with Sections 31 and Sections 34 to 36 of the Act:
  - (a) £78,181,984 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act
  - (b) £72,034,475 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £6,147,509 being the amount by which the aggregate at (ii)(a) above exceeds the aggregate at (ii)(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
  - (d) £198.49 being the amount at (ii)(c) above, all divided by the amount at (i) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year.

(e) **Valuation Bands**

A	£132.33
B	£154.38
C	£176.44
D	£198.49
E	£242.60

F	£286.71
G	£330.82
H	£396.98

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

- (iii) it be noted that for the year 2018/19 Hampshire County Council, the Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

<b>Precepting Authority</b>	<b>Valuation Bands</b>	
Hampshire County Council (including Adult Social Care precept)	A	£800.64
	B	£934.08
	C	£1067.52
	D	£1200.96
	E	£1467.84
	F	£1734.72
	G	£2001.60
	H	£2401.92

<b>Precepting Authority</b>	<b>Valuation Bands</b>	
Police and Crime Commissioner for Hampshire	A	£118.31
	B	£138.02
	C	£157.74
	D	£177.46
	E	£216.90
	F	£256.33
	G	£295.77
	H	£354.92

Precepting Authority	Valuation Bands	
Hampshire Fire and Rescue Authority	A	£43.83
	B	£51.13
	C	£58.44
	D	£65.74
	E	£80.35
	F	£94.96
	G	£109.57
	H	£131.48

- (iv) That, having calculated the aggregate in each case of the amounts at (ii)(e) and (iii) above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown below:

Valuation Bands	
A	£1095.11
B	£1277.61
C	£1460.14
D	£1642.65
E	£2007.69
F	£2372.72
G	£2737.76
H	£3285.30

Following debate, the Motion was put to the meeting. On a Recorded Vote, there voted FOR: Cllrs Mrs. D.B. Bedford, D.M.T. Bell, J.B. Canty, Sue Carter, M.S. Choudhary, D.E. Clifford, R.M. Cooper, Liz Corps, P.I.C. Crerar, R.L.G. Dibbs, D.S. Gladstone, Barbara Hurst, A. Jackman, G.B. Lyon, J.H. Marsh, Marina Munro, K.H. Muschamp, A.R. Newell, M.L. Sheehan, P.G. Taylor, M.J. Tennant, B.A. Thomas, Jacqui Vosper and J.E. Woolley (24); AGAINST: Cllrs A.H. Crawford, Keith Dibble, Sue Dibble, Jennifer Evans, C.P. Grattan, B. Jones, J.J. Preece, M.J. Roberts, P.F. Rust and L.A. Taylor (10); and ABSTAINED: The Deputy Mayor (Cllr S.J. Masterson) and the Mayor (Cllr Sophia Choudhary) (2) and the Recommendations were **DECLARED CARRIED.**

## 50. QUESTIONS FOR THE CABINET

The Mayor reported that one question had been submitted for response by the Cabinet.

Cllr Mrs. D.B. Bedford asked a question of the Health and Housing Portfolio Holder regarding rough sleepers in the light of the recent decision not to open a night shelter in Aldershot during the winter.

In response, Cllr Hurst stated that The Vine was an important and valued partner in the Council's work with rough sleepers and referred to the help and assistance that had been offered which had been provided at a lower cost than that of the provision of a night shelter the previous year. Cllr Hurst also referred to work undertaken to move rough sleepers into appropriate, independent accommodation. Cllr Hurst said that in Rushmoor no one ever needed to sleep outdoors as help was available which was provided through the strong partnership working in the Borough that made this possible.

## 51. **REPORTS OF CABINET AND COMMITTEES**

### (1) **Cabinet**

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr K.H. Muschamp and

**RESOLVED:** That the Reports of the Meetings of the Cabinet held on 12th December, 2017 and 9th January and 6th February, 2018 be received.

### (2) **Licensing and General Purposes Committee**

It was MOVED by Cllr A. Jackman; SECONDED by Cllr J.E. Woolley and

**RESOLVED:** That the Report of the Meeting of the Licensing and General Purposes Committee held on 27th November, 2017 be received.

### (3) **Development Management Committee**

It was MOVED by Cllr B. Thomas; SECONDED by Cllr J.H. Marsh and

**RESOLVED:** That the Report of the meeting of the Development Management Committee held on 6th December, 2017 be received.

### (4) **Licensing and General Purposes Committee**

It was MOVED by Cllr A. Jackman; SECONDED by Cllr J. Woolley and

**RESOLVED:** That the Report of the Meeting of the Licensing and General Purposes Committee held on 29th January, 2018 be received.

### (5) **Development Management Committee**

It was MOVED by Cllr J.H. Marsh; SECONDED by Cllr Mrs. D.B. Bedford and

**RESOLVED:** That the Report of the meeting of the Development Management Committee held on 31st January, 2018 be received.

52. **REPORTS OF POLICY AND REVIEW PANELS**

**RESOLVED:** That the Reports of the undermentioned meetings of the Policy and Review Panels be received:

<b>POLICY AND REVIEW PANEL</b>	<b>DATE OF MEETING</b>
Leisure and Youth	15th January, 2018
Borough Services	22nd January, 2018
Environment	23rd January, 2018
Community	25th January, 2018

The meeting closed at 9.50 pm.

-----

This page is intentionally left blank



**ANNEX 1**

**COUNCIL MEETING – 19TH APRIL 2018**

**AGENDA ITEM NO. 5 (1)**

**CHANGES TO THE BUDGET – CAPITAL INVESTMENT**

**1. INTRODUCTION**

The Constitution provides that, when significant proposals come forward which are outside the agreed budget, the Council needs to approve the change. This Report has arisen from proposals which are being considered by the Cabinet on 17th April, 2018 that both require significant capital expenditure.

- 1.1 The first proposal relates to an investment in commercial property at Farnborough Industrial Estate and the second to an opportunity to support the local economy by provision of a loan for development at Farnborough Aerodrome.. Both initiatives support objectives for the Council in aiding the regeneration of the Borough whilst also contributing additional income streams to assist the Council in achieving financial sustainability.
- 1.2 Council is asked to approve a variation to the Capital Programme of £10m to enable the current and other potential projects to proceed. The balance of the £10m only to be drawn down after consideration of the business case by Cabinet.
- 1.3 The Council will need to borrow to fund these transactions, either from the Public Works Loan Board (PWLB) or other approved counterparties, but, in the case of both these investments, there is a positive cash flow over the borrowing costs. As a result of this additional borrowing requirement, Council is asked to increase both its operational boundary and its authorised limit for external debt ,previously set by the Council under its Treasury Management Strategy in February 2018, by £10m. This will ensure sufficient headroom for the Council to manage its borrowings within prudent limits.

**2. RECOMMENDATION**

- 2.1 The Council is recommended to approve a variation of £10 million to the 2018/19 Capital Programme, and raise its limits for external debt accordingly, as set out above.

**D.E. CLIFFORD  
LEADER OF THE COUNCIL**

This page is intentionally left blank

## ANNEX 2

## COUNCIL MEETING – 19TH APRIL 2018

## AGENDA ITEM NO. 5 (2)

## REVIEW OF GOVERNANCE STRUCTURE

A report from the meeting of the Licensing and General Purposes Committee held on 9th April, 2018.

**SUMMARY:**

Rushmoor's current decision making structure has been in place for over fifteen years with little change. Whilst processes have been altered and adjustments made to the portfolios, there has been no fundamental review of the structure. Over the last year, with the support of Cabinet Members, options for change have been looked at. The structure was also highlighted in the recent Peer Review report, which urged the Council to review and modernise aspects of its governance arrangements. That report drew attention to the need to undertake a root and branch review of the scrutiny arrangements in general and rationalisation of the panel structure whilst ensuring that there were appropriate development opportunities for Members involved in the scrutiny process.

This report proposes changes to the structure, the main ones being the replacement of the existing policy and review panels by one Overview and Scrutiny Committee and a Policy and Project Advisory Board. There are also a number of changes to be made to the Cabinet working arrangements, although the review of portfolio responsibilities is still to be completed. This will be determined by the Leader, who has authority to do this within the Constitution. Finally, this report proposes a number of consequential changes to documents within the Constitution.

My Committee had a full debate on the proposals and raised a number of questions regarding the structure and the working arrangements. There was also a discussion regarding the timing of the proposals. Having considered the issues in detail, the Committee has agreed to recommend the Council to adopt the proposals with effect from the beginning 2018/19 Municipal Year.

**1. INTRODUCTION**

- 1.1 Rushmoor's decision making structure was set up in 2000 to reflect changes in legislation which established executive forms of governance arrangements. At the time, Rushmoor established the basis of its existing structure based around a Cabinet, five Policy and Review Panels and three Committees. Over the years, some adjustments have been made to the system, especially around the Committees and the portfolio responsibilities, although the basis has remained the same. Whilst that

system has worked well, it has been clear for some time that changes needed to be made to streamline and modernise the arrangements.

- 1.2 Over the last couple of years advances have been made to the way the organisation works as a result of changes within the Cabinet and the appointment of the Chief Executive. In addition, Rushmoor has been seeking to modernise other aspects of its operations and it has become clear that a review of the governance structure, both at a Member level and within the organisation, is needed.

## **2. BACKGROUND TO THE REVIEW**

- 2.1 The vast majority of local authorities in the UK have some form of executive governance arrangements, most of which have a Cabinet. In this respect Rushmoor is similar, although the arrangements for carrying out overview and scrutiny are unusual amongst authorities in that Rushmoor has five Policy and Review Panels to carry out scrutiny and policy development. Most other authorities, particularly of Rushmoor's size, have only one or two scrutiny committees. Rushmoor has looked at this structure in the past but has retained the panel structure.
- 2.2 The current Cabinet was appointed in May, 2016 and has a strong focus on the Council moving forward and delivering a wide range of priorities through its Council Plan. The Cabinet has also been keen to involve other Members in delivering the Council Plan and ensuring that there are development opportunities, which it has felt could be better achieved through a different approach.
- 2.3 In December, 2017 the Council was subject to a Peer Challenge Review and the report drew out the need to progress the review of governance with some urgency. In particular, it saw the need for a change in approach to scrutiny in Rushmoor where it considered that five Policy and Review Panels were excessive with the focus being on service and project updates rather than scrutiny. It also envisaged an approach where the Council had one Overview and Scrutiny Committee (to undertake performance review and pre decision scrutiny) and a Policy and Project Advisory Board (to help develop policy).
- 2.4 In undertaking this review, the following objectives have been used to develop the new structure and working arrangements:
  - re-working the portfolios to secure a more even spread of responsibilities
  - providing a focus for the delivery of the Council Plan and Member priorities
  - streamlining and re-working the policy and review panel structure to provide clarity for scrutiny and policy development
  - establishing opportunities for Members to develop their roles.

### **3. CABINET WORKING ARRANGEMENTS**

3.1 Taking these objectives into account, changes are being developed to the Cabinet working arrangements. As part of the work and restructuring of the internal organisation, the portfolios are being reviewed, potentially to reflect the new internal service structure. As this is yet to be finalised, the portfolios will be agreed by the Leader once the necessary decisions have been made. It is also intended to ensure that the portfolios are balanced as much as possible and that there is a focus on the Council's biggest priorities. Under this arrangement it is likely that the Deputy Leader will not have a portfolio but will focus on corporate planning and performance together with the delivery of the Rushmoor 2020 improvement plan.

3.2 Under this structure some of the existing standing groups would remain and would report into the Cabinet. The Cabinet could review them on an annual basis and could establish others if it wished. The main current groups are:

- Budget Strategy Working Group
- Member Development Group
- Community Cohesion Group
- Elections Group (formally set up by the Borough Services Panel/Licensing and General Purposes Committee)

3.3 The Cabinet is also keen to establish some roles that would provide development opportunities for elected Members not on the Cabinet. Therefore, it is proposed that Cabinet Champions could be used to work on a particular area or project that does not fall naturally within an existing portfolio. These are likely to reflect certain priorities within the annual Council Plan. There would be a maximum of three per year to be reviewed annually by the Cabinet and for 2018/19 these might include delivering the Military Covenant (Councillor John Woolley already undertakes this role).

3.4 Whilst the overall workload of the Cabinet has not changed in total, the new arrangements are likely to require a review of the special responsibility allowances. Member Champions might be eligible for a specific allowance for their roles.

### **4. OVERVIEW AND SCRUTINY**

4.1 The current system of scrutiny does not work effectively with the Policy and Review Panels mainly receiving service/project updates and undertaking some policy work (although it is recognised that some aspects of external scrutiny work well). The Peer Review gave a clear recommendation that the arrangements needed to change and benchmarking shows that many other authorities carry out their scrutiny function through one committee. It is proposed that Rushmoor moves to a system of one overview and scrutiny committee which will co-ordinate the Council's work on scrutiny. The arrangements would be as follows:

- One committee established to drive the scrutiny process, concentrating on the performance of the Council plus other services in the Borough together with pre-decision scrutiny of items on the Cabinet Work Programme.
  - The committee would consist of eleven Members with a Chairman and two Vice-Chairmen who would provide active support to the Chairman by chairing task and finish groups and co-ordinating the work.
  - Task and finish groups would be established to carry out specific areas of scrutiny identified by the committee and would consist of Members drawn from the whole Council and not necessarily just from the Committee.
  - The Chairman and Vice-Chairmen would be required to undergo training for chairing meetings and managing the scrutiny process.
- 4.2 The Chairman of the Committee would receive a Special Responsibility Allowance and a decision will need to be made as to whether the Vice-Chairmen should receive an allowance for carrying out their work.

## **5. POLICY AND PROJECT ADVISORY BOARD**

- 5.1 One of the key roles for the Council is to develop policy. Under the existing arrangements, some work is carried out through the Cabinet and other work by the Policy and Review Panels and their sub-groups. This proposal envisages the setting up of a Policy and Project Advisory Board which would look at a range of priorities, policy and project areas that will then report into the Cabinet or potentially the Council. The arrangements for this Board will be:
- A stand-alone group cutting across the Council's activities, consisting of non-executive Members but with direct input from and to the Cabinet.
  - The Board would consist of eleven Members with a Chairman and two Vice-Chairmen. The Vice-Chairmen would lead specific projects and chair task and finish groups, working in a similar way to the Vice-Chairmen on the Overview and Scrutiny Committee.
  - Task and finish groups would be established to carry out specific areas of work that would include Members from across the Council, including Cabinet Members. They would include some of the work of existing groups. Examples are:
    - Aldershot Regeneration
    - Farnborough Regeneration
    - Leisure Contracts

- The Chairman and Vice-Chairmen would be required to undergo training for chairing meetings.
- 5.2 The Chairman of the Committee would receive a Special Responsibility Allowance and consideration would be given to whether the Vice-Chairmen should receive an allowance for carrying out their work.

## **6. CONSEQUENTIAL ISSUES**

- 6.1 The new structure is set out in Appendix 1. At this stage the arrangements for the Development Management and the Licensing and General Purposes Committees will stay the same although the terms of reference of the Licensing and General Purposes Committee are being reviewed in the light of recommendations from the Auditors. Any changes will be subject to a report to the Committee.
- 6.2 As a result of the proposed new structure, a significant number of changes will need to be made to the Constitution. The main changes are set out in the summary list attached (Appendix 2) and accompanying papers (Annexes 1 – 6). In addition, the opportunity has been taken to include a number of updates to the provisions. In accordance with Standing Order 29, the proposed changes to the Council's Standing Orders for the Regulation of Business (Annex 4 to Appendix 2) will stand adjourned at the Council meeting on 19th April, 2018 until the Annual Meeting on 22nd May, 2018 when it will also be necessary to waive the Council Procedure Rules for the changes to be made at the Annual Meeting.
- 6.3 At the Cabinet meeting on 29th May, 2018, the Leader and the Chief Executive are scheduled to submit a report setting out proposals for a modernisation and improvement plan, that will include a new internal structure for the organisation. The proposals will have an impact on the portfolios and some other aspects of the Constitution, including the Scheme of Delegation and the Cabinet Procedure Rules. The Leader will determine the new portfolio arrangements and a report will also be submitted to the Cabinet early in the 2018/19 Municipal Year on the portfolios. It is proposed that the consequential changes to the Constitution are then agreed by the Chief Executive and the Head of Democratic and Customer Services in consultation with the Portfolio Holder for Corporate Services and the Chairman of the Licensing and General Purposes Committee.
- 6.4 Given the significance of the proposals, there are implications for the Council's Members' Allowances Scheme. Therefore, arrangements have been made to constitute the Independent Remuneration Panel to review the Members' Allowances Scheme. The scheduled dates for the Panel to meet are 23rd/24th April, 2018. The Panel will be looking at the scheme in the light of the new structure and will also be reviewing some of the existing provisions, such as around the IT/Telecommunications allowance and the impact of the new General Data Protection Regulations regime. The report from the Panel is expected in May, 2018.

- 6.5 After the elections, there will be an induction programme for the new Members and at one of the sessions it is proposed to provide further information about how the new structure will work in practice and the outcomes of the review by the Independent Remuneration Panel. All Members will be invited to this session.

## **7. CONCLUSIONS**

- 7.1 Whilst the existing governance structure has served the Council well in the past, a new structure will provide a more modern approach that reflects the Council's priorities and operating arrangements. A new structure will also provide Members with opportunities to develop new roles and specialise in areas of interest. The new structure will take time to settle in and will be kept under review and the arrangements for doing this will be discussed with Members through the Member Development Group.

## **8. RECOMMENDATIONS**

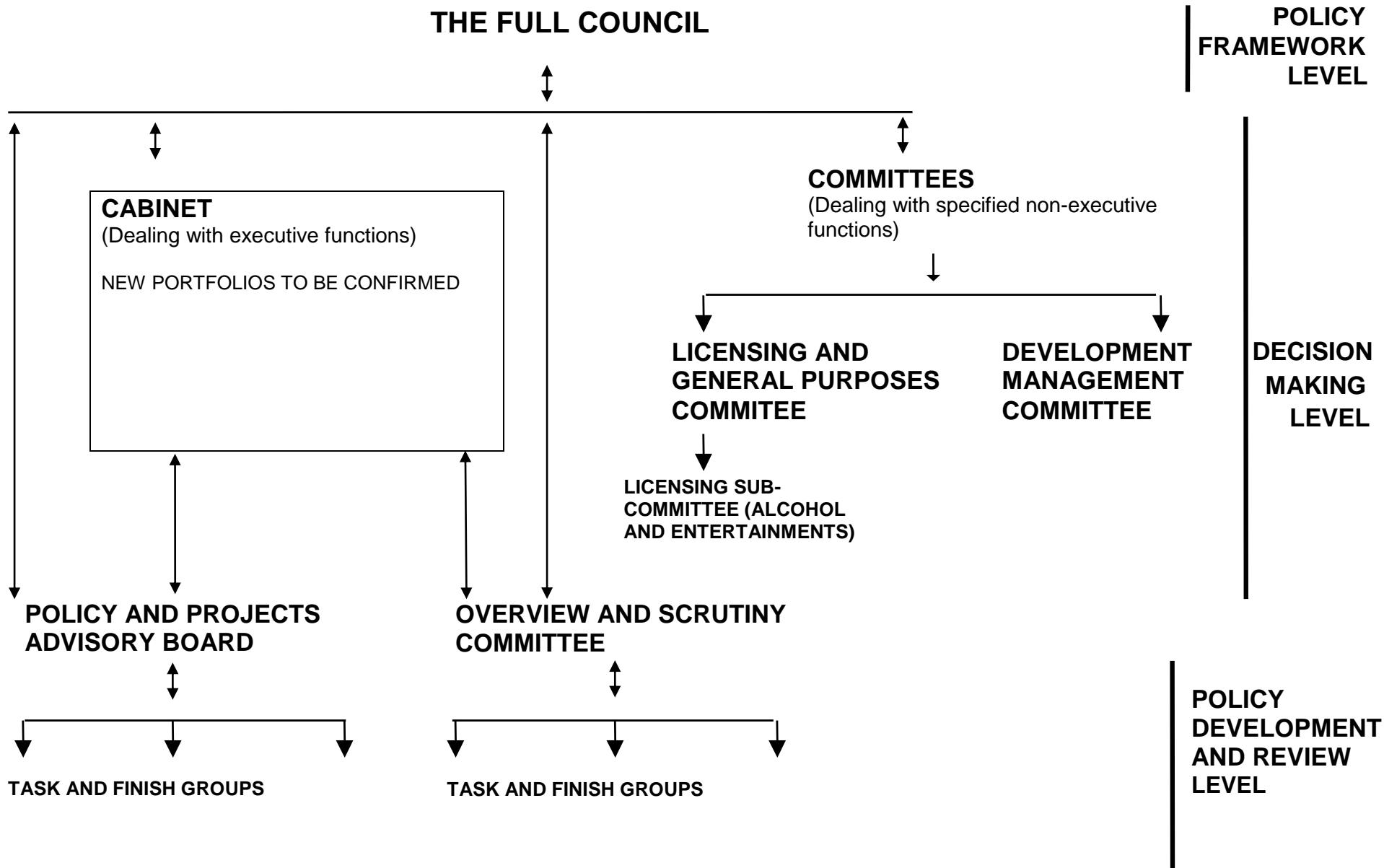
- 8.1 The Council is recommended that:

- (i) the proposed changes to the decision making structure set out in this report be endorsed;
- (ii) the changes to the Constitution set out in Appendix 2 (incorporating Annexes 1 – 6) be approved; and
- (iii) the Chief Executive and the Head of Democratic and Customer Services, in consultation with the Cabinet Member for Corporate Services and the Chairman of the Committee, be authorised to make any further consequential changes to the Constitution resulting from these proposals, the Leader's decision on portfolio responsibilities and the outcome of the internal review of the structure of the organisation.

**NOTE:** In accordance with Standing Order 29, the proposed amendments to the 'Standing Orders for the Regulation of Business' (Annex 4, Appendix 2) will stand adjourned without discussion to the Annual Council Meeting. The Council will also be asked at the Annual Meeting to waive the Council Procedure Rules in order for the changes to take immediate effect.

**A. JACKMAN**  
**CHAIRMAN**  
**LICENSING AND GENERAL PURPOSES COMMITTEE**





This page is intentionally left blank

## SUMMARY OF PROPOSED NEW AMENDMENTS TO THE CONSTITUTION

## Part 1 – Summary and Explanation

Paragraph Number	Summary of Proposed New Change
1.1 (3)	Update index of Articles. Insert new Article 9 'Policy and Project Advisory Board'.
1.4 (5)	Insert new para. 'A Policy and Project Advisory Board supports the Cabinet and the Council in the development of policies and projects that will help to deliver Council Plan Priorities'
1.4 (6), and 1.5	Delete references to Policy and Review Panels and replace with references to the Overview and Scrutiny Committee
1.8	Paragraphs on Management Structure to be updated once arrangements are confirmed
Decision Making Diagram	<b>Attached as Appendix 1 to the main Report</b>
List of Definitions	Delete references to Policy and Review Panels and replace with references to the Overview and Scrutiny Committee

## Part 2 – Articles of the Constitution

Article	Summary of Proposed New Change
1 – The Constitution	No Changes
2 – Councillors and Role Descriptions	Delete references to Policy and Review Panels and replace with references to the Overview and Scrutiny Committee  Add new role descriptions: <ul style="list-style-type: none"> <li>• Chairman of Overview and Scrutiny Committee</li> <li>• Vice-Chairmen of the Overview and Scrutiny Committee (2)</li> <li>• Chairman of Policy and Project Advisory Board</li> <li>• Vice-Chairmen of Policy and Project Advisory Board (2)</li> </ul> <b>Copy of role descriptions with track-changes attached (Annex 1)</b>
3 – Residents and the Council	Delete references to Policy and Review Panels and replace with references to the Overview and Scrutiny Committee
4 – The Full Council	Minor update to reflect proposed new Policy and Project Advisory Board
5 – Chairing the Council	Minor update to reflect proposed new Policy and Project Advisory Board
6 – The Overview and Scrutiny Committee	Updates to terms of reference, and composition arrangements <b>Copy attached with track-changes (Annex 2)</b>
7 – The Cabinet	No change
8 – Committees of the Council	No change

9 – Policy and Project Advisory Board	<b>Proposed new Article 9 attached (Annex 3)</b>
10 – Area Committees	No change
11 – Joint Arrangements	No change
12 - Officers	Paragraphs related to Senior Management roles to be updated once arrangements are confirmed
13 – Decision Making	Delete references to Policy and Review Panels and replace with references to the Overview and Scrutiny Committee
14 – Finance, Contacts and Legal Matters	No change (subject to updates on senior management roles)
15 – Review and Revision of the Constitution	No change (subject to updates on senior management roles)
16 – Suspension and Publication of the Constitution	No change (subject to updates on senior management roles)
Schedule 1 – Description of Executive Arrangements	Update to include reference to new Policy and Project Advisory Board

### Part 3 – Responsibility for Functions

Document Section	Summary of Proposed New Change
Responsibility for Functions – background and general provisions	Paras 10 & 12 – delete references to Panels and replace with Overview and Scrutiny Committee.
Section A	<b>A separate review of the Scheme of Delegation is currently planned and will reflect senior management restructuring</b> Cabinet Portfolio titles and responsibilities to be updated – further to confirmation from the Leader
Sections B & C	Subject to updates on senior management roles

### Part 4 – Council Procedure Rules

Document	Summary of Proposed New Change
1. Standing Orders for the Regulation of Business incorporating scheme for annual reports of the policy and review panels	Updates to Membership of the Decision Making Structure, inclusion of references to the Policy and Project Advisory Board, and updates to align speaking arrangements with the current scheme for relevant bodies <b>Copy attached with track changes (Annex 4)</b>
2. Access to Information Procedure Rules	Updates to reflect provisions in the Openness of Local Government Bodies Regulations 2014 <b>Copy attached with track changes (Annex 5)</b>
3. Public Speaking Procedure Rules	Para 1.2 – delete references to Panels and insert reference to Overview and Scrutiny Committee and Policy and Project Advisory Board  Add new Para 5.1 ‘A speaker will be allowed a maximum of 10 minutes to address the meeting. However, if there are multiple speakers who wish to address the meeting on the same issue, arrangements will be made to facilitate a joint case’

4. Cabinet Procedure Rules	Paras 2.3. 2.4 and 2.5 – delete references to Panels and insert reference to Overview and Scrutiny Committee and Policy and Project Advisory Board
5. Overview and Scrutiny Procedure Rules	<b>Copy of revised Procedure Rules attached showing track-changes (Annex 6)</b>
6. Licensing sub-committee hearings protocol and procedure rules	No change
7. Standards hearings procedure rules	No change
8. Budget and policy framework	<p>Para 1 - Insert reference to the role of the Policy and Project Advisory Board 'the Policy and Project Advisory Board will assist and advise the Cabinet in the formulation, development and delivery of the Policy Framework (set out in Article) and of the policies and priorities that will help to deliver the Council Plan'</p> <p>Para 2 - add reference to Policy and Project Advisory Board as being part of consultation process in addition to the Overview and Scrutiny Committee.</p> <p>All references to Panels are deleted and replaced with reference to the Overview and Scrutiny Committee.</p>
9. Financial Procedure Rules	May be subject to updates on senior management roles
10. Contract Standing Orders	
11. Officer Employment Procedure Rules	
12. Petitions Scheme	All references to Panels are deleted and replaced with reference to the Overview and Scrutiny Committee.

#### Part 5 – Codes and Protocols

Document	Summary of Proposed New Change
	No significant changes to codes and protocols arising from the changes to Overview and Scrutiny arrangements

#### Part 6 – Members Allowances Scheme

Document	Summary of Proposed New Change
	Changes to the Members Allowances Scheme to be implemented further to recommendations by the Independent Remuneration Panel which will be meeting on 23rd/24th April 2018

## ARTICLE 2 – COUNCILLORS AND ROLE DESCRIPTIONS

### 2.1 COMPOSITION AND ELIGIBILITY

#### (1) Composition

The Council comprises 39 Members, otherwise called councillors. Three councillors will be elected by the voters for each of the thirteen wards in accordance with a scheme approved by the Secretary of State.

#### (2) Eligibility

Only registered voters of the Borough or those living or working there (at the time when nominations are made for candidates for election) will be eligible to hold the office of councillor, in accordance with Section 79 of the Local Government Act 1972.

### 2.2 ELECTION AND TERMS OF OFFICE

The ordinary election of councillors will be held on the first Thursday in May three years out of every four. Each year of the three, one councillor will be elected in each ward. Generally, the terms of office of councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the ordinary election of councillors four years later.

### 2.3 ROLES AND FUNCTIONS OF COUNCILLORS

#### (1) Key Roles and Duties for All Councillors

Councillors have a range of key roles and duties. All elected councillors have a responsibility for the good governance of the local authority, to act as community leaders and to be a link and point of mediation between the local authority and the community.

The key roles of councillors will be to:

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- contribute to the effective governance of the Borough and of their wards by promoting well being;
- contribute to the effective management of the Council through scrutiny and monitoring of services to the local community;

- act as community leaders
- represent their communities and bring their views into the Council's decision-making process, i.e. the advocate of and for their communities;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- respond to residents' enquiries and representations fairly and impartially;
- balance different interests identified within the ward and represent it as a whole;
- be involved in decision-making;
- be available to represent the Council on other bodies;
- maintain the highest standards of conduct and ethics.

#### Rights and Duties:

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law;
- Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it. ("Confidential" and "exempt" information are defined in the Access to Information Rules in Part 4 of this Constitution).

#### (2) **Leader of the Council**

The key roles of the Leader will be to:

- provide overall political leadership for the Council in relation to the co-ordination and delivery of Council policies, strategies and services, and to assume specific responsibilities for those major areas of policy as set out in Part 3.
- lead the Cabinet in its work to develop the policy framework and budget and to deliver services to the local community;
- lead the process of developing partnerships both inside and outside of the Borough, with stakeholders, citizens and other interested organisations;

- contribute actively to the preparation, monitoring and review of the Council's policies, budget, strategy and service delivery.

The main responsibilities of the Leader will be to:

- provide leadership to the Council and its political administration;
- act as principal spokesman for the Council and the administration;
- assume prime responsibility to the local community for the decisions and work of the Cabinet;
- act as the focus for the interface with officers, in particular the Chief Executive and Corporate Leadership Team;
- lead the development of the Council's strategic and corporate planning process to secure the duty of continuous improvement to services and improvements to the environmental, social and economic wellbeing of the Borough;
- have prime responsibility for presenting the Cabinet's proposals to the Council and to the local community;
- take overall responsibility for the Cabinet's participation in scrutiny and performance review of services and to allocate Cabinet Members for attendance at such meetings as may be required;
- manage and chair meetings of the Cabinet and provide the political lead in proposing the policy framework, budget and direction of the Council;
- ensure that the work of the Cabinet and portfolio holders is co-ordinated and is in accordance with the Council's policy framework and the needs and aspirations of the local community;
- ensure that working relationships between the Cabinet and councillors, officers and the local community are effective and professional;
- carry out any other matter required by the Council.

### (3) **Deputy Leader of the Council**

The key role of the Deputy Leader will be to deputise for the Leader of the Council as and when necessary and to provide support in the political leadership of the Council. The main roles and responsibilities of the Deputy Leader will be to:

- chair the Cabinet in the absence of the Leader;



- support the Leader in all aspects of his or her work, particularly in relation to providing the political direction on strategic issues;
- provide the political lead in particular corporate initiatives and strategies and assume specific responsibility for one of the Cabinet portfolios.
- ensure that effective communication mechanisms exist with non executive councillors and ensure that their views are taken into account by the Cabinet;
- provide support to portfolio holders as and when required and carry out their duties on those occasions when they are absent.

#### (4) **Cabinet Members**

The key roles and responsibilities of Cabinet Members will be to:

- assume responsibility for a portfolio of services and functions of the Council delegated to the Cabinet;
- through the Cabinet, contribute to the development and implementation of the Council's policies, budget, strategies and service delivery and to take the lead as necessary at Cabinet meetings on items within the portfolio;
- take decisions on specific issues within the portfolio where permitted in the Scheme of Delegation and this Constitution;
- work within the portfolio to:
  - act as spokesperson inside and outside the Council
  - liaise with Heads of Services and service managers
  - ensure that he/she has a clear understanding and knowledge of the portfolio
  - ensure that appropriate methods of consultation and communication methods are in place
  - participate in performance and process reviews of the services as agreed with the Overview and Scrutiny Committee~~the appropriate policy and review panel~~
  - attend the Overview and Scrutiny Committee and Policy and Project Advisory Board as and when required.
- be accountable to the Overview and Scrutiny Committee~~appropriate policy and review panel~~, the Council and the local community for the portfolio.

**(5) Chairmen of Committees**

The key roles and responsibilities of Chairmen of Committees are to:

- chair meetings of the Committee and provide leadership in its functions and working arrangements;
- where set out in the Scheme of Delegation, act as consultee in decisions delegated by the Committee;
- ensure that the work of the Committee is co-ordinated with other decision making bodies and is in accordance within the policy framework;
- be responsible for presenting the Committee's proposals and decisions to the Council and the community;
- secure effective working relations between the Committee and the officers and the local community; and
- participate in relevant training and development events

**(6) Chairman of the Overview and Scrutiny Committee Policy and Review Panels**

The key roles and responsibilities of the Chairman of the Overview and Scrutiny Committee a Policy and Review Panel will be are to:

- lead the Overview and Scrutiny process effectively
- chair meetings of the Overview and Scrutiny Committee Panel and provide leadership and strategic direction in its working arrangements;
- develop the Committee's Panel's internal and external influence;
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny.
- be the formal link between the Cabinet and the Cabinet and ensure that any issues referred to the Committee by the Cabinet or Council are properly considered
- in conjunction with the Lead Officer, lead the development of the Committee's Panel's work programme, and the co-ordination of the Committee's Task and Finish Groups. Ensure progress is monitored and that tasks are progressing satisfactorily.
- ~~ensure that issues selected for in-depth review further corporate objectives~~

- ensure that clear terms of reference and timescales are set for Task and Finish Groups appointed by the Committee
- attend and chair mid-cycle meetings
- present the Committee's Panel's reports and recommendations to the Council, Cabinet or other decision making body in respect of any work carried out by the Panel;
- develop and promote the role and impact of the Committee's Panel through effective working relationships with the Cabinet, other councillors and officers and the local community;
- develop stakeholder and partner involvement in the Panel's Committee's work;
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to the areas of work covered by the Panel Committee;
- ensure that mechanisms to support the Panel are working effectively and that the requirements of the Panel are met
- participate in relevant training and development events; and
- act as a consultee in urgent key decisions being considered by the Cabinet which have not been included in the Cabinet Work Programme;

#### **(7) Vice-Chairmen of the Overview and Scrutiny Committee**

The key roles and responsibilities of the Vice-Chairmen of the Overview and Scrutiny Committee are to:

- assist the Chairman in leading the Overview and Scrutiny process effectively
- deputise for the Chairman in his/her absence
- assist the Chairman in leading the development, management and monitoring of the Committee's work programme and the co-ordination of Task and Finish Groups appointed by the Committee
- be fully aware of the Cabinet Work Programme so that the Committee is able to consider relevant issues and carry out pre-decision scrutiny

- attend 'mid-cycle' meetings with the Chairman, representatives from the Committee and senior officers to assist agenda planning and enable discussion to inform effective scrutiny
- chair Task and Finish Groups appointed by the Overview and Scrutiny Committee
- assist the Chairman of the Overview and Scrutiny Committee to ensure that clear terms of reference and timescales are set for Task and Finish Groups
- present reports of Task and Finish Groups to the Overview and Scrutiny Committee
- support the Chairman in preparing and presenting reports from the Overview and Scrutiny Committee to the Council and the Cabinet
- assist the Chairman to develop and promote the role and impact of the Committee through effective working relationships with the Cabinet, other councillors, officers and the local community.
- participate in relevant training and development events; and
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of reviews by Task and Finish Groups

#### (7)(8) Chairman of Policy and Project Advisory Board

The key roles and responsibilities of the Chairman of the Policy and Project Advisory Board are to:

- lead the work of the Policy and Project Advisory Board
- chair meetings of the Policy and Project Advisory Board
- Advise the Cabinet and Overview and Scrutiny Committee on the work of the Policy and Project Advisory Board as required
- in conjunction with the Lead Officer, lead the delivery of the Board's work programme, and the co-ordination of the Board's Project Working Groups. Ensure progress is monitored and that tasks are progressing satisfactorily.
- ensure that clear terms of reference and timescales are set for each Working Group appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects

- ensure that proposals for new or revised priorities or policies are well informed and that Council policies are widely understood and promoted positively
- present Board reports and recommendations to the Cabinet, Overview and Scrutiny Committee and Council
- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to the work covered by the Board; and
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community.

~~(8)~~(9) **Vice-Chairmen of Policy and Project Advisory Board**

The key roles and responsibilities of the Vice-Chairmen of the Policy and Advisory Board are to:

- assist the Chairman in leading the work of the Policy and Project Advisory Board
- deputise for the Chairman in his/her absence
- chair working groups appointed by the Board
- ensure working groups appointed by the Board have clear terms of reference and timescales
- lead on projects which are part of the Board's programme of work
- present reports to the Board on behalf of working groups or projects he/she is leading
- assist the Chairman in leading the development, management and monitoring of the Board's work programme and the co-ordination of Task and Finish Groups appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects

- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of working groups or special projects
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community

#### 2.4 **CONDUCT**

Councillors will at all times observe the Code of Conduct for Members and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

#### 2.5 **ALLOWANCES**

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 6 of this Constitution.

## **ARTICLE 6 – THE OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANELS**

### 6.1 TERMS OF REFERENCE POLICY AND REVIEW PANELS

The Council will appoint an Overview and Scrutiny Committee Policy and Review Panels to discharge the functions conferred by Section 21 of the Local Government Act, 2000, or regulations under Section 32 of the Local Government Act 2000. This Committee is also the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006. ~~in relation to all the matters falling within its powers and duties as set out below:~~

<b>Policy and Review Panel</b>	<b>Scope of Responsibility</b>
<del>Leisure and Youth</del>	<p><del>The provision, planning and management of all issues in the Borough relating to:</del></p> <ul style="list-style-type: none"> <li><del>— sport and recreation (including leisure facilities contracts)</del></li> <li><del>— education and lifelong learning</del></li> <li><del>— parks and open spaces</del></li> <li><del>— tourism and heritage</del></li> <li><del>— young people</del></li> <li><del>— childcare and play</del></li> <li><del>— arts and entertainment</del></li> <li><del>— Rushmoor in Bloom</del></li> <li><del>— Town Twinning</del></li> </ul>
<del>Corporate Services</del>	<p><del>The provision, planning and management of all issues within the Council's internal administration relating to:</del></p> <ul style="list-style-type: none"> <li><del>— support services within the Council</del></li> <li><del>— issues relating to human resources strategies and policies</del></li> <li><del>— matters relating to financial administration</del></li> <li><del>— management of corporate property portfolio</del></li> <li><del>— services to Members</del></li> <li><del>— audit matters</del></li> </ul>

	<ul style="list-style-type: none"> <li><del>— corporate performance issues</del></li> <li><del>- communications</del></li> </ul>
Community	<p>The provision, planning and management of all issues in the Borough relating to:</p> <ul style="list-style-type: none"> <li><del>— statutory housing responsibilities</del></li> <li><del>— health issues</del></li> <li><del>— care in the community</del></li> <li><del>— housing association liaison</del></li> </ul>
Environment	<p>The provision, planning and management of all issues in the Borough relating to:</p> <ul style="list-style-type: none"> <li><del>— parking management</del></li> <li><del>— waste management (including service contracts)</del></li> <li><del>— street cleansing (including service contracts)</del></li> <li><del>— public space and street scene</del></li> <li><del>— strategic transportation issues</del></li> <li><del>— planning policy (including Local Development Framework)</del></li> <li><del>— economic development/regeneration, including markets</del></li> <li><del>— cemeteries and crematoria</del></li> <li><del>— public conveniences</del></li> <li><del>— policy around travellers</del></li> <li><del>— the built and natural environment</del></li> <li><del>— development control</del></li> <li><del>— building control</del></li> </ul>
Borough Services (covering Safety and Regulation and Concessions and Community Support)	<p>The provision, planning and management of all issues in the Borough relating to:</p> <ul style="list-style-type: none"> <li><del>— community strategies</del></li> <li><del>— community safety</del></li> <li><del>— grants to voluntary organisations</del></li> <li><del>— liaison with community groups</del></li> <li><del>— community projects fund</del></li> <li><del>— democratic renewal and community involvement</del></li> <li><del>— environmental health powers related to regulatory issues, licensing, food, health and safety</del></li> <li><del>— caravan sites</del></li> <li><del>— funding major voluntary organisations</del></li> <li><del>— electoral issues</del></li> <li><del>— benefits</del></li> <li><del>— access</del></li> <li><del>- concessionary fares</del></li> </ul>



The general ~~Within their~~ terms of reference of the Overview and Scrutiny Committee are; ~~Policy and Review Panels can:~~

- to perform all overview and scrutiny functions on behalf of the Council;
- to appoint such formal sub-committees and informal task and finish groups as it considers necessary to assist it in discharging its functions;
- to prepare and approve the overview and scrutiny work programme so as to ensure that the Committee's time is effectively and efficiently utilised;
- to undertake investigations into such matters relating to the Council's functions and powers as:
  - (1) may be referred by the Council, Committees, the Cabinet, or the Leader; or
  - (2) the Committee may consider appropriate; or
  - (3) have been referred to the Committee pursuant to the "call-in" procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution. (These can be decisions taken by the Cabinet, a Cabinet Member, key decisions taken by an officer or under joint arrangements).
- to monitor and review the performance of the Council and services against relevant performance indicators and adopted plans;
- to review and/or scrutinise decisions proposed to be made (pre-decision scrutiny) or actions taken in connection with the discharge of any of the Council's functions;
- to review existing policy and strategy with a view to securing continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness;
- to make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions;
- to review and/or scrutinise ~~consider~~ any matter affecting the area or its inhabitants;
- to discuss initiatives put forward for consideration by individual members of the Committee and any relevant 'call-for-action' in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and

- to consider petitions referred to the Overview and Scrutiny Committee in accordance with provisions set out in the Petition Scheme set out in Part 4 of this Constitution.
- ~~review policy and strategy through responding to requests from the Council and the Cabinet and initiate proposals for new and changed policies and services;~~
- ~~exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet and or any joint committee;~~
- ~~undertake responsibility for performance and process reviews and services and functions; and~~
- ~~determine requests by four or more councillors to “call in” a decision pursuant to the Council’s call in procedure; these can be any decisions by the Cabinet or a Cabinet Member, key decisions taken by an officer or under joint arrangements (details are set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution).~~

### 6.3 SPECIFIC FUNCTIONS ~~OF POLICY AND REVIEW PANELS~~

#### (1) Scrutiny

~~The Overview and Scrutiny Committee may:~~ Policy and Review Panels may:

- review and scrutinise the decisions made by the Cabinet and officers both in relation to individual decisions and decisions on on-going issues;
- question Cabinet Members and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects; or in relation to the portfolios of the Leader or of lead councillors.
- make recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
- review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to report on their activities and performance;
- ~~question and gather evidence from any person (with their consent) and~~ require information from partner organisations; and
- use innovative ways to scrutinise matters of concern; the issue being investigated should be matched to the most appropriate process.

**(2) Performance Management and Review**

~~—The Overview and Scrutiny Committee Policy and Review Panels~~ will make arrangements to:

- review and scrutinise the performance of the Council in relation to its policy and budgetary objectives, performance targets and/or particular service areas;
- undertake performance reviews of the Council's functions as appropriate and prepare the appropriate reports for the Cabinet and the Council;
- monitor and review the outcomes of performance and process reviews and make further recommendations where necessary; and
- consider the policy implications arising from reviews for other functions and services.

**(3) Policy ~~Development and~~ Review**

~~The Overview and Scrutiny Committee may: Policy and Review Panels may:~~

- ~~• assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy and budget issues;~~
- conduct research and community and other consultations in carrying out review of existing policies and strategies. ~~the analysis of policy issues and possible options;~~
- ~~• consider and implement mechanisms to encourage and enhance community participation in the development of policy options;~~
- question Cabinet Members, Committee Chairmen and chief officers about their views on issues and proposals affecting the area; and
- liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

**(4) Finance**

~~The Overview and Scrutiny Committee Each Policy and Review Panel~~ may exercise overall responsibility for any finances made available to it and may request a budget.

**(5) Annual Report**

~~The Overview and Scrutiny Committee Each Policy and Review Panel~~ shall report annually to the full Council on the outcomes of its work for the year.

**6.4 PROCEEDINGS OF THE OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANELS**

~~The Overview and Scrutiny Committee Policy and Review Panels~~ will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Constitution. Committee –Panel meetings will normally be open to the public.

**6.5 COMPOSITION**

The arrangements with respect to the composition of the Overview and Scrutiny Committee Policy and Review Panels will be as follows:

- ~~The Committee Each Panel~~ will have a maximum of eleven nine Members and, in accordance with the provisions of the Local Government and Housing Act 1989, will reflect the political balance of the Council.
- The Committee may appoint up to two Vice-Chairmen, to focus on different areas of responsibility, for example internal corporate matters, and external community and environmental issues. Role descriptions for the vice-chairmen of the Overview and Scrutiny Committee are set out in Article 2 of the Constitution.
- ~~The Committee Each Panel~~ will be able to co-opt external representatives or appoint advisers as it sees fit in a non-voting capacity.
- No member of the Cabinet will normally be entitled to sit on the Committeea Panel. Where the Committee a Panel or other body appointed by it is undertaking a review, the appropriate Member of the Cabinet will be entitled to be present attend as a non-voting Member.

Membership of both the Overview and Scrutiny Committee and the Policy and Project Advisory Board does not inevitably create a conflict of interest.

**6.6 TASK AND FINISH GROUPS**

~~The Overview and Scrutiny Committee A Policy and Review Panel or decision making body~~ will have responsibility for establishing such Task and Finish Groups as it considers necessary to assist it in discharging its functions. The details of the area of responsibility and working arrangements of for each Task and Finish Group will be determined by the Committee appointing body.

All Members, whether or not they are members of the Overview and Scrutiny Committee, may be appointed to a Task and Finish Group. However, no Member may be involved in scrutinising a decision in which he or she has been involved directly.

### **WORKING ARRANGEMENTS – MID CYCLE MEETINGS**

- 6.7 The Chairman and Vice-Chairmen of the Overview and Scrutiny Committee, together with cross-party representatives will meet regularly at mid-cycle meetings to develop, manage and update the Committee's work programme, plan agendas, and co-ordinate task and finish groups.

## ARTICLE 9 – POLICY AND PROJECT ADVISORY BOARD

### 9.1 ROLE

The Council will appoint a Policy and Project Advisory Board to act as source of policy and project advice to the Cabinet and the Council. The main role of the Board is to advise the Cabinet about the formulation and development of policies and projects that will help deliver Council Plan priorities. The Board will be advisory in nature, and will not have any substantive decision-making powers delegated to it.

### 9.2 TERMS OF REFERENCE

The general terms of reference of the Policy and Project Advisory Board are:

- to assist and advise the Cabinet in the development of Policy Framework issues
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
- to advise the Cabinet at an early stage in respect of the formulation and development of policies and projects that will help to deliver Council Plan priorities
- to assist in the development of Cabinet decisions
- to assist and advise the Cabinet on budget preparation
- to develop and maintain a work programme ensuring that there is efficient use of time

The powers of the Policy and Project Board are:

- to require the Leader and/or lead councillors and senior officers to attend meetings to answer questions
- to question and gather evidence from any person (with their consent)
- to co-opt expert individuals on a non-voting basis to assist the Board's work
- to set up task and finish groups to look at specific issues relating to the delivery of the Council Plan or other significant priorities in order to inform decision making by the Cabinet.

### 9.3 COMPOSITION

The arrangements with respect to the composition of the Policy and Project Advisory Board will be as follows:

- The Board will have a maximum of eleven non-executive councillors, and in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
- The Board will be able to appoint up to two Vice-Chairmen to lead on specific projects and to chair task and finish groups.
- Cabinet Members will be expected to attend the Board, and task and finish groups appointed by the Board, as appropriate to contribute on matters that relate to their portfolio.
- The Board will be able to co-opt external representatives or appoint advisers as it sees fit in a non-voting capacity.

Membership of both the Policy and Project Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved on scrutinising a decision in which they have been involved directly, but the Board is advisory and it remains the responsibility of the Cabinet to formally take and implement decisions.

#### 9.4 MEETINGS

The Policy and Project Advisory Board shall have six scheduled meetings annually.

All meetings of the Policy and Project Advisory Board shall be open to the public to attend except where the item under discussion is considered exempt under Schedule 12A and Section 1001 of the Local Government Act 1972 or is confidential under Section 100A of the Local Government Act 1972.

The Chairman will preside at meetings of the Board. In the absence of the Chairman, a Vice-Chairman will take the chair.

#### 9.5 QUORUM

The quorum for the Policy and Project Advisory Board shall be six voting members of the Board (at least one half of the whole number of voting Members).

#### 9.6 TASK AND FINISH GROUPS

The Policy and Project Advisory Board will have responsibility for establishing such Task and Finish Group as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each Task and Finish Group will be determined by the Board.

The Vice-Chairmen of the Policy and Project Advisory Board will chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Board, may be appointed to a Task and Finish Group.

#### **9.7 WORKING ARRANGEMENTS – MID CYCLE MEETINGS**

The Chairman and Vice-Chairmen of the Policy and Project Advisory, together with cross-party representatives will meet regularly at mid-cycle meetings to develop, manage and update the Board's work programme, plan agendas, and co-ordinate task and finish groups.



## **STANDING ORDERS FOR THE REGULATION OF BUSINESS**

### **INTRODUCTION**

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

The Standing Orders are:

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

18. Disturbance by Members of the Public
19. Rescission of Preceding Resolution
20. Confidentiality of Certain Business
21. Petitions
22. Deputations and Memorials
23. Interpretation of Standing Orders
24. Sealing of Documents
25. Authentication of Documents for Legal Proceedings
26. Standing Orders to Apply to Relevant Bodies
27. Meetings of Relevant Bodies
28. Sub-Committees
29. Variation and Revocation of Standing Orders
30. Suspension of Standing Orders
31. Standing Orders to be given to Members

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

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

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

-----

## MEETINGS OF THE COUNCIL

### Annual Meeting

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

### Ordinary Meetings

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

### Time of Meetings

- (3) Meetings of the Council shall be held at seven o'clock in the evening, unless the Mayor, in consultation with the Head of Democratic Services, determines otherwise.

### Extraordinary Meetings

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

### Notice of and Summons to Meetings

- (5) The Head of Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Head of Democratic Services will send a summons signed by him or her to every Member of the Council or leave it at the Member's usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

**ORDER OF BUSINESS – ANNUAL MEETING**

2. (1) The order of business of the Annual Meeting of the Council shall normally be to:
- (a) elect the Mayor and Deputy Mayor of the Borough;
  - (b) approve the minutes of the last meeting;
  - (c) receive any announcements from the Mayor and/or the Chief Executive;
  - (d) appoint the Leader of the Council;
  - (e) note the appointment of the Deputy Leader and other Members appointed to the Cabinet by the Leader;
  - (f) appoint to the Committees and the Policy and Project Advisory Board Review Panels (including committee chairmen and vice-chairmen) as appropriate; and
  - (g) consider any other business set out in the summons.

**APPOINTMENT OF RELEVANT BODIES**

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

- (3) The Head of Democratic Services shall set out in a report to the Council the allocation of seats to political groups in accordance with the requirements of the Local Government and Housing Act, 1989 and the Local Government Act, 2000, upon which the Council shall determine the allocation of seats accordingly.
- (4) Subject to Standing Orders 3 (2) and (3) and Standing Order 4 (7), the Council shall make appointments to relevant bodies so as to give effect to the wishes of the political groups as appropriate.
- (5) The arrangements to secure political balance and the provisions set out in Standing Orders 3, 4 and 27 shall be undertaken in accordance with the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and Regulations made thereunder from time to time by the Secretary of State.
- (6) For the purpose of these Standing Orders, the term 'political group' means two or more Councillors who wish to be treated as a political group for the purposes of the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and regulations made thereunder from time to time by the Secretary of State.

## THE CABINET AND OTHER BODIES

### Membership

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

Relevant Body	Maximum Number of Voting Members
Development Management Committee	11
Licensing and General Purposes Committee	11
<u>Overview and Scrutiny Committee</u>	<u>11</u>
<u>Policy and Project Advisory Board</u>	<u>11</u>
<del>Borough Services Policy and Review Panel</del>	<del>9</del>
<del>Community Policy and Review Panel</del>	<del>9</del>
<del>Corporate Services Policy and Review Panel</del>	<del>9</del>
<del>Environment Policy and Review Panel</del>	<del>9</del>
<del>Leisure and Youth Policy and Review Panel</del>	<del>9</del>

- (2) The Council shall appoint standing deputies to the Development Management Committee, in accordance with the provisions for the appointment of standing deputies contained in Appendix 1 to these Standing Orders.
- (3) The military authorities may nominate a representative to serve on the Development Management Committee as a co-opted Member to assist in the consideration of the business of the Committee, but shall not be entitled to vote thereon. The Council shall make the appointment at the Annual Meeting or such other full Council meeting as appropriate.
- (4) The Member of the Cabinet with responsibility for matters relating to planning policy (the Environment portfolio) shall be an ex officio Member of the Development Management Committee PROVIDED that the Member shall only be entitled to vote if appointed with full voting rights in accordance with the political balance arrangements.
- (5) The Overview and Scrutiny Committee and the Policy and Project Advisory Board ~~A Policy and Review Panel~~ may appoint such non-voting Members and advisers as ~~it~~ they considers fit.

#### **Vacancies in Membership**

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

## APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

### Appointment of Leader of the Council

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

### Appointment of Chairmen and Vice-Chairmen

- (2) Chairmen and Vice-Chairmen of the Development Management and Licensing and General Purposes Committees shall be appointed at the Annual Meeting of the Council for the ensuing year.

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

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

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

### Chairman of Meeting

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

## ORDER OF BUSINESS – ORDINARY MEETINGS

6. (1) The order of business at every meeting of the Council shall normally be to:
  - (a) choose a person to preside if the Mayor and Deputy Mayor are absent;

- (b) deal with any business required by statute to be done before any other business;
- (c) approve as a correct record and sign the Minutes of the last meeting of the Council. No motion or discussion shall be allowed on the Minutes except as to their accuracy and any objection on that ground must be made by motion;
- (d) deal with any business expressly required by statute to be done;
- (e) receive any Mayor's announcements;
- (f) dispose of business (if any) remaining from the last meeting;
- (g) answer questions asked under Standing Order 8;
- (h) authorise the sealing of documents;
- (i) consider motions in the order in which notice has been received;
- (j) receive and consider matters for decision submitted by relevant bodies;
- (k) consider matters for debate raised by the relevant bodies;
- (l) answer questions for the Cabinet in accordance with the agreed procedure;
- (m) receive Reports submitted by the Cabinet, Licensing and General Purposes Committee and Development Management Committee and Committees;
- (n) other business, if any, specified in the Summons; and
- (o) receive Reports submitted by the Overview and Scrutiny Committee and the Policy and Project Advisory Board. Policy and Review Panels.

### Variation of Order of Business

- (2) Business falling under Items (a), (b) or (c) of Standing Order 6 (1), shall not be displaced, but, subject thereto, the foregoing order of business may be varied by:
  - (a) the Mayor at his or her discretion; or



- (b) resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

### **Mayor-Elect and Deputy Mayor-Elect**

- (3) The Licensing and General Purposes Committee shall recommend to the Council a Mayor-Elect and a Deputy Mayor-Elect at least one month before the end of the Municipal Year.

## **MINUTES**

### **Approval of Minutes**

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

### **Minutes not to be discussed**

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

### **Extraordinary Meetings**

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

## **QUESTIONS BY MEMBERS**

### **Questions for the Cabinet**

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

### **Questions relating to Reports**

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

**Questions relating to other matters**

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

**Urgent Questions**

- (b) with the permission of the Mayor, put to him or her or a Chairman or Cabinet Member any question relating to urgent business, of which such notice has not been given; but a copy of any such question shall, if possible, be delivered to the Head of Democratic Services not later than five o'clock in the afternoon of the day of the meeting.

**Length of Questions**

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

**Answers not to be discussed**

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

**Forms of Answer**

- (6) An answer may take the form of:-
- (a) a direct oral answer; or
- (b) where the desired information is contained in a publication of the Council, a reference to that publication; or
- (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council; or

- (d) a reference to the fact that the question relates to a confidential matter and as such can only be answered when the Council has resolved to exclude the public.

**Questions to the Chairman of the Overview and Scrutiny Committee  
~~Policy and Review Panels~~**

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

## NOTICES OF MOTION

### Notice to be in writing

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

### Inclusion of Motions in Summons

- (2) The Head of Democratic Services shall set out in the Summons for the appropriate meeting of the Council, the motions of which notice has been duly given in the order in which they have been received, unless the Member giving notice of the motion shall have in writing withdrawn it or indicated that he or she proposes to move it at a later meeting.

### Motions not moved considered withdrawn

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

### Motions referred to a Relevant Body

- (4) Where a motion has been included in the Summons and moved and seconded, the Mayor may direct that it be referred to the relevant body and not further debated at that meeting of the Council. The recommendations, upon a motion, shall then be

considered by the Cabinet or a Committee, as appropriate, prior to being resubmitted to the Council as a recommendation.

### **Motions Submitted**

- (5) The number of new motions permitted to be considered at each meeting of the Council shall be limited to one per political group or one per Member, in the case that a Member is not part of a political group.
- (6) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the Borough directly. ~~(underlined is proposed to be removed)~~

### **Length and Content of Motions**

- (7) No motion, other than a motion which may be moved without notice under Standing Order 12, shall exceed 100 words in length including any document appended thereto.
- (8) A Motion should be expressed in positive terms to either adopt a certain course of action, carry out some act or to declare a particular view.

## **REPORTS OF RELEVANT BODIES**

### **Submission and Form of Reports**

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

### **Transfer of Matters Contained in Reports**

- (2) At a meeting of the Council, any Member, immediately following the relevant page of a Report of the Cabinet or Committee being called over, may move that an item contained in the Report be discussed at the meeting and, upon being seconded, any such motion shall be

put to the meeting without discussion, PROVIDED that the proposer may, when putting his motion, indicate briefly his or her reasons for so moving and the Chairman or Cabinet Member may respond thereto.

### **Reports not to be discussed**

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

## **VOTING**

### **Majority**

11. (1) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put. The mode of voting at meetings of the Council shall be by show of hands or, if there is no dissent, by the affirmation of the meeting.

### **Mayor to have casting vote**

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

### **Right to have vote recorded**

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

### **Recorded Votes**

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

### **Appointments**

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

**MOTIONS AND AMENDMENTS WHICH MAY BE  
MOVED WITHOUT NOTICE**

12. The following motions and amendments may be moved without notice:-
- (a) appointment of a Chairman of the meeting at which the motion is made;
  - (b) motions relating to the accuracy of the Minutes;
  - (c) that an item of business specified in the Summons has precedence;
  - (d) remission to a relevant body;
  - (e) appointment of a Committee ~~or a Policy and Review Panel etc.~~ or members thereof, occasioned by an item mentioned in the Summons to the meeting;
  - (f) adoption of Recommendations of the relevant bodies or Officers and any consequent resolutions;
  - (g) that leave be given to withdraw a motion;
  - (h) extending the time limit for speeches;
  - (i) amendments to motions;
  - (j) that the Council proceed to the next business;
  - (k) that the question be now put;
  - (l) that the debate be now adjourned;
  - (m) that the Council do now adjourn;
  - (n) authorising the sealing of documents;
  - (o) suspending Standing Orders, in accordance with Standing Order 29;

- (p) motion under Section 100A of the Local Government Act, 1972 to exclude the public;
- (q) that a Member named under Standing Order 17 be not further heard or do leave the meeting;
- (r) inviting a Member to remain where he or she has a pecuniary interest;
- (s) giving consent of the Council where the consent of the Council is required by these Standing Orders;
- (t) continuing the sitting under Standing Order 15(1);
- (u) to debate a matter contained in the Report of a relevant body in accordance with Standing Order 10(2).

## **RULES OF DEBATE FOR COUNCIL MEETINGS**

### **Form of Motions and Amendments**

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

### **Secunder's Speech**

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

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

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

### **Content and length of speeches**

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

**When a Member may speak again**

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

**Form of Amendments to Motions**

- (6) (a) An amendment shall be relevant to the motion and shall either:-
- (i) refer a subject of debate to a relevant body for consideration or re-consideration;
  - (ii) leave out words;
  - (iii) leave out words and insert or add others; or
  - (iv) insert or add words;
- but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.
- (b) Subject to Standing Order 13(6)(a), any amendment to a recommendation on a Notice of Motion shall incorporate a specific reference to the Notice of Motion submitted for consideration.

**Amendments to be disposed of singly**

- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of PROVIDED that the Mayor may



permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

### **Subsequent Amendments**

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

### **Alteration of Motion**

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

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

### **Withdrawal of Motions and Amendments**

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

### **Right of Reply**

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

### **Motions which may be moved during debate**

- (12) When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
  - (b) to adjourn the meeting;

- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Mayor under Standing Order 17(2) that a Member do leave the meeting;
- (h) a motion under Section 100A of the Local Government Act, 1972 to exclude the public.

#### **Motions for adjournment, closure etc.**

- (13) A Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Mayor shall proceed as follows:
- (a) on a motion to proceed to the next business: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
  - (b) on a motion that the question be now put: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his or her right of reply under paragraph (11) of this Standing Order before putting his or her motion to the vote; and
  - (c) on a motion to adjourn the debate or the meeting: if in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the adjournment motion to the vote without giving the mover of the original motion his or her right of reply on that occasion.

#### **Points of order or personal explanations**

- (14) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory

provision and the Member shall specify the Standing Order or statutory provision and the way which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.

#### **Ruling of Mayor to be final**

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

#### **Members not to impute unworthy motives**

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

#### **Protest not to be entered on Minutes**

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

#### **Respect for Chair**

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

### **QUORUM**

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

### **CLOSURE AND ADJOURNMENT OF MEETINGS**

15. (1) No opposed business (i.e. business which any Member wishes to debate) shall be taken at an Ordinary Meeting of the Council after eleven o'clock in the evening, except the business then under consideration and as hereinafter provided. At the conclusion of the business then under consideration, the Mayor shall call over the business remaining to be transacted and any opposed business, including the remainder of a Report of the relevant body if then under discussion, shall stand adjourned unless the Council resolve, on a motion which shall be put without debate, to continue the

sitting either for a particular item or items on the agenda or for all the remaining business.

- (2) When a meeting is adjourned pursuant to any provision contained in these Standing Orders (except in accordance with Standing Orders 17 (2) or (3)) then the consideration of all business not transacted shall be adjourned to a day and time to be fixed by the Mayor or, if he or she does not fix a day and time, to the next Ordinary Meeting of the Council. Notice of an adjourned meeting shall be given to each Member by the Head of Democratic Services and such notice shall specify the business remaining to be transacted, but it shall not be necessary to send with such notice a further copy of any minutes and/or reports already circulated.

### **MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL**

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

### **DISORDERLY CONDUCT**

#### **Naming a Member**

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

#### **Removal of disorderly Member**

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

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

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

**Adjournment in case of disorder**

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

**DISTURBANCE BY MEMBERS OF THE PUBLIC**

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

**RESCISSION OF PRECEDING RESOLUTION****Motion to rescind a previous decision**

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

**Motion similar to one previously rejected**

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

**Recommendation of Relevant Body**

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

**CONFIDENTIALITY OF CERTAIN BUSINESS**

20. Where a relevant body shall have resolved to exclude the public from a meeting pursuant to Section 100A(2) or (4) of the Local Government Act, 1972, a Member of the Council who attends the meeting shall not, without

permission of the relevant body, disclose any matter dealt with or discussed in the absence of the public until the matter has been reported to the Council and is not subject to any stipulation that the matter shall continue to be regarded as exempt or confidential; or until the matter has been communicated to the Press by or with the authority of the relevant body.

### PETITIONS

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

### DEPUTATIONS AND MEMORIALS

#### Deputations to the Council

22. (1) A deputation may be received by the Council ~~or a relevant body~~, according to the wishes expressed by the deputation; but no such deputation shall be received unless five clear days' notice of the intended deputation and of its objects shall have been received by the Head of Democratic Services; and then only by leave of the Council ~~or the relevant body concerned~~.

#### Reception of Deputations to the Council

- (2) No deputation shall consist of more than five persons. ~~In the case of a deputation received by the Council, t~~Two persons may address the Council, but the first speaker's address shall not exceed ten minutes and the second speaker's address shall not exceed five minutes. ~~When a deputation is received by a relevant body only one person may make the address and such address shall not exceed ten minutes; except that, following the address and at the discretion of the Chairman, any member of the deputation may reply to questions put by Members.~~ The duration of any address shall include the time taken to read a memorial which may be presented by the deputation. Following the address, Members of the Council shall not be permitted to ask questions of the deputation, except at the discretion of the Chairman.

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

### **Memorials**

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

### **Urgent Memorials**

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

## **INTERPRETATION OF STANDING ORDERS**

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

## **SEALING OF DOCUMENTS**

### **Custody of Seal**

24. (1) The Common Seal of the Council shall be kept in a safe place in the custody of the Solicitor to the Council.

### **Authorised use of Seal**

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

**Attestation of Seal**

- (3) The Seal shall be attested by either the Chief Executive, Director or the Solicitor to the Council and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the Seal.

**AUTHENTICATION OF DOCUMENTS FOR  
LEGAL PROCEEDINGS**

25. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Solicitor to the Council or the Head of Democratic Services where appropriate unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.

**STANDING ORDERS TO APPLY TO RELEVANT BODIES**

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

**MEETINGS OF RELEVANT BODIES****Convening of Meetings**

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

**Discussion of additional items**

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

**Minutes**



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

### **Quorum**

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

### **Voting**

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

### **Mover of Motion may attend meeting**

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

### **Attendance of Members**

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

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

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

### **Public Participation**

- (11) Members of the public may address or ask questions of the Cabinet, Committees or Policy and Project Advisory Board Policy and Review Panels in accordance with the Public Speaking Procedure Rules in Part 4 of this Constitution.

## **SUB-COMMITTEES**

### **Consent of Council required**

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

### **Chairman to be Ex Officio Member**

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

### **Co-opted Members**

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

## **VARIATION AND REVOCATION OF STANDING ORDERS**

### **Motions to amend Standing Orders**

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

**SUSPENSION OF STANDING ORDERS**

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

**STANDING ORDERS TO BE GIVEN TO MEMBERS**

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

## ACCESS TO INFORMATION PROCEDURE RULES

### 1. INTRODUCTION AND SCOPE

1.1 The Council's Access to Information Procedure Rules can be regarded as a written summary of the public rights in relation to;

- Notice of council meetings;
- Attendance at council meetings;
- Inspection of documents;
- Information about decisions planned to be made by the Council;
- Records of decisions that have been made by the Council; and
- Access to recorded information held by the Council under the Freedom of Information Act.

1.2 These rules also set out the additional rights of access to documents by elected Members of the Council.

1.3 Part 1 of this document applies to all meetings of the full Council, the Cabinet, Committees and Policy and Project Advisory Board ~~Policy and Review Panels~~, which are open to the public.

1.4 Part 2 of this document sets out the additional provisions that relate to Cabinet decision making, including key decisions.

1.5 Part 3 sets out the types of decisions recorded by officers.

1.6 Part 4 sets out additional provisions that relate to Members' access to documents and Part 5 outlines the general rights of access to information under the Freedom of Information Act 2000.

1.57 These provisions do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

### PART 1 – SUMMARY OF PUBLIC RIGHTS RELATED TO COUNCIL MEETINGS

#### 2. Access to documents

2.1 Documents related to council meetings will normally be published on the Council's website and are available for inspection in Democratic Services at the Council Offices, Farnborough Road, Farnborough (Telephone (01252) 398398) between the hours of 8.30 am and 5.00 pm (4.30 pm Fridays) on weekdays (not Saturdays).

- 2.2 By Act of Parliament, or Statutory Instrument, or pursuant to the Standing Orders of either House of Parliament, documents may be required to be deposited with an appointed officer. A person interested in any such document may inspect it. Requests should be made to the Head of Democratic Services.

### 3. **Rights to attend and report Meetings**

- 3.1 Members of the public may attend all meetings subject to the exceptions set out in paragraph 9 below.

- 3.2 The Council will provide reasonable facilities for any member of the public to report on the proceedings of all meetings that are open to the public. Members of the public are permitted to film, audio record, take photographs and use social media provided that those activities do not disrupt the conduct of the meeting.

### 4. **Notice of Meetings**

- 4.1 The Council will give at least five working days' notice (excluding weekends and bank holidays) of any meetings by posting details at the Council Offices, Farnborough Road, Farnborough (the designated office). In addition, notice of meetings will be published on the Council's website.

### 5. **Access to Agenda and Reports before the Meeting**

- 5.1 The Council will make copies of the agenda and reports open to the public available for inspection at the designated office at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda will be open to inspection from the time when the item was added to the agenda. Where reports are prepared after the summons has been sent out, the Head of Democratic Services shall make each such report available to the public as soon as the report is completed and sent to Members of the Council. Copies of agendas and reports will also be available to view on the Council's website.

### 6. **Supply of Copies**

- 6.1 The Council will supply copies of:

- any agenda and reports which are open to public inspection;
- any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- if the Head of Democratic Services thinks fit, copies of any other documents supplied to councillors in connection with an item

to any person on payment of a charge for postage and any other costs.

- 6.2 No fee is charged for inspecting any of the documents referred to in this statement. A fee may be charged by the Council for any copies or extracts from a document at its standard rate, which is reviewed periodically.
- 6.3 Minutes will be available when finalised and printed, even if they have not yet been formally approved at a subsequent meeting.
- 6.4 A reasonable number of copies of agenda and reports must be made available for the public present at a meeting. Agendas and reports must also be available on request to the media, ~~and are also deposited at public libraries.~~

## 7. Access to Minutes and Agendas after the Meeting

The Council will make available copies of the following for six years after a meeting:

- the minutes of the meeting (or records of decisions taken, together with reasons, for all meetings of the Cabinet) excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- the agenda for the meeting; and
- reports relating to items when the meeting was open to the public.

## 8. Background papers listed in Reports

- 8.1 The report author will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

- disclose any facts or matters on which the report or an important part of the report is based; and
- which have been relied on to a material extent in preparing the report

but does not include published works or those which disclose exempt or confidential information (as defined in Rule 9 ) and in respect of executive reports containing the advice of a political adviser.

## 8.2 Public inspection of background papers

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## 9. Exclusion of public access to Meetings

### Confidential information – requirement to exclude public

- 9.1 The public must be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information would be disclosed. Confidential information means information given to the Council by a Government Department on terms that forbid its public disclosure or information which cannot be disclosed publicly by Court Order.

### Exempt information – discretion to exclude public

- 9.2 The public may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed.

Exempt information means information falling within the following categories (subject to any condition):

Category	Conditions/Interpretation
1. Information relating to any individual	This means any individual person and relates back to the Data Protection Act 1998.
2. Information which is likely to reveal the identity of an individual	This also relates to the Data Protection Act.
3. Information relating to the financial or business affairs of any particular person (including the Authority holding that information)	The 'financial or business affairs' include past, present and contemplated activities.  Information within paragraph 3 is not exempt if it is required to be registered under the Companies Act 1985, the Friendly Society Acts 1974 and 1992, the Industrial and Provident Societies Act 1965 – 1978, the Building Societies Act 1986 or the Charities Act 1993 as such information will be in the public domain in any event.

<p><b>4.</b> Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>	<p>‘Employee’ means a person employed under a contract of service with the Council and would therefore include a consultant or a temporary member of staff employed through an agency or a company.</p> <p>‘Labour relations matters’ means any matters which may be the subject of a trade dispute within the meaning of Section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 or any dispute about such a trade dispute.</p>
<p><b>5.</b> Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</p>	
<p><b>6.</b> Information which reveals that the authority proposes –</p> <p>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) to make an order or direction under any enactment</p>	<p>Information is exempt only if and so long as disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction is to be given or made</p>
<p><b>7.</b> Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</p>	

- 9.3 Information which falls within any of the paragraphs 1 to 7 above is exempt if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



- 9.4 The regulations also specifically provide that Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992.

#### **Exclusion of Access by the Public to Reports**

- 9.5 If, in the opinion of the Head of Democratic Services, certain reports relate to items during which, in accordance with Rule 9, the meeting is likely to be closed to members of the public, the Council may exclude access by the public to the relevant documents. Such reports will be marked “not for publication” together with the category of information likely to be disclosed.

### **PART 2 – ADDITIONAL PROVISIONS RELATED TO EXECUTIVE (CABINET) DECISION MAKING**

The following provisions are in addition to the rules set out in Part 1.

#### **10. Cabinet Work Programme**

- 10.1 The Head of Democratic Services shall publish a Work Programme for the Cabinet, which will be available at the Council Offices and published on the Council’s website. The Work Programme will include future executive matters to be decided by the Cabinet including notice of items to be considered in private and notice of key decisions (see below).

#### **11. Notice of Items to be considered in Private**

- 11.1 The Council will give 28 days notice of any Cabinet meeting, or part of a Cabinet Meeting, at which a report(s) will be considered in private. The notice will be published as part of the Cabinet’s work programme, which will be published on the Council’s website and will be available at the Council Offices. The notice will set out the title or topic of the Report(s) to be considered in private and the reasons for the public to be excluded.
- 11.2 Further notice of any matters to be considered in private will be given at least five clear days before the meeting, as part of the Cabinet agenda. The notice will include the reasons for the public to be excluded, and details of any representations received about why the meeting should be open to the public, and a statement of response to any such representations.

#### **12. Notice of Key Decisions (see Constitution Article 13.3)**

- 12.1 The Council will give 28 days’ notice of any Key Decisions to be taken by the Cabinet, a Cabinet sub-committee, Member of the Cabinet or Officer under delegation arrangements. The Notice will be published as part of the

Cabinet's work programme, which will be published on the Council's website and will be available at the Council Offices.

- 12.2 The Notice will include details of the decision to be made, name or title of the decision making body or person, date of decision or period which it will be made, documents submitted to the decision making for consideration, address of where copies of documents can be obtained and information that other documents may be submitted to the decision maker and the procedure for requesting copies of them.

**13. Notice requirements in respect of decisions by Individual Members of the Cabinet**

- 13.1 Where an individual Member of the Cabinet receives a report which he or she intends to take into account in making any decision, then he or she will not make the decision until at least five clear days after receipt of that report.

- 13.2 On giving of such a report to an individual decision maker, the person who prepared the report will give a copy of it to the chairman of the Overview and Scrutiny Committee ~~every relevant Policy and Review Panel~~ as soon as reasonably practicable, and make it publicly available at the same time.

**14. Notice of Cabinet Meetings to be published on the Council's website**

Notice of Cabinet meetings, and every report for Cabinet decision, will be published on the Council's website at least five clear days before the meeting, or where the meeting is convened at shorter notice, at the time that the meeting is convened. Background Papers listed at the end of Cabinet reports shall be published on the Council's website five clear working days before the meeting.

**15. Records of Cabinet Decisions made at meetings**

The Head of Democratic Services shall produce a written record of all executive decisions, including key decisions, made at a Cabinet meeting or any Cabinet Sub-Committee. The record shall include a statement of the reasons for each decision, details of any alternative options considered and rejected and any interests declared or dispensations granted. The Head of Democratic Services shall determine the form of the record, but this can be the minutes of the meeting.

**16. Publication of Records of Decisions made at Cabinet Meetings**

All decision notices related to Cabinet Meetings shall be available for public inspection at the Council's offices and published on the Council's website as soon as reasonably practicable, and normally within three days of a decision being made.

**17. Retention of Records of Executive Decisions including Key Decisions**

A copy of any report or part report relevant to a key decision will be open to inspection by the public for six years from the date the decision was made. Documents containing confidential or exempt information or the advice of a political adviser need not be disclosed. If a document is not disclosed because it contains exempt information, the Head of Democratic Services will prepare a statement. The statement will describe the category of exempt information and will be open to inspection for six years from the date of the meeting.

#### 18. **General Exception and Special Urgency**

In the case that a key decision, or matter to be considered in private, is urgent and cannot reasonably be deferred, provisions are in place to enable the decision to be taken, subject to certain conditions. A schedule of the permitted arrangements for general exception and special urgency is set out in Appendix 1 to these rules.

### **PART 3 – RECORDS OF DECISIONS MADE BY AN INDIVIDUAL MEMBER OR OFFICER**

#### 19. **Records of Executive Decisions made by individual Cabinet Members**

A written record shall be produced of any executive decisions, including key decisions, made by individual Cabinet Members, which will be published on the Council's website. For each decision, the record shall cover the date made, reasons for the decision, details of any alternative options considered and rejected and any interests declared or dispensations granted.

#### 20. **Records of ~~Executive~~ Decisions made by Officers**

~~The Council will publish~~ A written records shall be produced of certain any executive decisions made by an officers which is under delegated powers. Decisions on the following matters will be published on the Council's website, as soon as reasonably practicable, after the decision is made.

##### Executive decisions:

- Key decisions
- Decisions delegated to an officer(s) at a Cabinet Meeting
- Decisions delegated to an officer in consultation with a Cabinet Member (Scheme of delegation or authorised at Cabinet)
- ~~Any d~~Decisions that affect a significant number of people and/or whether or not it is in the Cabinet Scheme of Delegation where there is a reasonable expectation of wide public interest in the matter being decided; or
- Matters which are the subject of urgent action outside the Scheme of Delegation

##### Non-Executive decisions:

- Decisions which would have been taken by Council/a Committee but have been delegated to the officer under a specific express provision
- Decisions which grant permissions or licenses (including planning/building control/listed buildings)
- Decisions which incur significant expenditure

However, this shall not include:

- Decisions that merely bring into effect a previous decision that has already been made in principle, either in the agreed Council Budget or otherwise by the Council, Cabinet or Committees
- Decisions where whole or part of the record contains confidential or exempt information

21. For each decision, the record shall include the date of the decision, details of the decision including the reasons and, where appropriate, details of any alternative options considered and rejected and any interests declared or dispensations granted.

#### **PART 4 – ADDITIONAL RIGHTS OF ACCESS TO DOCUMENTS BY MEMBERS**

22. **Material Relating to Business Transacted at a Private Meeting of the Cabinet**

All Members will be entitled to inspect any document relating to business previously transacted at a private meeting of the Cabinet, which is in the possession or under the control of the Cabinet or its committees, unless it contains exempt information. ~~falling within paragraphs 1,2,4,5 and 7 of the categories of exempt information~~

However, documents will be available if the information falls within paragraphs (3) and (6) of paragraph 9.2 above, except to the extent that the information relates to any terms proposed, or to be proposed, by or to the authority in the course of negotiations for a contract.

23. **Material Relating to Key Decisions**

All members of the Council will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Cabinet or its committees which relates to any key decision unless Access to Information Rule 22 above applies.

24. **Rights to Access Documents – Overview and Scrutiny Committee Policy and Review Panels**

Subject to Access to Information Rule 25 below, Members of the Overview and Scrutiny Committee ~~Policy and Review Panels~~ will be entitled to copies of any document which is in the possession or control of the Cabinet, or any committee of the Cabinet, and;

- (a) contains material relating to any business transacted at a meeting of the Cabinet or its committees; or
- (c) Relates to any decision taken by an individual Member of the Cabinet, or officer in accordance with executive arrangements; or
- (d) contains exempt or confidential information when it is relevant to an action or decision they are reviewing or scrutinising, or intend to scrutinise; when officers are aware of the existence of relevant exempt or confidential documents they will be required to advise the overview and scrutiny committee ~~Panels~~ of their existence.

The Overview and Scrutiny Committee ~~Panel with responsibility for crime and disorder matters~~ has a right to request information, relevant to the exercise of its functions, from the responsible authorities. The identification of individuals, except where essential, or information that would prejudice the operation(s) of the responsible authorities is not included in this provision.

## 25. Limit on Rights

The Overview and Scrutiny Committee ~~Policy and Review Panels~~ will not be entitled to any document that is in draft form.

## 26. When the Overview and Scrutiny Committee ~~a Policy and Review Panel~~ can require a report

If the Overview and Scrutiny Committee ~~a Policy and Review Panel~~ thinks that a key decision has been taken which was not treated as being a key decision, the Committee ~~Panel~~ may require the Cabinet to submit a report to the Council within such reasonable time as the Committee ~~Panel~~ specifies. This report must include details of the decision, and the reasons for the opinion that the decision was not a key decision. The power to require a report rests with the Overview and Scrutiny Committee ~~Panel~~, but is also delegated to the appropriate Lead Officer ~~of a Policy and Review Panel~~ who shall require such a report on behalf of the Committee ~~Panel~~ when so requested by the chairman or any five Members. Alternatively, the requirement may be raised by resolution passed at a meeting of the Committee ~~relevant Policy and Review Panel~~.

## 27. Nature of Rights

These rights of a member are additional to any other right that he or she may have.

## 28. Cabinet's report to Council

Where the Cabinet is required to prepare a report for submission to the Council, it shall be made to the next available meeting. However, if the next meeting of the Council is within fourteen days of receipt of the written notice, or the resolution of the Overview and Scrutiny Committee Panel, then the report may be submitted to the meeting after that. The report to Council will set out particulars of the decision, the individual or body making the decision and, if the Leader of the Council is of the opinion that it was not a key decision, the reasons for that opinion.

29. **Reports on special urgency decisions**

The Leader of the Council will report on the executive decisions taken in the circumstances set out in Access to Information Rule 18 (special urgency) through the Cabinet's Reports to Council.

30. **Attendance at Private Meetings**

All Members of the Cabinet will be served notice of all private meetings of committees of the Cabinet, whether or not they are Members of that committee.

Members other than Cabinet Members will not be entitled to attend private meetings of the Cabinet and its committees, unless invited to do so by the Leader of the Council or the chairman of the appropriate committee.

The Head of Paid Service, the Chief Financial Officer and the Monitoring Officer, and their nominees are entitled to attend any meeting of the Cabinet and its committees. The Cabinet may not meet unless the Head of Democratic Services has been given reasonable notice that a meeting is to take place and the appropriate notice served.

**PART 5 – GENERAL RIGHTS OF ACCESS TO INFORMATION – THE FREEDOM OF INFORMATION ACT 2000**

31. **Rushmoor's Publication Scheme**

The Freedom of Information Act gives a general right of access to all types of recorded information held by the Council. Any person who makes a request to the Council for information must be informed whether the Council holds that information, and subject to exemptions, must be supplied with that information.

The Council's Publication Scheme details most of the Council's published material and can be accessed on the Council's website at [www.rushmoor.gov.uk](http://www.rushmoor.gov.uk).

The Scheme is a guide to the information routinely published by the Council. It is not a list of the actual publications, since this will change as new material is published but rather it is a description of the classes or types of information

published. It does not include information that the Council holds, but which is produced by third parties.

With a few exceptions, all of the Council's publications can be downloaded from the Rushmoor website. They are also available in hard copy from the Council's offices. If you have difficulty in finding what you are looking for the Freedom of Information Officer may be contacted at:

Rushmoor Borough Council  
Council Offices  
Farnborough Road, Farnborough  
Hants GU14 7JU  
Tel 01252 398603

### 32. **Requests for Information not Included in the Publication Scheme**

Requests for information under the Freedom of Information Act, which have not already been published in the Scheme, must be made in writing (including email) and sent to the Council's Freedom of Information Officer. The Council may charge for providing the information requested.

### 33. **Information not to be published under the Scheme**

A great deal of the information that the Council holds is personal and private to individuals (which includes our employees or former employees) and will not be published. The individual concerned, however, may be able to obtain that information from the Council's Data Protection Officer by making a separate application under the Data Protection Act.

Further guidance on information that is exempt from publication is included, by class of information, within the Publication Scheme. Examples include:

- Work in progress (draft reports, for example) need not be disclosed
- Information subject to a data-sharing protocol
- commercially sensitive information which, if released, would not be in the public interest.

### 34. **Byelaws**

A copy of any byelaws made by the Council are open to inspection by the public, and any person may purchase a copy. Requests relating to the Council's byelaws should be made to the Solicitor to the Council.

## APPENDIX

## ARRANGEMENTS FOR URGENCY AND EXCEPTIONS

The following table sets out the provisions for dealing with exceptions and urgent matters, where it has not been possible to meet the expected normal timescales for notice and publication of agendas and reports.

	Circumstance	Provisions
1.	As a matter of urgency, a decision is required before the Cabinet or a Committee next meets and the matter in question has not been delegated.	<p><b><u>For non-key decisions:</u></b></p> <p>The Chief Executive, or appropriate Director or Head of Service, shall have power to act in consultation with the Leader of the Council and appropriate Cabinet Member or appropriate Chairman.</p> <p>The decision taken and the reason for the urgency shall be reported to the next meeting of the Cabinet or the appropriate Committee.</p> <p><b><u>For key decisions:</u></b></p> <p><u>The Chief Executive, or appropriate Director or Head of Service, shall have power to act in consultation with the Leader of the Council and appropriate Cabinet Member, AND the provisions in either paragraph 2 or 3 below must be applied depending on the timescales for the decision.</u></p> <p>The decision taken and the reason for the urgency shall be reported to the next meeting of the Cabinet.</p>
2.	A <b>key decision</b> must be decided by the Cabinet, <u>a Cabinet Member or Officer</u> within 28 days - but allowing five clear working days' notice.	<p>1. The decision may only be made when the Chairman of the Overview and Scrutiny Committee has been <b>informed by notice, in writing</b>, of the matter about which the decision is to be made, and the reasons why 28 days' notice cannot be given.</p>



		<ol style="list-style-type: none"> <li>2. Notice of the key decision to be made must be published on the website, and giving reasons why 28 days' notice could not be given.</li> <li>3. <u>A Record of the Decision to be published on the website as soon as reasonably practicable, after the decision is made. This may be via the Decision Record of the Cabinet Meeting or by a Decision Record form as appropriate.</u></li> </ol>
<ol style="list-style-type: none"> <li>3.</li> </ol>	<p>A <b>key decision</b> must be decided by the Cabinet, <u>a Cabinet Member or Officer</u> urgently with less than five clear working days' notice</p>	<ol style="list-style-type: none"> <li>1. The decision may only be made with the <b>agreement</b> of the Chairman of the Overview and Scrutiny Committee that the meeting/matter is urgent and cannot reasonably be deferred. If the Committee Chairman is unable to act, the Mayor's agreement must be sought, and if he/she is unable to act, the deputy Mayor's approval should be sought.</li> <li>2. Following agreement, a notice must be published on the website with the reasons why the meeting is urgent and cannot reasonably be deferred.</li> <li>3. <u>A Record of the Decision to be published on the website as soon as reasonably practicable, after the decision is made. This may be via the Decision Record of the Cabinet Meeting or by a Decision Record form as appropriate.</u></li> </ol>

4.	A matter must be decided urgently by the Cabinet, <b>in private</b> , within 28 days and cannot reasonably be deferred.	<p>1. The meeting can only be held in private with the <b>agreement</b> of the Chairman of the Overview and Scrutiny Committee that the meeting/matter is urgent and cannot reasonably be deferred. If the Committee Chairman is unable to act, the Mayor's agreement must be sought, and if he/she is unable to act, the deputy Mayor's approval should be sought.</p> <p>2. Following agreement, a notice must be published on the website with the reasons why the meeting is urgent and cannot reasonably be deferred.</p>
5.	Any Urgent Business to be raised <b>at a Cabinet or Committee Meeting</b> (but excluding key decisions or matters to be decided by the Cabinet in private).	<p>Urgent matters proposed to be raised at a meeting should be notified to the Head of Democratic and Customer Services no later than noon on the day of the meeting.</p> <p>For an urgent item to be added to the agenda, the Chairman's approval must be sought, and the reason for the urgency must be recorded in the minutes of the meeting.</p>

**NOTES:****(1) Civil Emergencies**

The Chief Executive has powers under section 138 of the Local Government Act 1972 in the event of a civil emergency or disaster and may authorise another officer to exercise these powers on his/her behalf

**(2) Key Decisions**

Key decisions are 'executive decisions', which are likely to:

- Result in the Council incurring expenditure or making savings which are significant in as much as they will have a material effect on the level of Council tax or balances or contingencies in relation to the Council's overall budget<sup>1</sup>;

- Be significant in terms of its effects on communities living or working on an area comprising two or more wards within the Borough

<sup>1</sup>approximately £100,000 or more

## OVERVIEW AND SCRUTINY PROCEDURE RULES

### 1. ARRANGEMENTS FOR OVERVIEW AND SCRUTINY

The Council will appoint ~~one the~~ Overview and Scrutiny Committee ~~Policy and Review Panels as described in set out in~~ Article 6 to undertake the overview and scrutiny function. The Committee Panels may appoint sub-~~committees groups~~ which will also be subject to these Procedure Rules. Informal Task and Finish Groups may also be appointed for a fixed period on the expiry of which they shall cease to exist.

- (a) The Council will have one Overview and Scrutiny Committee, with a maximum of eleven Members of the Council ~~five Policy and Review Panels,~~ which will perform all overview and scrutiny functions on behalf of the Council. ~~Each will consist of a maximum of nine Members of the Council.~~
- (b) The general functions of the Overview and Scrutiny Committee will ~~each of the Policy and Review Panels will~~ be to:
  - (i) prepare and approve a programme setting out the Committee's Panel's work and to ensure its time is effectively and efficiently utilised;
  - (ii) undertake investigations into such matters that may be referred by the Cabinet, Committees and/or the full Council.
  - (iii) have the powers of overview and scrutiny in relation to executive decisions made but not implemented as set out in Section 21(3) of the Local Government Act, 2000;
  - (iv) review existing policies of the Council to secure continuous improvement in the way in which the Council's functions are exercised and to make recommendations to the Cabinet and/or the full Council for future options;
  - (v) monitor the Council's performance against the Corporate Performance Plan and monitor and review performance indicators;
  - (vi) ~~consider any relevant local government matter raised by any member~~ review and/or scrutinise any matter affecting the area or its inhabitants;

- (vii) appoint such task and finish groups and working groups as ~~they~~ considered ed appropriate to fulfil its ~~their~~ overview and scrutiny functions;
- (viii) report annually to the full Council on its work;
- (iv) put in place a system to ensure that referrals from the Committee Panel to the Cabinet either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in this Constitution; and
- (x) make decisions about the order in which reports should be referred to the Cabinet when it appears that the numbers of reports will interfere with the efficient running of Council business.
- (xi) review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions and to make reports or recommendations to the Council with respect to the discharge of those functions (Section 19 of the Police and Justice Act 2006)

- (c) ~~The Panel with responsibility for Crime and Disorder Matters will exercise the following functions, as required by Section 19 of the Police and Justice Act 2006:~~

~~to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions; and~~

~~To make reports or recommendations to the Council with respect to the discharge of those functions~~

## 2. WHO MAY SIT ON THE OVERVIEW AND SCRUTINY COMMITTEE? A POLICY AND REVIEW PANEL?

All councillors, except Members of the Cabinet, may be members of the Overview and Scrutiny Committee ~~Policy and Review Panels~~. However, no Member may be involved in scrutinising a decision in which he or she has been involved directly.

## 3. CO-OPTED MEMBERS

The Overview and Scrutiny Committee, or any of its sub-committees or task and finish groups, ~~Policy and Review Panels~~ shall be entitled to appoint non-voting co-opted members and advisers and may ~~as they think fit. The Panel with responsibility for Crime and Disorder Matters~~ may co-opt additional members from the responsible authorities when looking at crime and disorder issues. Co-optees may be appointed as

standing co-optees, or special interest co-optees to assist with scrutiny of a particular matter.

The Overview and Scrutiny Committee Panel shall not co-opt any person to scrutinise a decision where that person was wholly or partly responsible for the matter. The number of co-optees shall not exceed the number of permanent Committee Panel Members.

#### 4. **MEETINGS OF THE OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANELS**

There shall normally be seven six scheduled meetings of the Overview and Scrutiny Committee each Policy and Review Panel in each year. Additional meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee Policy and Review Panel meeting may be called by the chairman, by one-third of the voting Members of the Committee Panel (but not less than three Members) or by the Head of Democratic Services if he or she considers it necessary or appropriate.

The Committee Panel with responsibility for Crime and Disorder Matters shall meet to review or scrutinise matters in connection with the discharge by the responsible authorities of their crime and disorder functions at least once in a twelve-month period

#### 5. **QUORUM**

The quorum for the Overview and Scrutiny Committee shall be six voting members of the Committee. Policy and Review Panels shall be as set out in Council Procedure Rule 26 (4) in Part 4 of this Constitution (at least one half of the whole number of voting Members).

#### 6. **WHO CHAIRS OVERVIEW AND SCRUTINY MEETINGS POLICY AND REVIEW PANEL MEETINGS?**

The Chairman and Vice-Chairmen of the Overview and Scrutiny Committee shall be drawn from among those councillors serving on the Committee. The Chairman shall be appointed at the Annual Meeting of the Council for the ensuing year.

On a vacancy arising, the Committee will be asked to fill the vacancy at its next meeting. In the absence from a meeting of the Chairman and Vice-Chairmen, a Chairman for that meeting shall be appointed. Each Policy and Review Panel shall appoint its Chairman and Vice-Chairman, from amongst the councillors sitting on the Panel, as it considers appropriate. The appointments shall be made at the Panels' first meeting of the Municipal Year.

**7. VICE-CHAIRMEN**

The Committee may appoint up to two Vice-Chairmen to focus on different areas of responsibility, for example internal corporate matters, and external community and environmental issues.

The Vice-Chairmen shall be appointed at the Committee's first meeting of the Municipal Year

Role Descriptions for the Vice-Chairmen of the Overview and Scrutiny Committee are set out in Article 2 of the Constitution, 'Councillors and Role Descriptions'

**78. WORK PROGRAMME**

(a) The Overview and Scrutiny Committee Policy and Review Panels will be responsible for setting its their own work programme and in doing so it they shall take into account the wishes of councillors Panel Members who are not Members of the largest political group on the Council.

(b) When identifying and discussing issues to be included in the Committee's work programme, the Committee should refer to the Cabinet's Work Programme and identify issues for scrutiny in advance of the Cabinet making its decision.

The overall work programme should take account of:

- whether the proposed work furthers corporate priorities
- whether the proposed work furthers continuous improvement in services
- the likelihood of something significant or valuable coming from the work
- the importance of the issue for users and the public generally
- whether there is evidence of user/general public dissatisfaction with the service
- Issues raised through Audit or Inspections
- Whether there is a high level of budgetary commitment to the service

**9. TASK AND FINISH GROUPS**

All Councillors may be members of task and finish groups appointed by the Committee to carry out specific areas of scrutiny. However, no Member may be involved in scrutinising a decision in which he or she has been involved directly.

## 10. AGENDA ITEMS AND COUNCILLOR CALLS FOR ACTION

- (a) Any Member of ~~the Overview and Scrutiny Committee a Policy and Review Panel~~ shall be entitled to give notice to the Head of Democratic Services that he or she wishes an item relevant to the functions of the ~~Committee Panel~~ to be included on the agenda for the next available meeting. On receipt of such a request, the Head of Democratic Services will advise the Chairman and ensure that it is included for discussion at the next mid-cycle meeting of the ~~Committee Panel~~, with a view to it being included on the next available agenda.
- (b) Any Member of the Council who is not a Member of the ~~Overview and Scrutiny Committee appropriate Policy and Review Panel~~ shall be entitled to refer to ~~the Committee a Panel~~ for discussion any 'local government matter' which is relevant to ~~the functions and the~~ terms of reference of ~~the Committee. that Panel~~. The Member shall give written notice to the Head of Democratic Services that he or she wishes an item to be included, and on receipt of such a request, the Head of Democratic Services will ensure that it is included for discussion at the next mid-cycle meeting of the ~~Committee Panel~~, with a view to it being included on the first available agenda.
- (c) A 'local government matter' is defined as one which relates to the discharge of any function of the authority, affects all or part of the ward for which the member is elected, or any person who lives or works in that area, and which is not an 'excluded' matter. An excluded matter is one relating to a planning or licensing decision, one which relates to an individual or entity where there is already a right to review or appeal, or one which is vexatious, discriminatory or not reasonable.

The ~~Committee Panel~~ may have regard to any representations by the Member on why it would be appropriate for the ~~Committee Panel~~ to exercise any of its powers in relation to the matter. If the ~~Committee Panel~~ decides not to do anything, it must notify the Member setting out the reasons. If it does decide to act, any report and subsequent response should be sent to the member who has placed the matter on the agenda. There is an expectation that the member who has placed the matter on the ~~Committee Panel~~ agenda will normally attend the meeting to present their case.

- (d) ~~The Overview and Scrutiny Committee Policy and Review Panels~~ shall also respond, as soon as ~~its their~~ work programmes permits, to requests from the Council and the Cabinet to review particular areas of Council activity. Where ~~it they~~ does so, the



~~Committee Policy and Review Panels~~ shall report ~~its~~ their findings and any recommendations back to the Cabinet and/or Council, who shall consider the report of the ~~Overview and Scrutiny Committee Policy and Review Panel~~ within one month of receiving it or the next available meeting, whichever is the longer.

## 11. **POLICY REVIEW ~~AND DEVELOPMENT~~**

- (a) ~~The role of Policy and Review Panels in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.~~
- (b) ~~In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, Policy and Review Panels may make proposals to the Cabinet, in so far as they relate to matters within their terms of reference.~~
- (c) In relation to the review of existing policy and strategy, the Overview and Scrutiny Committee Policy and Review Panels ~~may hold~~ may hold enquiries and investigate the available options for future direction in policy and may appoint advisers and assessors to assist ~~them~~ in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

## 12. **REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE** **ING ARRANGEMENTS**

- (a) Once ~~it has~~ they have formed recommendations, ~~on policy development, the Overview and Scrutiny Committee Policy and Review Panels~~ will prepare a formal report and submit it to the Head of Democratic Services for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), ~~or to the~~ and the Council (as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework)).
- (b) If ~~the Overview and Scrutiny Committee a Policy and Review Panel~~ cannot agree on one single final report to the Council or the Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Cabinet (and the Council) with the majority report.

- (c) The Cabinet or the Council shall consider the report of an Overview and Scrutiny Committee within one month or at the next available meeting (whichever is the later) of the report being submitted to the Head of Democratic Services.
- (d) When a report is made ~~the Panel~~ dealing with Crime and Disorder matters ~~– makes a report to the Council~~ in connection with the Committee's ~~its~~ statutory role in paragraph 1 above, a copy shall be provided to each of the responsible authorities.

13. **MAKING SURE THAT REPORTS BY THE OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANELS ARE CONSIDERED BY THE CABINET**

- (a) Once the Overview and Scrutiny Committee ~~a Policy and Review Panel~~ has prepared a report, the Head of Democratic Services will allocate it to the Cabinet for consideration and the Council if the contents of the report would have implications for the Council's budget and policy framework. If the Head of Democratic Services refers the matter to the Council, he or she will serve a copy on the Cabinet with notice that the matter is to be referred to the Council. The Cabinet will have four weeks in which to respond to the Committee's ~~Policy and Review Panel's~~ report and the Council shall not consider it within that period. When the Council does meet to consider any referral from the Overview and Scrutiny Committee ~~a Policy and Review Panel~~ on a matter which would impact on the budget and policy framework, it shall also consider the response of the Cabinet.
- (b) The Overview and Scrutiny Committee ~~Policy and Review Panels~~ will in any event have access to the Cabinet's forward work programme plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee ~~a Policy and Review Panel~~, following consideration of possible policy/service developments, the Overview and Scrutiny Committee ~~a Panel~~ will at least be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

14. **RIGHTS OF OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANEL MEMBERS TO DOCUMENTS**

- (a) In addition to their rights as councillors, Members of the Overview and Scrutiny Committee ~~Policy and Review Panels~~ have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

- (b) Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committee Policy and Review Panels as appropriate depending on the particular matter under consideration.

## 15. MEMBERS AND OFFICERS GIVING ACCOUNT

- (a) The Overview and Scrutiny Committee Policy and Review Panels may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, they may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer to attend before them to explain:
- (i) any particular decision or series of decisions;
  - (ii) the extent to which the actions taken implement Council policy; and/or
  - (iii) their performance.

and it is the duty of those persons to attend if so required.

- (b) Where any Member or officer is required to attend an Overview and Scrutiny Committee Policy and Review Panel under this provision, the Chairman of the Committee Panel will inform the Head of Democratic Services. The Head of Democratic Services shall inform the Member or officer giving at least three working days' notice of the meeting at which he or she is required to attend, although, in normal circumstances, he or she will be expected to attend the next scheduled meeting of the Committee Panel. The notice will state the nature of the item on which he or she is required to give account and whether any papers are required to be produced for the Committee Panel. Where the account to be given to the Committee Panel will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of the documentation.
- (c) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Committee Policy and Review Panel shall, in consultation with the Member or officer, arrange an alternative date for attendance or for a substitute to attend in his or her place.

## 16. ATTENDANCE BY OTHERS

The Overview and Scrutiny Committee Policy and Review Panels may invite people other than those people referred to in paragraph 13 above

to attend a meeting in order to discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

~~When dealing with The Policy and Review Panel with responsibility for~~ crime and disorder matters, ~~the Committee~~ may require the attendance ~~before it~~ of a representative of a responsible authority in order to provide information or answer questions, provided at least two weeks notice is given.

## 17. PETITIONS

Where a petition is submitted to the Council in accordance with the Council's Petitions Scheme, and has at least 500 eligible signatures, the petition organiser shall be entitled to require a senior officer to attend a meeting of ~~the Overview and Scrutiny Committee a Policy and Review Panel~~ to answer questions and address the subject matter of the petition. (Petitions with 1000 eligible signatures or more shall be considered by the full Council in the first instance. However, if such a petition specifies that it wishes a senior officer to give evidence at a public meeting, then this shall usually take place at ~~the Overview and Scrutiny Committee a Policy and Review Panel~~).

The final decision on which senior officer should attend shall rest with the ~~Committee Policy and Review Panel~~, and shall be dealt with in accordance with the provisions in Para. 13 'Members and Officers giving Account'. ~~Committee Panel~~ members shall ask the questions at the meeting, but the petition organiser shall be able to suggest questions by contacting the Head of Democratic Services, or Meeting Administrator, no later than two working days before the meeting.

## 18. CALL-IN

- (a) Call-in should be used only in exceptional circumstances. These circumstances are as follows:
  - (i) Any four or more non-executive Members will have the right within five working days of the publication of the decision to call in any Cabinet decision to ~~the Overview and Scrutiny Committee a Policy and Review Panel~~ subject to giving reasons, such as it is:
    - contrary to policy; or
    - contrary to budget; or
    - based on incorrect or inadequate or inaccurate information
  - (ii) 25% of the Members of the Council will have the right within five working days of the publication of the decision

to call in any executive decision direct to full Council if they consider it to be

- contrary to the policy framework
  - contrary to the agreed budget
- (b) When an executive decision is made by the Cabinet, a Cabinet committee, a Cabinet Member or under joint arrangements or a key decision is made by an officer with delegated authority from the Cabinet, a record of that decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within three days of it being made. All Members will be sent copies of the records of all such decisions within the same timescale by the Head of Democratic Services. The record will bear the date on which it is published.
- (c) Subject to the urgency provisions in paragraph (j) below, any executive decision of the type referred to in paragraph (b) above will come into force and may be implemented following the expiry of five working days from the date of publication of the record of the decision UNLESS before the expiry of that period the decision is called in to the Overview and Scrutiny Committee ~~appropriate Policy and Review Panel~~ in accordance with these rules. A decision which has been called-in will not come into force until the Overview and Scrutiny Committee ~~appropriate Policy and Review Panel~~ has had the opportunity to decide whether the matter should be reconsidered.
- (d) Members will notify the Head of Democratic Services of any executive decision that they wish to call-in in writing. The Head of Democratic Services shall refer any decision which is called-in to the Overview and Scrutiny Committee ~~appropriate Policy and Review Panel~~ in accordance with these Rules and shall notify the decision-taker of the request for call-in.
- (e) The Overview and Scrutiny Committee ~~Policy and Review Panel~~ will consider any decision that has been called in to the Committee ~~Panel~~ within ten working days of the Head of Democratic Services being notified of the request (whether pursuant to paragraph (a) above or by the Committee ~~Panel~~ itself).
- (f) If, having considered a decision that has been called in, the Overview and Scrutiny Committee ~~Policy and Review Panel~~ is still concerned about it, then it may refer it back to the decision taker for reconsideration, setting out in writing the nature of its concerns. If referred to the decision taker, that person or body shall then reconsider the decision within a further 15 working

days, or at its next scheduled meeting (whichever is the later) amending the decision or not, before adopting a final decision.

- (g) If, having considered a decision that has been called in, the ~~Overview and Scrutiny Committee Policy and Review Panel~~ does not refer the matter back to the decision taker nor onwards to full Council the decision shall take effect on the next working day after the ~~Committee Panel~~ meeting.
- (h) If the matter is referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision shall take effect on the next working day after the Council meeting. However, if the Council does object, it has no authority to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision taker, together with the Council's views on the decision. That decision taker shall choose whether to amend the decision or not before reaching a final decision and implementing it.

#### 19. CALL-IN AND URGENCY

The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. The record of the decision shall state, whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Mayor and the Chairman of the ~~Overview and Scrutiny Committee appropriate Policy and Review Panel~~ must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of either postholder, the Deputy Mayor and relevant Vice-Chairman's consent shall be required. In the absence of the required combination of individual Members, the Head of Paid Service or his or her nominee's consent shall be required.

#### 20. PROCEDURE AT ~~OVERVIEW AND SCRUTINY COMMITTEE POLICY AND REVIEW PANEL MEETINGS~~

- (a) ~~The Overview and Scrutiny Committee Policy and Review Panels~~ shall consider the following business:
  - (i) minutes of the last meeting;
  - (ii) consideration of any decisions "called in" to the ~~Committee Panel~~;

- (iii) review of the work programme and, as appropriate, the Cabinet's Work Programme Forward Plan;
  - (iv) responses of the Cabinet to reports of the Committee Panel; and
  - (v) the business otherwise set out on the agenda for the meeting.
- (b) Where ~~the Overview and Scrutiny Committee a Policy and Review Panel~~ conducts investigations (e.g. with a view to policy development), the Committee Panel may also ask people to attend to give evidence at ~~Panel~~ meetings which are to be conducted in accordance with the following principles:
- (i) the investigation will be conducted fairly and all Members of the Committee Panel given the opportunity to ask questions of attendees, and to contribute and speak;
  - (ii) those assisting the Committee Panel by giving evidence are treated with respect and courtesy; and
  - (iii) the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Committee Panel shall prepare a report, for submission to the Cabinet and the Council (if appropriate) and shall make its report and findings public.

#### ~~19. MATTERS WITHIN THE REMIT OF MORE THAN ONE POLICY AND REVIEW PANEL~~

~~Where a Policy and Review Panel conducts a review or scrutinises a matter which also falls (whether in whole or in part) within the remit of another Policy and Review Panel:~~

- ~~(a) the Panel conducting the review shall invite the Chairman of the other Panel (or his or her nominee) to attend its meetings when the matter is being reviewed; and~~
- ~~(b) before submitting its findings to the Cabinet and the Council (if appropriate) for consideration, the report of the reviewing Policy and Review Panel shall be considered by the other Panel for comment.~~



## 21. ANNUAL REPORT TO COUNCIL

At the end of the Municipal Year, the Overview and Scrutiny Committee is asked to report to the full Council on the key outcomes from its work over the previous year. In particular to focus on where the Committee has:

- Held the Cabinet to account
- Contributed to continuous improvement in services through performance monitoring and review
- Carried out external scrutiny

## 22. MID CYCLE MEETINGS

'Mid-Cycle Meetings' will meet between scheduled meetings of the Overview and Scrutiny Committees to plan agendas for meetings of the Committee and manage the Committee's work programme.

The Membership of Mid-Cycle will comprise the Chairman and Vice-Chairman of the Overview and Scrutiny Committee together with cross party representatives. Cabinet Members can be invited to mid-cycle meetings to discuss items in the work programme and issues for scrutiny.

-----



## COUNCIL MEETING – 19TH APRIL 2018

## AGENDA ITEM NO. 7 (1)

BOROUGH SERVICES POLICY AND REVIEW PANEL –  
ANNUAL REPORT 2017/18

## 1. INTRODUCTION

- 1.1 In accordance with provisions set out in the Constitution, this Report reviews the work that has been carried out by the Borough Services Policy and Review Panel in 2017/18.

## 2. PORTFOLIO AND WORK PROGRAMME

- 2.1 The main areas of responsibility for the Panel are as follows:

- **Portfolio – Leader of the Council**
  - Community planning and strategic partnerships
- **Portfolio – Safety and Regulation**
  - Community safety (including anti-social behaviour)
  - Environmental health policy relating to licensing, food, health and safety, pollution, environmental control and the provision and regulation of caravan sites
- **Portfolio – Concessions and Community Support**
  - Democratic renewal and community involvement
  - Electoral issues
  - Concessions and supporting local organisations
  - Accessibility

- 2.2 The mid-cycle meeting has continued to provide an effective forum for discussion and consideration of the Panel's processes and priorities. It has also provided a method of sifting items and to manage the Panel's agenda.

- 2.3 The work programme for 2017/18 has covered a cross-section of the key areas of the portfolios. The majority of the projects encompassed both scrutiny / overview and policy development.

## 3. PANEL ISSUES

- 3.1 The principal items which have been examined in 2017/18 were as follows:

(a) **Community Safety –**

The Panel continued to give a high priority to the overview and scrutiny of crime and disorder matters. In January, the Panel was updated on the issues around rough sleeping, street drinking and anti-social behaviour in the Borough. Members were advised of the measures in place to deal with the issues and will continue to keep a watching brief on the situation.

(b) **Environmental Health Policy –**

• **Food Safety –**

At its meeting in June, the Panel scrutinised the Council's provision of Food Safety Services. This included an update on the Food Standards Agency Framework Agreement and the Food Law Code of Practice. The service carried out both reactive and proactive work and had commercialised some areas of its work through selling support packages to local businesses, and offered training courses.

(c) **Citizens' Advice Rushmoor –**

In September, the Panel was given a presentation on the working arrangements of the Citizens' Advice service in Rushmoor, as part of its ongoing work to monitor and scrutinise organisations in receipt of Council grants.

(d) **Elections Review Update –**

The Panel was given an update on the progress of the current Elections Review which is using systems thinking principles, at its meeting in September. The Panel noted the work carried out to date. Further updates will be provided through the Elections Group.

(e) **Fire Safety Issues –**

In response to a Notice of Motion on fire safety issues, following the Grenfell Tower disaster and the provision within the Borough to deal with fire safety issues has been examined in detail. The Panel met with the representatives from the Hampshire Fire and Rescue Service and representatives from Accent Housing at its meeting in November. The Panel held an in depth discussion on the issues that were raised and felt that the Fire Service within Rushmoor operated at a high level and was well equipped to deal with fire safety matters. The Panel felt reassured by the professional presentation and approaches described

(f) **Rushmoor Voluntary Services –**

In March, the Panel received a presentation on the working arrangements of Rushmoor Voluntary Services. The Panel noted the current areas of work, in

particular around new legislation on General Data Protection Regulations, Hampshire County Council funding and community transport.

**4. CONCLUSIONS**

4.1 The Panel has carried out a wide range of tasks during the year and has been effective in providing input into a number of major projects and strategic priorities for the Council. The Panels work programme, which contains some issues still be to examined, will be picked up in the new governance structure.

4.2 I would like to thank all members of the Panel and officers for their support.

**5. RECOMMENDATION**

5.1 The Council is asked to note and endorse the Panel's work.

A.R. NEWELL  
CHAIRMAN  
BOROUGH SERVICES POLICY AND REVIEW PANEL

This page is intentionally left blank

**COUNCIL MEETING - 19TH APRIL, 2018**

**AGENDA ITEM NO. 7 (2)**

**COMMUNITY POLICY AND REVIEW PANEL –  
ANNUAL REPORT 2017/18**

**1. INTRODUCTION**

- 1.1 In accordance with the arrangements for reviewing and monitoring the Panel's activities, this Report summarises the work that has been carried out by the Community Policy and Review Panel in 2017/18.

**2. STRUCTURE/FOCUS OF THE PANEL'S WORK PROGRAMME 2017/18**

- 2.1 The Panel's main areas of responsibility are:

- Housing Matters
- Care in the Community
- Health issues affecting the Borough's residents

- 2.2 The Panel appointed five groups this year to take forward more detailed policy development and review work: the Health Issues Standing Group, the Housing Strategy Standing Group, the Registered Providers of Social Housing Review Group, the Vivid Housing/Rushmoor Borough Council Joint Business Meeting Group and the Welfare Reform Task and Finish Group.

**3. PANEL ISSUES**

- 3.1 The key items examined in 2017/18 were as follows:

**(a) Housing and Homelessness Strategy**

In June, the Panel provided input to proposed changes to the Council's Housing and Homelessness Strategy which had been adopted by the Council in February 2017. The changes related to Housing and Income Data and the Definition of Affordable Housing.

Also in June, the Panel received a presentation on North Lane Lodge and noted its success, with lessons learned being used to help to develop a future resource to meet the complex needs of the street homeless people in the Borough.

In September and March, the Panel provided feedback on the progress made in the delivery of the Housing and Homelessness Strategy 2017-22, focussing on the key achievements, opportunities and challenges for the four housing themes:

- The right homes in the right places;
- Making the best use of housing stock;
- Helping people solve their housing problems and provide a suitable home when needed; and
- Enabling people to live in good quality accommodation that is right for their needs.

The Panel noted that the Strategy was designed to be a rolling document to enable it to be updated to reflect changes in national housing policies.

**(b) Private Sector Housing Survey**

In June, the Panel received a report on the findings of the Private Sector Housing Survey into, primarily, houses in multiple occupation (HMOs) which were in severe disrepair, overcrowded, illegally converted or under the control of rogue landlords. The Panel noted that the original aims of the survey had been met and that the information gathered would help to improve housing standards and safety for residents.

**(c) Registered Providers' Review Report**

In June, the Panel provided feedback on the key issues identified during neighbourhood visits in respect of the four Housing Providers reviewed in 2016/17. The Panel was advised that the Council provided assistance to residents with complaints against a Registered Provider by guiding them on what avenues were open to them to resolve these complaints.

**(d) Health and Wellbeing**

In November, the Panel received a briefing note on Local Air Quality and Health, and a presentation on Air Quality in Rushmoor highlighting the Council's responsibilities in terms of monitoring within the new UK Nitrogen Dioxide (NO<sub>2</sub>) regulatory framework. The Panel noted that the main area of concern in terms of emissions was road traffic along the Blackwater Valley Relief Road (A331) with a Government-funded feasibility study being undertaken jointly by the Rushmoor, Guildford and Surrey Heath Councils, as well as Hampshire and Surrey County Councils, to investigate measures to improve the air quality along this road in as short a time as possible.

In January, an update was provided on the Supporting Families Programme in Hampshire, led by Hampshire County Council. The Panel provided feedback, noting that Government funding for the Programme was due to end in 2020.

The Panel received a presentation in January on the Safeguarding of Children and Vulnerable Adults Policy and in discussion explored a number of issues, including the number of referrals, training and the Prevent initiative.

**(e) Hampshire County Council – Medium Term Financial Strategy and Transformation to 2019 Savings Proposals**

In November, the Panel discussed a report setting out elements of Hampshire County Council's (HCC) Transformation Programme 2019 which could have future impacts on areas of service covered by the remit of the Panel. The Panel was aware that HCC was seeking to make savings and efficiencies of around £140 million by 2019/2020 in response to grant reductions from central Government. The Panel was advised that a number of meetings had taken place with HCC representatives to explore options and to encourage collaborative working to achieve the proposed savings.

**(f) Frimley Health and Care Integrated Care System**

In March, Sir Andrew Morris OBE, former Chief Executive of Frimley Health NHS Foundation Trust, gave a presentation providing Members with an update on the Frimley Health and Care Integrated Care System (ICS), which had evolved from the Frimley Sustainability and Transformation Plan (STP). The Panel was advised that Frimley Health ICS was one of the leading bodies, aiming to bring together the providers and commissioners of all health services, social care, public health and the voluntary sector to work in partnership to create a different model and approach on delivering care to improve health and care in their area. The views of clinical and professional leads as well as the current workforce have helped to co-design all service changes and developments.

The Panel noted that the ICS was promoting a new model of care which would mean that fewer services were delivered in an acute provider setting such as a hospital and more delivered at home, in a community-based care facility or in GP surgeries. Sir Andrew reported that the system was already showing decreases in accident and emergency attendances and non emergency admissions.

**(g) Online Consultations (eConsult)**

In March, Dr Andy Whitfield, Chair and Clinical Lead of NHS North East Hampshire and Farnham Clinical Commissioning Group (CCG), gave a presentation on the eConsult initiative which aimed to use online technology to improve patient access, GP practice efficiency and commissioner value. The Panel noted that this was being rolled out in stages with some local surgeries already using it live and receiving positive feedback from patients.

**(h) Council Tax Support Scheme**

In January, the Panel received a presentation on the Council Tax Support Scheme noting that the Welfare Reform Group had considered as part of its remit the responses from the public consultation exercise on potential changes to the Scheme for 2018/19 and had recommended a number of changes to the Cabinet.

#### 4. **CONCLUSIONS**

- 4.1 The Panel has worked extremely well during the year and we have examined a range of important services, which have a significant impact on the Borough. Within our managed programme we have helped to develop services and carried out in-depth scrutiny where necessary. The Panel's work programme, which contains some areas still to be examined, will be picked up in the new governance structure.
- 4.2 Finally and importantly, I feel that the Panel has worked very well together during the year. All Members have contributed at meetings and I would like to express my thanks for their support. In addition, I am also grateful for the support given by the officers to the Panel and myself as Chairman.

#### 5. **RECOMMENDATION**

- 5.1 The Council is asked to note and endorse the Panel's work.

M.D. SMITH  
CHAIRMAN  
COMMUNITY POLICY AND REVIEW PANEL



COUNCIL MEETING - 19TH APRIL 2018

AGENDA ITEM NO. 7 (3)

CORPORATE SERVICES POLICY AND REVIEW PANEL -  
ANNUAL REPORT 2017/18

1 INTRODUCTION

- 1.1 I am pleased to report on the Corporate Services Panel's work over the last year and to update the Council on progress made in the key activity areas.

2 PANEL ISSUES

- 2.1 The key areas of work for 2017/18 were as follows:

(a) **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) was a key area of focus for the Panel over the past twelve months, in anticipation of the introduction of GDPR on 25th May, 2018. In September, the Panel received a presentation which outlined the main aspects of the project plan developed to ensure the Council would be compliant with GDPR. As part of the work, the Panel noted that a cross-service working group had been set up to ensure that all service areas were actively involved, including sharing working methods and identifying new areas of risk for inclusion in the Corporate Risk Register.

In March, a progress report was provided; the Panel noted that good progress had been made, with the development of a risk mitigation plan. It was noted that a pragmatic approach was being taken in terms of developing guidelines for Rushmoor as the Bill was still to be approved by Parliament and the Information Commissioner's Office was still to draft guidelines.

The Panel supported the proposal for Councillors to receive training on the impact of GDPR on them individually, both as a member of Council and as a representative of residents when dealing with issues or complaints.

(b) **Procurement Strategy**

The Panel provided feedback on the draft procurement strategy at its meetings in June and March, noting that the revised strategy presented to the Panel in March was shorter and more specific than the earlier version. Members were supportive of the revised draft procurement strategy and suggested that it would be helpful to hold a seminar for small local businesses to give them a better understanding of procurement and the public sector. The Panel noted that the Social Value aspect of the strategy would be developed further.

(c) **Human Resources**

In July, the Panel received a presentation on the workforce profile, which provided data related to staffing and recruitment at Rushmoor Borough Council. The Panel considered the data relating to sickness absence, noting that, whilst Rushmoor's absence levels were lower than the national average, they were slightly above average for working days lost compared to other district councils in the region. The Panel was interested to learn more about succession planning, given the age profile of the current workforce.

(d) **Universal Credit**

In November, the Panel received a presentation on the impact of Universal Credit for Rushmoor, noting the current and potential future impact on residents and staff as Universal Credit was rolled out. The Panel noted that the Council and Citizens Advice Bureau would continue to work together to assist residents without access to the internet as Universal Credit registration and claims were all done online.

(e) **Digital Strategy**

In November, the Panel received a presentation providing an update on the Customer and Digital Strategy 2017-2020, noting progress in some key areas such as the new waste contract and members' IT, the priorities for 2018/19, as well as the main challenges.

(f) **Building Security / Evacuation Plans**

In November, the Panel considered the Council Offices' Emergency Evacuation Plans, noting the current threats, and the roles of both staff and Councillors in such emergencies.

(g) **Budget Briefing**

In January, the Panel used its formal Panel meeting date for all Members to be invited to a Council Budget Seminar. The purpose of the seminar was to allow Members the opportunity to consider and discuss details of the Council Budget for 2018/19 in advance of its presentation to the full Council the following month.

(h) **Customer Service Review Group**

The Panel's Customer Service Review Group met this year to review Customer Service data, which included customer satisfaction survey results and call statistics. The Group also looked at the outcomes of the Customer Experience Project and the consultation on electoral services as well as the introduction of the new parking machines and progress with the Love Rushmoor app.

### **3 CONCLUSIONS**

- 3.1 The Panel has worked extremely well during the year and we have examined a range of important services, which have a significant impact on the Borough. Within our managed programme we have helped to develop services and carried out in-depth scrutiny where necessary. The Panel's work programme, which contains some areas still to be examined, will be picked up in the new governance structure.
- 3.2 Finally and importantly, I feel that the Panel has worked very well together during the year. All Members have contributed at meetings and I would like to express my thanks for their support. In addition, I am also grateful for the support given by the officers to the Panel and myself as Chairman.

### **4 RECOMMENDATION**

- 4.1 The Council is asked to note and endorse the Panel's work.

JACQUI VOSPER  
CHAIRMAN  
CORPORATE SERVICES POLICY AND REVIEW PANEL

This page is intentionally left blank

**COUNCIL MEETING – 19TH APRIL 2018**

**AGENDA ITEM NO. 7 (4)**

**ENVIRONMENT POLICY AND REVIEW PANEL –  
ANNUAL REPORT 2017/18**

**1. INTRODUCTION**

1.1. In accordance with provisions agreed by the Council, this Report reviews the work that has been carried out by the Environment Policy and Review Panel during 2017/18. In addition to setting out the issues discussed, it also explains the processes used and the progress made.

1.2. The Panel's main areas of responsibility are:

- Planning policy
- Regeneration activities
- Street scene services, including parking
- Environmental Health

**2. THE PANEL'S WORK PROGRAMME**

2.1 The work programme has been regularly updated with items for monitoring and scrutiny, including regular performance management information.

2.2 The mid-cycle meeting provides an opportunity to discuss the Panel's processes and priorities, and adapt the work programme if it is felt necessary.

**3. PANEL ISSUES**

3.1 The principal issues examined by the Panel during 2017/18 have been:

a) **Christmas Activity in the Borough**

3.2 The Panel has looked at Christmas activity in the Borough and how activities could be more co-ordinated. There has been a discussion on options for increasing the lights and trees in neighbourhood centres and increasing Christmas activity where possible. There was a more co-ordinated approach to the town centre activities at Christmas in 2017 and a Christmas shop window competition ran across the whole Borough. The co-ordination of activity and the shop window competition will continue for Christmas 2018. At the Panel's final meeting, it was agreed that a bid for Christmas lights for the neighbourhood centres should be submitted. There will also hopefully be a solution found so Christmas trees can be provided in both Farnborough and North Camp for Christmas 2018.

**b) Southwood Golf Course Consultation**

- 3.3 In November, the Panel joined with the Leisure and Youth Policy and Review Panel to consider options for the future of Southwood Golf Course. The meeting was well attended by members of the public and a number of representations were made in support of keeping the course open. After a lively discussion the Joint Panel voted in favour of deferring the closure of the course for 12 months while other options were pursued. The Cabinet took the decision in December to close the Golf Course to provide Suitable Alternative Natural Greenspace, however the date of closure has yet to be agreed.

**c) Serco Contract Delivery Performance**

- 3.4 The Panel received details from Serco on the service delivery in the first six months of the contract. Serco are already introducing improvements to the service and reported that customer satisfaction was good. Serco are also adding some additional services to take up the reduction in services from Hampshire County Council. The Panel shared information from residents with Serco on their view of the service provision. Serco agreed that they would liaise with Ward Councillors in future to select residents to approach to become Community Champions to further improve services. It was felt important that the service delivery continues to be monitored.

**d) Business Improvement Districts**

- 3.6 The Panel looked at whether Business Improvement Districts (BIDs) should be considered for the Borough as a way of generating income to improve the centres. The Panel heard that the potential for BID applications was pursued in 2015. At the current time it is felt that a BID application is not appropriate for Aldershot or North Camp but may be of benefit for Farnborough. The level of interest from the Farnborough town centre businesses will be raised with the town centre managers before asking Cabinet to consider pursuing a BID.

**e) HCC Transformation to 2019 Programme**

- 3.7 The Panel was interested to hear about Hampshire County Council's Transformation 2019 programme to aim to save £140m over the next three years. There are a number of reductions in funding proposed and the Panel agreed that it will not be clear what effect the service reduction will be immediately. It will be important to monitor the reduction in service delivery and Panel has requested that a task and finish group will need to be established to monitor the effect over the next 12-18 months.

**f) Penalty Charge Notices**

- 3.8 The Panel was asked to scrutinise the problems being experienced with parking at Aldershot Centre for Health (ACH) and the Garage Sites which have been sold and are being operated by private parking operators. The Panel heard from NHS Property Services on the ACH issues and what changes need to be introduced to address the issues. The parking problems at Tices Meadow

have also been discussed by the Panel and what action can be taken by the Council.

As a result of the discussion at the Panel I will be sending a letter to NHS Property Services setting out what action is required at ACH regarding the parking issues and how the Council can help. A letter will also be sent to Vivid to ask them to come and meet with the Panel to discuss the sale of the garage blocks. In addition, a letter will be sent to the current proprietors of the garage blocks and private parking providers to invite them to come and discuss the current practices and resident's concerns.

A private members bill is currently passing through Parliament for a parking code of practice and I will be writing to the Ministry of Housing, Communities and Local Government in support of the Parking (Code of Practice) Bill 2017-19. I will also be seeking support from Leo Docherty MP for the Code of Practice as it goes through the Parliamentary process.

#### **4. CONCLUSIONS**

- 4.1 I would like to take the opportunity of thanking all Members of the Panel for the support they have given to the Panel's work during the year. We have covered a wide range of areas during the year. The Panel has tried to limit the number of items it has discussed at each meeting to enable detailed discussion and I feel this has proved effective. There are a number of outstanding issues on the Panel's work programme and these will be fed into the new scrutiny and policy development structure when it gets established.

#### **5. RECOMMENDATION**

- 5.1 The Council is asked to note and endorse the Panel's work.

D.S. GLADSTONE  
CHAIRMAN  
ENVIRONMENT POLICY AND REVIEW PANEL

This page is intentionally left blank



**COUNCIL MEETING – 19TH APRIL 2018**

**AGENDA ITEM NO. 7 (5)**

**LEISURE AND YOUTH POLICY AND REVIEW PANEL –  
ANNUAL REPORT 2017/18**

**1. INTRODUCTION**

- 1.1 In accordance with the Council's procedures for monitoring the overview and scrutiny process, this report reviews the work that has been undertaken by the Leisure and Youth Policy and Review Panel in 2017/18. The Panel's focus has been to keep a watching brief on the performance of local facilities and provide comments and ideas, which would help to shape the Council's future policy and services. The report covers the issues discussed, the processes followed and the outcomes achieved during the year.

**2. PORTFOLIO AND WORK PROGRAMME**

- 2.1 The main areas of responsibility for the Panel are as follows:

- Leisure and recreation facilities
- Arts and cultural development
- Town twinning
- Rushmoor in Bloom
- Youth issues

- 2.2 The mid cycle meeting (consisting of Cllrs Terry Bridgeman, Liz Corps and myself) is an effective forum for discussion and consideration of process and priorities. For 2017/18, the Panel has focussed on the leisure facilities in the Borough and has continued its work on healthy weights in young people.

**3. PANEL ISSUES**

- 3.1 The Panel has spent a considerable amount of time monitoring services. The main purpose has been to ensure that the services meet customer demands, provide value for money and are delivered effectively. The principal items considered in 2017/18 have been as follows:

**(1) Budgets and Savings**

The Panel has continued its work from previous years on looking at certain aspects of its budget. This work has focused on costs and potential alternative ways of providing services. This is part of a programme looking at various aspects of service provision in the portfolio.

- **Aldershot Lido**

The Panel has kept a watching brief on the Aldershot Lido through the work of the Lido Working Group. It is expected that the work in this area will develop in 2018/19 in light of the contract re-tendering process due in 2019.

- **Healthy Weights Audit**

In response to a request from the Panel for some work to be carried out on obesity level within primary school aged children, an audit of the local schools has been carried out. A report was made at the June meeting on the initial concerns and way forward. This was followed up at the January meeting with the findings from the audit and suggestions on initiatives to help address the issues. Work would continue on this project in 2018/19.

## (2) **Scrutiny and Performance Management**

- **Southwood Golf Course**

At its meeting in September the Panel were informed of the consultation process for Southwood Golf Course to consider the possibility of converting the golf course into SANG (Suitable Alternative Green Space) to enable the development of 2,500 homes across the Borough. At that meeting, the Panel agreed to hold a joint meeting of the Leisure and Youth, and Environment Policy and Review Panels after the results of the consultation had been prepared. They also requested that other options were considered for providing SANG, including dual use of the golf course.

In November, the Panel met with the Environment Policy and Review Panel at a special joint meeting to discuss the findings of the consultation. The Joint Panel proposed that the decision regarding the future of the golf course should be deferred for twelve months while other options were considered. These included lobbying government, seeking special dispensation for the area of Rushmoor in the way it is treated for SANG and further examination of alternative SANG provision to provide the necessary mitigation for housing development in Rushmoor. The proposals were recommended to the Cabinet for final decision at its December meeting where it was agreed that the Golf Course would close

- **Leisure Contracts**

The Panel have been updated on the leisure contracts at two of their meetings during the Municipal Year. At its meeting in September, an overview of the current situation with each facility due for re-tender in 2019 was provided. This was followed by a presentation at the March meeting on the specifications of the current contract, which highlighted areas where Members will be able to influence the specification in of the contract. It was proposed that a task and finish group could be established when the re-tendering process begins in 2019.

- **Hampshire Cultural Trust**

The Panel has been given an update from the Hampshire Cultural Trust, which was established in 2014. The Trust has responsibility for the Aldershot Military Museum and the West End Centre, within the Borough, and the Panel noted priorities for each venue going forward.

- **Playgrounds**

After its meeting in April, 2017 the Panel requested some further work to be carried out on the usage of the 39 playgrounds in the Borough. At the meeting in March, 2018 a report was given on the utilisation of playgrounds and the approach to be taken moving forward, including removal or replacement of the facilities. The Council has responsibility for 19 small and very small playgrounds, which are reaching the end of their life cycle. The Panel were asked for their views on options for the 19 playgrounds for recommendation to the Cabinet and it was agreed that any proposals to remove equipment from these sites would be subject to consultation with local residents and ward councillors.

#### **4. CONCLUSIONS**

- 4.1 The Panel has worked extremely well during the year and we have examined a range of important services, which have a significant impact on the Borough. Within our managed programme we have helped to develop services and carried out in depth scrutiny where necessary. The Panels work programme, which contains some areas still to be examined will be picked up in the new governance structure.
- 4.2 Finally and importantly, I feel that the Panel has worked very well together during the year. All Members have contributed at meetings and I would like to express my thanks for their support. In addition, I am also grateful for the support given by the officers to the Panel and myself as Chairman.

#### **5. RECOMMENDATION**

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

DIANE BEDFORD  
CHAIRMAN  
LEISURE AND YOUTH POLICY AND REVIEW PANEL

This page is intentionally left blank

# CABINET

Meeting held on Tuesday, 6th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader and Business, Safety and Regulation Portfolio Holder

Cllr Barbara Hurst, Health and Housing Portfolio Holder  
Cllr G.B. Lyon, Concessions and Community Support Portfolio Holder  
Cllr M.L. Sheehan, Leisure and Youth Portfolio Holder  
Cllr P.G. Taylor, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Environment and Service Delivery Portfolio Holder

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **19th March, 2018**.

## 71. MINUTES –

The Minutes of the meeting of the Cabinet held on 6th February, 2018 were confirmed and signed by the Chairman.

## 72. BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY FOR DISCRETIONARY REVALUATION RELIEF –

(Cllr Gareth Lyon, Concessions and Community Support Portfolio Holder)

The Cabinet considered Report No. FIN1812, which set out proposed amendments to the Council's existing Discretionary Rate Relief (Revaluation) Policy to reduce business rates liabilities to those ratepayers most affected by the 2017 national revaluation.

Members were informed that these revisions were necessary to allow the Council to maximise the support available to local businesses.

### The Cabinet **RESOLVED** that

- (i) the increase of the percentage relief awarded to qualifying ratepayers from 42% to 57%, as set out in Report No. FIN1812, be approved; and
- (ii) the reduction of the restriction that relief would only be granted where the increase in rates payable between 2016/17 and 2017/18 was greater than 12.5% to greater than 10% be approved.

73. **UPDATED FINANCIAL ASSISTANCE POLICY FOR HOUSING GRANTS AND LOANS –**  
(Cllr Barbara Hurst, Health and Housing Portfolio Holder)

The Cabinet considered Report No. EHH1808, which set out an updated Financial Assistance Policy for Housing Grants and Loans.

Members were informed that this policy was a requirement of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and allowed flexibility in the way that the Council administered discretionary grants, loans and mandatory Disabled Facility Grants. It was explained that the updated Policy would continue to ensure that the discretionary grant and loan budget was spent on repairs and improvements for vulnerable residents living in poor housing conditions.

**The Cabinet RESOLVED** that the adoption of the updated Financial Assistance Policy for Housing Grants and Loans, as set out at Appendix 1 to Report No. EHH1808, be approved.

74. **PROPOSED TAXI SHARING ARRANGEMENTS FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2018 –**  
(Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

The Cabinet considered Report No. EHH1809, which outlined proposals for a taxi-sharing scheme to run for the duration of the Farnborough International Airshow 2018.

Members were informed that similar schemes had operated successfully at each Airshow since 2004. It was reported that this year's proposed scheme was identical to that implemented in 2016. Details of how the scheme would operate were set out in the Report.

In discussing the proposal, Members agreed that this represented an attractive proposition for both taxi operators and customers and provided an opportunity to increase taxi capacity, which would complement the traffic arrangements put in place to accommodate the Airshow.

**The Cabinet RESOLVED** that

- (i) the proposed taxi-sharing scheme, as set out in Report No. EHH1809, be approved for public consultation; and
- (ii) following the period of public consultation, the Head of Environmental Health and Housing, in consultation with the Business, Safety and Regulation Portfolio Holder, be authorised to approve the final Scheme, taking account of any responses received during the consultation exercise.

75. **REVIEW OF CHARGING FOR PRE-APPLICATION PLANNING ADVICE –**  
(Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

The Cabinet considered Report No. PLN1805, which set out a review of the financial returns and impact on services of the introduction of charges for pre-application

planning advice. It was also proposed to make some amendments to the scheme.

Members were reminded that the charges had been in place since 1st February, 2017 and a breakdown of the charges received was included in Section 3 of the Report. It was now proposed to increase the charges to reflect Government policy regarding planning application fees. It was also recommended to introduce some exemptions from charges in respect of applications from charities and community groups.

In response to a question, it was confirmed that the introduction of charging for pre-application advice had not led to a decline in the quality of planning applications received by the Council.

**The Cabinet RESOLVED** that

- (i) the continuation of charging for pre-application discussions be approved;
- (ii) the increase in charges to £720 for major schemes, £240 for small to medium sized developments and £40 for householder and minor developments be approved;
- (iii) exemptions from pre-application advice charges be approved in respect of:
  - Wellesley / Grainger PLC schemes in relation to the Aldershot Urban Extension;
  - the Council's own developments and those of Hampshire County Council, where they relate to the provision of public services in the Borough; and
- (iv) the application of the new minimum householder / minor development charge of £40 to all requests for pre-application advice, irrespective of the proposal type, made by community / charity groups be approved, subject to the group meeting the following criteria:
  - a registered charity;
  - headquarters in the Rushmoor area;
  - involved in activity serving the people of Rushmoor; and
  - not part of a national charity with multiple UK or international offices.

**76. NEW DEPOT CONSTRUCTION –**  
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1803, which set out the latest position in relation to a design and build contract for the construction of the Council's new depot in Lysons Avenue, Ash Vale and sought a variation to the Council's Capital Programme .

The Report set out the process to date and Members were reminded that the build contract had been awarded to Neilcott Construction, following the design work provided by Kier Construction. Members had been advised previously that additional costs had been likely to accrue due to issues relating to the novation of contractors that had carried out work for Kier and the significant increase in the amount of soil needed to be removed which contained low levels of contamination. The latest cost report from the Council's Quantity Surveyor had indicated an estimated overspend of £210,000 on the agreed budget of £3,180,000. Completion of the construction was due in mid-June 2018. The Report stated that other unforeseen costs might yet be incurred in relation to this project.

**The Cabinet RESOLVED** that

- (i) a variation of £210,000 to the Capital Programme for the financial year 2018/19, for the construction of the new Council depot, be approved;
- (ii) additional General Fund full financial year revenue costs in relation to the supplementary budget at (i) above, amounting to £1,260 interest on borrowing in 2018/19 and a minimum revenue provision of £5,250 commencing in the year 2019/20, be approved;
- (iii) an additional capital budget for further contingency requirements for the construction of the new Council depot of £100,000 for the financial year 2018/19 be approved, with any spend being agreed in consultation with the Head of Financial Services; and
- (iv) additional General Fund full financial year revenue costs in relation to the additional contingency budget at (iii) above, amounting to £600 interest on borrowing in 2018/19 and a minimum revenue provision of £2,500 commencing in the year 2019/20, be approved.

**77. VOYAGER HOUSE, SOUTHWOOD BUSINESS PARK –**  
(Cllr Barbara Hurst, Health and Housing Portfolio Holder)

The Cabinet considered Report No. LEG1803, which set out an update from the North East Hampshire and Farnham Clinical Commissioning Group on the provision of primary and community health care within the West Farnborough locality.

The Report described how the position had been worsening progressively. This meant that the acquisition of Voyager House, to provide a local health facility, was becoming urgent. It was confirmed that an item would be coming to the Cabinet at its next meeting in this respect.

**The Cabinet NOTED** the increasing need for the earliest practicable acquisition of Voyager House to provide improved service access and an Integrated Care Centre for the populations of Farnborough, as set out in Report No. LEG1803.

**78. EXCLUSION OF THE PUBLIC –**

**RESOLVED:** That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned items to avoid the



disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the items:

<b>Minute Nos.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
79 and 80	3	Information relating to financial or business affairs

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

**79. COMMERCIAL PROPERTY ACQUISITIONS UPDATE AND PROPOSED ACQUISITION OF PLOT NO. 13 INVINCIBLE ROAD, FARNBOROUGH –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. LEG1802, which sought approval to acquire Plot No. 13 Invincible Road, Farnborough and provided an update on progress in relation to the acquisition of the Meads, Farnborough and on the financial implications of the acquisition of Voyager House, Farnborough.

The Report contained all the relevant financial information relating to the acquisitions. Members considered that all three sites were of strategic importance to the Council. It was confirmed that the Council would continue to borrow at short-term interest rates for the time being.

**The Cabinet RESOLVED** that

- (i) the capital expenditure for the acquisition of Plot No. 13 Invincible Road, Farnborough, associated capital costs, full year General Fund revenue income and revenue expenditure, in the sums set out in Exempt Report No. LEG1802, be approved;
- (ii) the decision taken to acquire the Meads, Farnborough for the sum set out in the Exempt Report, together with associated capital costs, full year General Fund revenue income and revenue expenditure, be noted; and
- (iii) the estimated costs for the acquisition of Voyager House, Farnborough, in the context of the Commercial Property Acquisitions budget for 2018/19, as set out in the Exempt Report, be noted.

**80. ALDERSHOT TOWN CENTRE REGENERATION HOUSING INFRASTRUCTURE FUND –**  
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Exempt Report No. CD1802, which, following the Council's success in securing £8.4 million of funding towards Aldershot Town Centre regeneration projects, provided an update on the bid process and set out the implications of accepting the funding allocation and the next steps.

Members were informed that the monies had been received from the Housing

Infrastructure Fund - Marginal Viability Gap Fund and, in particular, would support the delivery of the two key development sites at Union Street East and The Galleries.

**The Cabinet RESOLVED** that

- (i) the implications for the Council and the terms and conditions of the Housing Infrastructure Fund be noted and accepted;
- (ii) the Head of Financial Services be authorised to enter into any funding agreement associated with the Housing Infrastructure Fund Marginal Viability Gap Fund grant;
- (iii) the Solicitor to the Council be authorised, following receipt of appropriate valuation advice, to negotiate and acquire, by agreement, any legal interests or rights held in respect of the Union Street properties listed in Paragraph 3.9 of Exempt Report No. CD1802;
- (iv) the Corporate Director / Principal Regeneration Officer be authorised to submit planning applications and to secure the appropriate permissions as required to enable the regeneration of Aldershot Town Centre, to include a scheme for Union Street, as set out in Paragraph 3.7 of the Exempt Report;
- (v) the Solicitor to the Council be authorised to enter into and agree the terms of:
  - (a) any legal documentation necessary in respect of the purchases or acquisition of rights authorised by (iii) above and to undertake any ancillary action in connection therewith;
  - (b) the Development Agreement, Lease and any ancillary documentation with the developer of the Galleries scheme (subject to the developer meeting the Council's reasonable legal costs);
  - (c) any funding agreements to release Housing Infrastructure Fund monies to any development partner (subject to the developer meeting the Council's reasonable legal costs); and
- (vi) the future financial implications associated with entering into a new long term lease arrangement for a new public car park, be noted.

The Meeting closed at 7.28 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

-----

# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 28th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr B.A. Thomas (Chairman)  
Cllr J.H. Marsh (Vice-Chairman)

Cllr Mrs. D.B. Bedford  
Cllr D.M.T. Bell  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr Sue Dibble  
Cllr Jennifer Evans  
Cllr D.S. Gladstone  
Cllr A.R. Newell

Apologies for absence were submitted on behalf of Cllr C.P. Grattan.

Cllr P.F. Rust attended the meeting.

## **Non-Voting Member**

Cllr M.J. Tennant (Environment and Service Delivery Portfolio Holder) (ex officio)

## **60. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **61. MINUTES**

The Minutes of the meeting held on 31st January, 2018 were approved and signed by the Chairman.

## **62. PLANNING APPLICATIONS**

**RESOLVED:** That

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

18/00092/FULPP                      (Alpine Ski Centre, Gallwey Road,  
Aldershot);

- \* 18/00118/RBCRG (No. 259 North Lane, Aldershot);  
18/00142/FULPP (Peabody Road Car Park, Peabody Road, Farnborough);
- (ii) planning permission/consent be refused in respect of the following application as set out in Appendix “B” attached hereto for the reasons mentioned therein:
  - \* 17/00956/FULPP (Nos. 110-118 Victoria Road, Farnborough);
- (iii) the applications dealt with by the Head of Planning, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Head of Planning’s Report No. PLN1806, be noted;
- (iv) the following application be determined by the Head of Planning, in consultation with the Chairman:
  - \* 17/00914/OUTPP (Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot);
- (v) the current position with regard to the following applications be noted pending consideration at a future meeting:
  - 16/00981/FULPP (Aldershot Bus Station, No. 3, Station Road, Aldershot);
  - 18/00025/FULPP (Block 3, Queensmead, Farnborough);
  - \* 18/00140/FULPP (Meudon House, Meudon Avenue, Farnborough);
- \* The Head of Planning’s Report No. PLN1806 in respect of these applications was amended at the meeting

**63. REPRESENTATIONS BY THE PUBLIC**

In accordance with the guidelines for public participation at meetings, the following representation was made to the Committee and was duly considered before a decision was reached:

<b>Application No.</b>	<b>Address</b>	<b>Representation</b>	<b>In support of or against the application</b>
17/00956/FULPP	Nos. 110-118 Victoria Road, Farnborough	Mr. A. Burgess	In support

64. **APPLICATION NO. 17/00914/OUTPP - BLANDFORD HOUSE AND MALTA BARRACKS DEVELOPMENT SITE, SHOE LANE, ALDERSHOT**

The Committee considered the Head of Planning's Report No. PLN1806 (as amended at the meeting) regarding the development of up to 180 dwellings (including the conversion of Blandford House and retention of three existing dwellings) including access, internal roads, demolition of buildings, amenity space, green infrastructure and sustainable drainage systems (Matters for Approval – Access Only) to include FULL approval of details for the provision of 13.7ha of Suitable Alternative Natural Greenspace (SANG) and associated car park (eighteen spaces).

It was noted that the recommendation was to grant permission subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Act 1990.

**RESOLVED:** That

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 to secure the measures set out in (but not restricted to) the Heads of Terms of the Agreement as set out in the Head of Planning's Report No. PLN1806 (as amended at the meeting), the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Report (as amended at the meeting) and the Solicitor to the Council settling the detailed terms of the Section 106 Agreement.
- (ii) In the event of failure to complete the agreement by 27th July, 2018 the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that inadequate provision is made in respect of SPA mitigation, affordable housing, open space, play areas, and transport obligations and contributions.

65. **APPEALS PROGRESS REPORT**

(1) **New Appeal**

<b>Address</b>	<b>Description</b>
No. 77 Fernhill Road, Farnborough	Against the refusal of planning permission for the demolition of existing dwelling and garage and erection of two detached three-bedroomed houses with associated amenity space and parking. It was noted that this appeal was being dealt with by means of the written procedure.

(2) **Appeal Decisions**

<b>Application No.</b>	<b>Description</b>	<b>Decision</b>
17/00153/FULPP	Against the Council's refusal of planning permission for the erection of four one-bedroom flats with parking on land at rear at Nos. 40-42 Park Road, Farnborough.	Dismissed
16/00905/FULPP	Against the Council's refusal of planning permission for the proposed residential development involving erection of extensions above both the existing Boots shop and the Wellington Centre multi-storey car park comprising a total of 43 dwelling units (fifteen one-bedroom, 25 two-bedroom and three three-bedroom units), to include construction of new building access cores, elevational alterations to the multi-storey car park and alterations to the entrance at Victoria House at Wellington Centre, Aldershot.	Dismissed
17/00246/FULPP	Against the Council's refusal of planning permission to extend the existing two-storey residential building to create additional residential accommodation providing four one-bedroom apartments at No. 201 Weybourne Road, Aldershot.	Dismissed

**RESOLVED:** That the Head of Planning's Report No. PLN1807 be noted.

The meeting closed at 8.05 pm.

CLLR B.A. THOMAS (CHAIRMAN)

-----

**Development Management Committee  
28th March 2018**

**Appendix “A”**

**Application No. & Date Valid:**      **18/00092/FULPP**                                      **1st February 2018**

**Proposal:**                                      Erection of 2.4m high palisade fence, 119m in length along the northern boundary and a 1.8m high palisade fence, 118m in length along the southern boundary at **Alpine Ski Centre Gallwey Road Aldershot Hampshire**

**Applicant:**                                      Mr Clive Marshall

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

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

2                      The permission hereby granted shall be carried out in accordance with the following approved drawings - PLAN-01, PLAN-02 & PLAN-03

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

**Application No. & Date Valid:**      **18/00118/RBCRG3**                                      **8th February 2018**

**Proposal:**                                      Retention of timber outbuilding for breakout use ancillary to adjacent wet hostel and associated hard landscaping at **259 North Lane Aldershot Hampshire GU12 4SU**

**Applicant:**                                      Ms Qamer Yasin

**Conditions:**                                      1                      The permission hereby granted shall be retained in accordance with the following approved drawings & documents - 20.6.33\_201, 20.6.33\_200, Combined Site Location and Block Plan & Supporting Statement

Reason - To ensure the development is implemented in

accordance with the permission granted

- 2 The building hereby approved shall be retained for a temporary period in conjunction with use of the adjacent premises as temporary emergency accommodation for homeless people. It shall be removed on or before 31st August 2019

Reason - To assist in meeting a current identified housing need and to allow the future implementation of the Aldershot Urban Extension.

**Application No. & Date Valid:** 18/00142/FULPP

**17th February 2018**

**Proposal:** Change of use of part of car park to use as a compound for travelling showpeople to include siting of a mobile home and associated storage. at **Peabody Road Car Park Peabody Road Farnborough Hampshire**

**Applicant:** Mr Joey Noyce

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

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

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

PB\_001, PB\_002 and Photograph of fencing type.

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



## Appendix "B"

**Application No. 17/00956/FULPP  
& Date Valid:**

**20th November 2017**

**Proposal:** Demolition of five detached dwellings and erection of 42 apartments (27 one bedroom and 15 two bedroom) for the elderly (sixty years of age and/or partner over fifty five years of age), guest apartment, communal facilities, access, car parking and landscaping at **110 - 118 Victoria Road Farnborough Hampshire**

**Applicant:** Churchill Retirement Living

- Reasons:**
- 1 The proposed building will represent a significant change in height and massing resulting in unsympathetic building relationships between it and existing property to the detriment of the character of the area. As such the proposal conflicts with "saved" local plan policy ENV16 and policy CP2 of the Rushmoor Core Strategy. Regard has also been had to policy D1 of the Rushmoor Local Plan Draft Submission June 2017 as proposed to be amended.
  - 2 The proposed first and second floor windows in the east elevation are considered to result in levels of overlooking between the development and 108 Victoria Road which would result in an unacceptable loss of privacy to these occupiers. In the context of Fern Hill Lodge, the cumulative impact of buildings would result in an unacceptable sense of enclosure to the occupiers of 108 Victoria Road. As such the proposal conflicts with "saved" local plan policy ENV16 and policy CP2 of the Rushmoor Core Strategy and the Council's adopted Housing Density and Design Supplementary Planning Document April 2006.
  - 3 The lack of kitchen windows serving flats 10, 16, 19, 31, 32, 34, 35, 36 and 37 would result in an unacceptable living environment for future residents by virtue of the lack of natural light and ventilation. It represents poor design contrary to Policy CP2 of the Rushmoor Core Strategy.
  - 4 The development is unacceptable in highway terms in that no staff car parking has been provided, the size of the parking spaces do not comply with the Council's

adopted standard, no disabled parking provision has been made, inadequate provision for mobility scooters and cycles has been made and it has not been satisfactorily demonstrated that acceptable refuse collection arrangements can be provided. As such the proposal conflicts with the objectives of policy CP16 of the Rushmoor Core Strategy and the Council's adopted Car and Cycle Parking Standards 2017. Regard has also been had to policy IN2 of the Rushmoor Local Plan Draft Submission June 2017.

- 5 The proposal fails to address the impact of the development on the Thames Basin Heaths Special Protection Area as required by the habitats Regulations in accordance with the Council's Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and is therefore contrary to Policy CP13 of the Rushmoor Core Strategy and NRM6 of the South East Plan. Regard has been had to policies NE1 and NE4 of the Rushmoor Local Plan Draft Submission 2017
- 6 The proposed development would fail to make provision for open space contrary to the provisions of policy CP12 of the Rushmoor Core Strategy and "saved" policy OR4 of the Rushmoor Local Plan Review 1996-2011. Regard has also been had to policy DE6 of the Rushmoor Local Plan Draft Submission 2017.
- 7 The proposal fails to make an appropriate contribution to local transport projects and therefore does not meet the requirements of the Council's adopted supplementary planning document - Planning Contributions - Transport 2008 and "saved" policy TR10 of the Rushmoor Local Plan Review 1996-2011. Regard has also been had to policy IN2 of the Rushmoor Local Plan Draft Submission June 2017.

# LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 9th April, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr A. Jackman (Chairman)

Cllr Sue Carter  
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

Apologies for absence were submitted on behalf of Cllr J.E. Woolley and Cllr Sophia Choudhary.

## 42. MINUTES

The Minutes of the Meeting held on 29th January, 2018 were approved and signed by the Chairman.

## 43. EXTERNAL AUDITOR - AUDIT PLAN - UPDATE

The Committee welcomed Andrew Brittain and Justine Thorpe from Ernst & Young who presented the company's External Audit Progress Report, which summarised the work undertaken since the meeting of the Committee in January 2018.

The Committee was advised that the interim audit had been performed in February and that work had been commenced on two value for money risks: delivery of a sustainable medium term financial strategy; and, the effectiveness of the Council's risk management framework.

The year-end audit was due to commence on 25th June, 2018. In advance of this visit the external auditors would be meeting with Finance staff on 26th April, 2018 to discuss their detailed working papers request to help ensure that the audit could commence promptly on the agreed date.

The progress report also set out key messages for the Council in respect of the earlier timetable for accounts production and audit completion for 2017/18.

**RESOLVED:** That the External Audit Progress Report be noted.

44. **EXTERNAL AUDITOR - LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING PAPER**

The Committee received Ernst & Young's Local Government Audit Committee Briefing, which covered Government and economic news, accounting, auditing and governance, regulation news and key questions for the audit committee.

**RESOLVED:** That the Local Government Audit Committee Briefing be noted.

45. **ACCOUNTING STANDARDS ISSUED BUT NOT YET ADOPTED 2017/18**

The Committee considered the Head of Financial Services' Report No. FIN1813, which provided an update on the introduction of International Financial Reporting Standard (IFRS) 9, the new accounting standard relating to financial instruments, including investments that will apply to local authorities for the 2018/19 financial year and onwards.

One of the key impacts of IFRS9 would be that, while many local authority loans and investments would continue to be held at amortised cost, gains and losses arising from changes in the fair value of some categories of investment would have to be recognised in the Council's revenue account. This meant that, from 2018/19, changes in the value of certain investments would have a consequential impact on the general fund. Previously, such changes would only be recognised in the revenue fund when the asset was sold. The introduction of IFRS9 to local authority accounting had the potential to cause major fluctuations in the Council's net budget requirement and could result in a negative impact on council tax payers, as reserves would have to change to reflect any unrealised losses or gains.

While there was potential for the Government to introduce a statutory override, which would negate this effect, consultation on such proposals had yet to be issued.

Arlingclose, the Council's Treasury Management advisers, had advised that, when first adopting IFRS9, the Council could irrevocably elect to account for individual investments as "equity instruments" at fair value through other comprehensive income (FVOCI), which was very similar to the current available for sale accounting. Investments purchased after the transition to IFRS9 might also be elected to FVOCI upon acquisition.

Taking the proposed action would ensure that movements in the fair value of the Council's strategic pooled fund investments would not be taken to the revenue account after the application of IFRS9, thereby providing the Council with some certainty over the treatment of the assets specified in the election and would mitigate the risk that a statutory override might not be implemented.

Members discussed the potential size of the impact on the general fund if IFRS9 were to be introduced with no statutory override and without the election to treat as FVOCI. Clarification was also provided that there was no cost to making the election. Members were supportive of the approach outlined in the Report.

**RESOLVED:** That approval be given to the irrevocable election to treat the Council's strategic pooled funds as "equity instruments" at fair value through other comprehensive income (FVOCI) on 1st April, 2018, as set out in the Head of Financial Services' Report No. FIN1813.

#### 46. **REVIEW OF GOVERNANCE STRUCTURE**

The Committee considered the Head of Democratic and Customer Services' Report No. DEM1803, which proposed changes to the decision making structure.

The Report advised the Committee of the background to the review, which included: the new political leadership which was focusing on delivering a wide range of priorities through its Council Plan; the results of a recent Peer Challenge Review, which had recommended a change in approach to scrutiny and overview; and, changes to internal working arrangements and restructuring of the organisation.

In undertaking the review of the governance structure, Members had been consulted and research had been undertaken on the way in which other organisations undertook their overview and scrutiny and policy development work. The following objectives had also been used to develop a new structure and working arrangements:

- re-working the Cabinet portfolios to secure a more even spread of responsibilities
- providing a focus for the delivery of the Council Plan and Member priorities
- streamlining and re-working the policy and review panel structure to provide clarity for scrutiny and policy development
- establishing opportunities for Members to develop their roles

In respect of Cabinet working arrangements, the Report advised that the portfolios would be reviewed and this would be finalised by the Leader of the Council. Under the proposed new structure, working/standing groups would report to the Cabinet (e.g. Budget Strategy Working Group, Member Development Group, Community Cohesion Group, Elections Group). The Cabinet was keen to establish some roles that would provide development opportunities for Members who were not on the Cabinet. It was proposed that Cabinet Champions could be used to work on a particular area or project that did not fall within an existing portfolio. These would reflect certain priorities within the Council Plan. There would be a maximum of three Cabinet Champions per year to be reviewed annually by the Cabinet and appointed by the Leader.

In respect of the Council's work on scrutiny, it was proposed that one committee should be established to drive the scrutiny process, concentrating on performance, progress chasing and pre-decision scrutiny of items on the Cabinet Work Programme. The committee would consist of eleven Members with a Chairman and two Vice-Chairmen who would provide active support to the Chairman by chairing

task and finish groups and co-ordinating the work. Task and finish groups would be established to carry out specific areas of scrutiny identified by the committee and would consist of Members drawn from all Council Members who were not on the Cabinet. The Chairman and Vice-Chairmen would be required to undergo training for chairing meetings and managing the scrutiny process.

In respect of developing policy, it was proposed to set up a Policy and Project Advisory Board which would look at a range of priorities, policy and project areas that would then report to the Cabinet or potentially to the full Council. The Board would consist of eleven non-executive Members and a Chairman and two Vice-Chairmen. The Vice-Chairmen would lead specific projects and chair task and finish groups, working in a similar way to the Vice-Chairmen on the Overview and Scrutiny Committee. Task and finish groups would be established to carry out specific areas of work (eg Aldershot Regeneration, Farnborough Regeneration, Leisure Contracts) and would include membership from across the Council, including Cabinet Members.

The Report set out the proposed new decision making structure for the Council (Appendix 1). As a result of the proposed new structure, a significant number of changes would need to be made to the Constitution and the main changes were set out in the summary list (Appendix 2) and accompanying papers (Annexes 1 – 6). In addition, the opportunity had been taken to include a number of updates to the provisions. In accordance with Standing Order 29, the proposed changes to the Council's Standing Orders for the Regulation of Business (Annex 4 to Appendix 2) would stand adjourned at the Council Meeting on 19th April, 2018 until the Annual Meeting on 22nd May, 2018 when it would also be necessary to waive the Council Procedure Rules for the changes to be made at the Annual Meeting.

Changes proposed to the internal structure of the organisation would also have an impact on the Cabinet portfolios and some aspects of the Constitution, including the Scheme of Delegation and the Cabinet Procedure Rules. The Chief Executive would be submitting his report on Rushmoor 2020, setting out the proposed new internal structure, in May, 2018. The Leader of the Council would also be determining the new portfolio arrangements and a report on this would be submitted to the Cabinet early in the 2018/19 Municipal Year. It was proposed that the consequential changes to the Constitution should be agreed by the Chief Executive and the Head of Democratic and Customer Services in consultation with the Portfolio Holder for Corporate Services and the Chairman of the Licensing and General Purposes Committee.

As a result of the new structure, some changes would have to be made to the Calendar of Meetings and the proposed draft was set out in the Report (Appendix 3).

The Report advised the Committee that, given the significance of the proposals, there were implications for the Members' Allowances Scheme. Therefore, arrangements had been made to constitute the Independent Remuneration Panel to review the Scheme, including the provision of Special Responsibility Allowances for the Chairmen and possibly for the Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board. The Independent Remuneration Panel would also be asked to review the IT/Telecommunications

Allowance and the impact of the new General Data Protection Regulations regime. It was anticipated that the report from the Panel would be available in May, 2018.

It was further proposed that there would be a training session for all Members on how the new structure would work in practice and the outcomes of the review by the Independent Remuneration Panel.

The Report concluded by stating that it was felt that the new structure would provide a more modern approach that reflected the Council's priorities and operating arrangements. The proposed new structure would also provide Members with opportunities to develop new roles and specialise in areas of interest. The new structure would be kept under review and the arrangements for this would be discussed with Members through the Member Development Group.

During discussion, Members raised questions regarding: the appointment of Members to and political balance of the Overview and Scrutiny Committee and the Policy and Projects Advisory Board; Cabinet Champions; the potential for greater involvement of all Members; administrative support for the new structure; and, the use of the quarterly monitoring report and the Corporate Risk Register as key drivers in the work programme for the Overview and Scrutiny Committee. A question was also raised regarding whether the new decision making structure should wait until further details were available on the Cabinet portfolios and the internal structure of the organisation.

The Committee

- (i) **RECOMMENDED TO THE COUNCIL** that:
- (a) the proposed changes to the decision making structure, as set out in the Head of Democratic and Customer Services' Report No. DEM1803, be endorsed;
  - (b) the changes to the Constitution set out in Appendix 2 (incorporating Annexes 1 – 6) to the Report be approved; and
  - (c) the Chief Executive and the Head of Democratic and Customer Services, in consultation with the Corporate Services Portfolio Holder and the Chairman of the Licensing and General Purposes Committee, be authorised to make any further consequential changes to the Constitution resulting from these proposals, the Leader of the Council's decision on portfolio responsibilities and the outcome of the internal review of the structure of the organisation; and
- (ii) **RESOLVED:** That the Head of Democratic Services, in consultation with the Chairman of the Committee, be authorised to make any minor changes to the Report to the Council on 19th April, 2018.

**NOTE:** In accordance with Standing Order 29, the changes to the Council's Standing Orders for the Regulation of Business (Annex 4 to Appendix 2) will stand adjourned at the Council Meeting on 19th April, 2018 until the Annual Meeting on

22nd May, 2018 when it will also be necessary to waive the Council Procedure Rules for the changes to be made at the Annual Meeting.

The meeting closed at 8.05 pm.

CLLR A. JACKMAN (CHAIRMAN)

-----



# ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 27th February, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.S. Gladstone (Chairman)

Cllr Mrs. D.B. Bedford

Cllr J.B. Canty

Cllr K. Dibble

Cllr C.P. Grattan

Cllr Marina Munro

Cllr J.J. Preece

Apologies for absence were submitted on behalf of Cllr Sophia Choudhary and Cllr A. Jackman.

## **16. MINUTES**

The Minutes of the Meeting held on 23rd January, 2018 were approved and signed by the Chairman.

## **17. BUSINESS IMPROVEMENT DISTRICTS**

The Panel received a presentation from Phil Stoneman, Economic Development Officer, on the feasibility of Business Improvement Districts (BIDs) in Rushmoor. A BID was a not for profit body formed to improve a defined commercial area. The BID would be funded through a levy on business rates which was typically 1% of the rateable value although the BID Board could decide on a higher or lower levy. The BID Board would then choose to fund services and projects beneficial to the BID area using the funds raised through the levy such as marketing and promotion, entertainment/festivals, enhanced cleaning regime or improved security.

The feasibility of BIDs had been explored for Aldershot, Farnborough and North Camp town centres in 2015. A consultant had been appointed to carry out a feasibility study through surveys and workshops. There had been only 41 responses to the survey and several hundred had been sent out, of those responses 92% had been from independent businesses. Due to the low response to the initial consultation, the decision was taken by Informal Cabinet not to pursue any BIDs at that time.

Currently BIDs had not been identified as a Council priority and pursuing a BID would involve considerable resource from the Council. A BID was estimated to cost approximately £70,000 per BID location. The Panel was advised that there could be alternative ways of resolving issues that were identified by businesses in the town

centres. The current priority for the Council was regeneration in the town centres and, due to the limited Council resources, it was important that focus remained on the Council priorities.

The Panel discussed the presentation and asked to be informed on the number of surveys sent out and numbers returned for each of the town centre areas. The Panel agreed that businesses would be reluctant to pay a levy on their business rates without a clear benefit for their business and many businesses, particularly in Aldershot, would rather see progress on the regeneration of the town centre rather than pay more money for a BID. It was agreed that a BID for Aldershot could be revisited once the regeneration was complete.

The Panel was advised that the Deputy Leader had already held meetings with businesses in Farnborough to bring them together and encourage the town centre areas to work more cohesively. The Panel suggested that as Farnborough town centre had changed dramatically since the feasibility work on BIDs in 2015 it was worth revisiting to see if there was renewed interest. It was suggested that there should be some initial work with the Farnborough town centre group led by the Deputy Leader to test if there was any appetite for BIDs. The three Town Centre Managers would be asked to approach their own retailers to gauge levels of interest before making any proposal to the Cabinet.

The Panel suggested that radios should be provided to shops in the town centres to enable them to communicate with each other. The matter would be raised with the Safer Neighbourhood Team and the Community Safety Team.

Action to be taken	By whom	When
The Deputy Leader of the Council to be asked to raise the issue of a BID application for Farnborough town centre at the next meeting of the Farnborough town centre businesses	Phil Stoneman	16th March 2018
Raise with the Safer Neighbourhood Team the possibility of radios being provided to shops to enable improved communications	Phil Stoneman	16th March 2018

## 18. HCC TRANSFORMATION TO 2019 PROGRAMME

The Panel received details on Hampshire County Council's Transformation 2019 programme (HCC T19) which was a programme focussing on saving the County £140m over the following three years. Savings of £19m were sought from the Economy, Transport and Environment area of work. The Economy, Transport and Environment savings included areas such as highways winter maintenance, street lighting, school crossing patrols and on-street parking.

Due to the proposed changes to the Council's Governance structure it was agreed that there was no benefit in discussing the HCC T19 programme in detail at this

stage. It was agreed by the Panel that a proposal should be put forward for a HCC T19 Task and Finish Group to be established within the new Governance structure to monitor the impact the changes had on service delivery over the next 12-18 months. It was also proposed that members of the Group should include the current Environment Policy and Review Panel members.

Action to be taken	By whom	When
Proposal to be made to establish a HCC T19 Task and Finish Group in the new Governance structure	Chairman	April 2018
Request that the Environment Panel members be invited to join the proposed HCC T19 Task and Finish Group	Chairman	April 2018

19. **WORK PROGRAMME**

The Panel noted the work programme and agreed that the items for the next meeting would be agreed at the mid-cycle meeting.

The meeting closed at 8.30 pm.

CLLR D.S. GLADSTONE (CHAIRMAN)

-----

# LEISURE AND YOUTH POLICY AND REVIEW PANEL

Meeting held on Monday, 19th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Mrs. D.B. Bedford (Chairman)  
Cllr Liz Corps (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr J.B. Canty  
Cllr Sue Carter  
Cllr P.I.C. Crerar  
Cllr J.H. Marsh  
Cllr L.A. Taylor

Apologies for absence were submitted on behalf of Cllr Sue Dibble.

## 15. **MINUTES**

The Minutes of the Meeting held on 15th January, 2018 were agreed as a correct record.

## 16. **PLAYGROUNDS**

The Panel welcomed Mr. Peter Amies, Head of Community and Environmental Services and Mr. Andy Ford, Parks Manager, who attended the meeting to give an update on the current position with the playgrounds in the Borough.

The Panel was advised on coverage, usage and the overall condition of the 44 playground sites, the cost of maintaining and renewing equipment and options for future provision. It was noted that of the 44 sites, five were privately owned and the remaining 39 were maintained by the Council. Since 2005, fifteen sites had been refurbished with Moor Road and Cove Green scheduled for 2018.

Surveys of usage had been carried out on all the playgrounds during 2013 and 2017. Each survey had been carried out at varying times of the day over a 15-18 day period during the summer. The results from each survey had shown a similar pattern, with the two destination playgrounds in Aldershot Park and King George V Playing Fields being the most highly used sites. The small playgrounds, of which there were 19, had much lower usage and in some cases, no one was observed on some of these sites during the survey period.

The Panel noted that capital funding was in place to refurbish Moor Road and Cove Green during 2018, but further funding still needed to be secured for a number of medium sized sites across the Borough. It was advised that options needed to be

considered for the 19 small equipped and very small sites, most of which were approaching end of life. To refurbish the small sites with basic equipment, including a swing, slide, rocker, bin and bench would cost in the region of £60,000 and the very small sites around £20,000.

In summary, the Panel noted that the larger/destination and medium sites, such as King George V and Aldershot Park, had been the most popular playgrounds, being more attractive for families of all ages. A large number of the small and very small sites were reaching end of life and the cost to replace them would be in the region of £800,000 with annual maintenance costs of around £20,000, for which funding was becoming more difficult to secure. The Council needed to consider a more financially sustainable approach to rationalising provision and maintenance of its playgrounds and sought the views of the Panel on the way forward.

The Panel discussed the presentation and considered the costs of replacing equipment at the end of its life or removing it and providing green space for play. In response to a query on external funding, it was advised that the system had changed for applying for Section 106 (S106) funding. Where as before funding had been easier to obtain, now Councils could only be granted five amounts of S106 funding for one project. There were also other restrictions that had been applied, including a time limit of five years for accessing funding from a development and limitations on the distance from the development where the monies could be used.

The Chairman thanked Mr. Amies and Mr. Ford for their presentation.

Following further discussion the Panel **AGREED** to recommend that:

Action to be taken	By Whom	When
Advanced notice should be given of any proposed removal of play equipment from the small or very small sites that were approaching end of life.	Head of Community and Environmental Services, Mr Peter Amies.	Ongoing
local residents and Ward Councillor should be given the opportunity to give their feedback on the proposals and usage of the sites.	Head of Community and Environmental Services, Mr Peter Amies.	Ongoing
Assurance be given to residents that the areas would remain as greenspace for play should the equipment be removed.	Head of Community and Environmental Services, Mr Peter Amies.	--

## 17. LEISURE CONTRACTS

The Panel welcomed Mr. Ashley Sharpe, Principal Contracts Manager, who attended the meeting to advise the Panel on the current specifications of the leisure contract and on the areas where Members may have an influence when considering the new leisure contract due for re-tender in 2019.

It was advised that the current specification had been set in 1992 and had carried over in 2001 when the contract had been renewed. At that time, Members had put in protection clauses for certain areas, including operating hours, programming for existing clubs and schools, the provision of children's activities during the school holidays, availability of the sports halls for casual use and a commitment to working in partnership with the Council, and other agencies on the GP referral scheme. Operational requirements for the swimming pools had also been established, these included water temperature and cleanliness. High quality catering services, which offered a range of appetising, healthy and nutritious food and drink had also been a requirement.

The Council controlled the core pricing at the facilities. All core pricing had set price ceilings; these included activities such as swimming, squash, indoor bowls, clubs, GP referrals and cardiac rehabilitation patients. All non-core activities could be charged at normal market rates, but with no more than two increases per annum and by no more than 10% within the financial year.

The Panel was advised of the parking arrangements, set by the Council, at the Farnborough Leisure Centre. It was noted that currently users of the facility could get a pro rata rebate on the price of their parking ticket. For the new contract, consideration could be given to allowing the contractor to operate the car park to allow them to develop their own parking scheme.

The Panel discussed further areas for consideration, particularly around maintenance of buildings, grounds, plant and equipment within the new contract taking into account the age and life expectancy of the buildings and Aldershot Lido site. Other areas to consider included utility services and rates, licenses, management information, Council and contractor responsibilities and acting as a ticket agency for Council/local events and public/community hall bookings. Local initiatives around health and wellbeing, sports development, supporting vulnerable adults and older people and safer neighbourhoods could also be considered alongside joint working on communications/social media with the Council and promotional activities, such as the £1 swim.

The Panel was reminded of the option to build new facilities at both the Aldershot Indoor Pools and Lido and the Farnborough Leisure Centre through a Design and Build option or a Design, Build, Operate and Maintain option. If this were to be agreed the Council would still have the opportunity to set certain specifications that the operator would be asked to adhere to.

In response to a query it was noted that a break clause would be included in the contract to allow both parties to exit the agreement by giving standard notices.

It was suggested that a Task and Finish Group would need to be established when the process for renewal began.

The Panel **ENDORSED** the way forward.

18. **WORK PROGRAMME**

The Panel **NOTED** the current work programme, in particular the update which had been provided on the football clubs. It was advised that further scrutiny of the clubs could be carried out under the proposed new scrutiny arrangements in the new Municipal Year.

The meeting closed at 9.04 pm.

CLLR MRS. D.B. BEDFORD (CHAIRMAN)

-----

# ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 20th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.S. Gladstone (Chairman)

Cllr Mrs. D.B. Bedford

Cllr J.B. Canty

Cllr K. Dibble

Cllr C.P. Grattan

Cllr Marina Munro

Cllr J.J. Preece

Apologies for absence were submitted on behalf of Cllr A. Jackman.

## **20. MINUTES**

The Minutes of the Meeting held on 27th February, 2018 were approved and signed by the Chairman.

## **21. REVIEW OF CHRISTMAS 2017 ACTIVITY AND PROPOSALS FOR 2018**

David Phillips, Town Centre and Cultural Manager, and Jenny Atherton, Town Centre and Events Officer, attended the meeting to provide a review of the Christmas activity carried out in the Borough in 2017. The total budget for all of the events across the Borough had been £11,000, there had been an additional £3,250 raised in sponsorship and grants.

Events in Aldershot had included:

- Christmas Lights Switch-On – Saturday 18th November
- Christmas Craft Fayres - Saturday 2nd and 9th December
- Aldershot Communities Together (ACT) Christmas Festival – 3 weekends of activities leading up to Christmas including ‘Community Christmas Celebration’ on Saturday 9th December, ‘Light Up Aldershot Day and Lantern Procession’ on Saturday 16th December and ‘ACT Festival & Carol Concert’ on Saturday 23rd December

The ACT activities had been organised by the ACT sub group of 15 volunteers. There had been £3,000 allocated to the three weekends of activity, all of which had been well attended. Also in Aldershot had been the North Town Carols on 20th December which had been led by Cllr Keith Dibble and sponsored by Vivid, which attracted approximately 100 visitors.



Events in Farnborough had included:

- Farnborough Frost Fair – Saturday 18th November which had also coincided with the Princes Mead lights switch-on
- Magical Elf Trail – Saturday 2nd December which had involved ten retailers across Queensmead, Princes Mead and The Meads
- Christmas Fun Day – Saturday 9th December
- Craft Fayre and Brass Band – Saturday 16th December

In addition there had been a best Christmas shop window display competition which had been open to retailers across the whole Borough. The judging had been led by ACT volunteers and photographs had been taken of all shops which had Christmas window displays of which there had been over 200.

The Panel discussed the cost of a permanent tree and lights in North Camp which had been requested at the meeting in September 2017. The Panel was advised that due to the Council's financial commitments and, as the provision of a tree and lights was currently not a Council priority or on the Cabinet's work programme, it would not be possible to be funded by the Council. One suggestion was to bid for funding from Blanchere Illuminations UK or through sponsorship from local businesses. Jenny Atherton offered to facilitate the bid for lights. If the bid was successful the location of the lights would need to be agreed although the preferred option was for neighbourhood centres rather than the main town centres.

David Phillips and Jenny Atherton had already met with the Princes Mead Centre Manager who had indicated that Princes Mead would be keen to work with The Meads, Queensmead and other partners on future Christmas activity.

Cllr Keith Dibble thanked Jenny Atherton for her help with the North Town Carols event which had been very well received by the community and local businesses had got involved. The Panel was advised that, if other neighbourhood areas were interested in setting up something similar, it was important to get local businesses on board.

The **PANEL** noted the Christmas 2017 review and **AGREED** the proposed action for additional lights/trees.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Facilitate the Blanchere bid for Christmas lights. Work to be carried out with John Trusler, the Council's Principal Engineer, to explore the possibility of a Christmas tree in Farnborough and North Camp. Encourage Princes Mead and The Meads to explore other options for additional Christmas lights/trees.	Jenny Atherton	August 2018

## 22. **PARKING CHARGES NOTICES**

The Panel received information on the problems experienced by residents and visitors with private parking firms in Rushmoor following a motion supported at the Council meeting on 22nd February 2018. Tony Griffiths from NHS Property Services and Cllr Alex Crawford joined the meeting to provide information to the Panel on the issues and proposed action.

Tony Griffiths advised the Panel that NHS Property Services managed a large proportion of Health Centres and GP Practices across the country, of which Aldershot Centre for Health (ACH) was one of the larger sites. There had been a number of issues with parking on the site since the ACH had been established and in 2016 tenants and users got together to develop a workable parking solution. An Automatic Number Plate Recognition (ANPR) system had been introduced in 2016 which recorded car registration numbers at the entrance and the registration number was then entered into the pay machine with an opportunity to top up if required when the visitor left. It was clear that the system had not been working due to the number of complaints that had been received. There were a number of issues, which included the ANPR system picking up the registration number at the traffic lights instead of the car park entrance and there were also issues with electrical fluctuations which caused the system to reset itself. When users had received inappropriate Penalty Charge Notices (PCNs) the NHS Property Services had aimed to have them cancelled as soon as issued or rescinded when appealed.

It was recognised that users had experienced a number of problems with the system which included:

- The keyboard being quite low and difficult to operate to enter registration numbers.
- Unclear information regarding the free 15 minutes parking and the requirement to enter registration numbers.
- A lack of clear signage as to the procedures, in particular the option to top up parking on exit which caused confusion for users.
- Blue badge holders not understanding the need to take the badge in to reception and also a reluctance to remove the badge from the car for fear of receiving a PCN.
- PCNs being issued even when users had purchased tickets and no understanding or leniency from Smart Parking when genuine mistakes had been made.

Cllr Alex Crawford had carried out a survey to gather information on the parking issues in the Borough which highlighted a large number of issues with the parking at ACF. A petition had also been launched which had approximately 2,000 signatures. Cllr Crawford had recommended to NHS Property Services that the contract with Smart Parking should be cancelled immediately and the parking system at ACF was brought in house. Cllr Crawford stated that Smart Parking had not applied for planning permission to install the signage therefore the PCNs issued were illegal and criminal.

Tony Griffiths advised that NHS Property Services had heard the messages from councillors and users and were acting to make changes. For reasons of commercial

confidentiality he was unable to provide any detail but a number of meetings had been held with Smart Parking to make clear that the current situation was wholly unacceptable. NHS Property Services acknowledged that changes were needed to improve the customer experience and plans were in place to change the operating system. The Council, Clinical Commissioning Group and patient participation groups would be asked to be involved in developing a new operating system. NHS Property Services assured the Panel that they were committed to delivering changes and would proactively communicate to users the move from an unacceptable system to providing a suitable alternative. Any future operating system would be managed by NHS Property Services and there would be no incentive for operating contractors to issue PCNs. Tony Griffiths would look into the issues regarding the installation of the signage as raised by Cllr Crawford.

The Panel discussed the parking issues at ACH and agreed that something needed to be done urgently to address the current problems. It was also agreed that there should be an independent appeals process for the PCNs issued. Cllr Crawford advised that there was a Private Members Bill passing through Parliament to introduce a new parking code of practice. This included any appeals process. The Panel was of the view that the contract with Smart Parking should be cancelled as soon as possible.

Tony Griffiths informed the Panel that a new solution would be introduced in the Summer or early Autumn and NHS Property Services would communicate the changes well in advance of implementation. In the interim NHS Property Services would work to address the immediate problems and would take on board the recommendations set out in the Citizen's Advice Bureau report which had been circulated to the Panel. NHS Property Services would welcome the introduction of a statutory code of practice which parking operators would need to adhere.

The Panel **AGREED** that a letter should be sent to NHS Property Services from the Chairman setting out a summary of the key issues and concerns.

Ann Greaves, Solicitor to the Council, explained the background of the sale of the Council's housing stock, including the garages, to Rushmoor Housing Association in 1995. There was no requirement in the sale that the garages would remain with the houses. A covenant was included in the sale that meant the housing association could not develop the garage blocks other than for affordable housing or parking, any other type of development would require a percentage of the sale being paid to the Council. The Cabinet had approved the sale of the garage blocks by Vivid (formerly First Wessex) to Hampshire Garages providing the covenant was upheld. The Cabinet had been advised that consultation would take place and agreement would also have been required from Homes England (formerly the Homes and Community Agency). Quest had since bought out the shares from Hampshire Garages and then had started to dispose of the garages in blocks. The Council had no control over the sale or operation of the garage blocks and was unable to object to the sale of the garages as that would result in an injunction from Quest. As Quest owned the land there was no legal action that the Council was able to take.

Cllr Crawford advised the Panel of issues experienced by residents in Tices Meadow, Aldershot. The garage blocks had been sold and were being operate by a

private parking company and residents were now being charged to park at the garage sites. A number of residents had received PCNs when the parking charges had been introduced. The residents felt that there had been no consideration for them by the Council or Vivid through any of the process. The residents advised that there had been no consultation carried out by Vivid. Cllr Crawford proposed that the Council should advise residents of what their legal rights were. Ann Greaves explained to the Panel that the legal rights of each of the plots would vary and residents should be advised to seek their own legal advice. The plots affected would be shared with Cllr Crawford.

The Panel **AGREED** that a letter would be sent to Vivid from the Chairman to request attendance at a meeting to discuss the sale of the garage blocks and parking issues and explore the issue of consultation. A letter would also be sent to the current proprietors of the garage blocks and private parking providers from the Chairman to ask them to also attend a meeting to discuss current practices and residents' concerns. Panel members would be invited to attend any meetings arranged.

Cllr Crawford advised the Panel on issues experienced by parking users at other sites around the Borough which were operated by private parking firms. Overall users felt that the private parking companies operating in Rushmoor were deliberately misleading users and making the restrictions unclear which caused users to fall foul of the rules. Cllr Crawford would submit his evidence gathered to the Ministry of Housing, Communities and Local Government (HCLG)(formerly Department of Communities and Local Government) to be considered to inform the requirements of the Parking (Code of Practice) Bill 2017-19.

The Panel **AGREED** that the Chairman would write to the HCLG setting out the issues raised at the meeting in support of the Parking (Code of Practice) Bill 2017-19. A letter would also be sent to Leo Docherty MP setting out the key concerns and seeking support for the Parking (Code of Practice) Bill 2017-19 through the Parliamentary process.

Action to be taken	By whom	When
A letter to be sent to NHS Property Services from the Chairman setting out a summary of the key issues and concerns discussed at the meeting.	Panel Administrator/ Lead Officer/ Chairman	30 March 2018
A letter to be sent to Vivid from the Chairman to request attendance at a meeting to discuss the sale of the garage blocks and parking issues and explore the issue of consultation.	Panel Administrator/ Lead Officer/ Chairman	30 March 2018
A letter to be sent to the current proprietors of the garage blocks and private parking providers from the Chairman to invite them to attend a meeting to discuss current practices and resident's concerns.	Panel Administrator/ Lead Officer/ Chairman	30 March 2018

A letter to be sent to HCLG setting out the parking issues in support of the Parking (Code of Practice) Bill 2017-19.	Panel Administrator/ Lead Officer/ Chairman	30 March 2018
A to be sent to Leo Docherty MP from the Chairman setting out key concerns and seeking his support for the Parking (Code of Practice) Bill 2017-19 through the Parliamentary process.	Panel Administrator/ Lead Officer/ Chairman	30 March 2018

23. **WORK PROGRAMME**

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

The meeting closed at 9.45 pm.

CLLR D.S. GLADSTONE (CHAIRMAN)

-----

# CORPORATE SERVICES POLICY AND REVIEW PANEL

Meeting held on Thursday, 22nd March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Jacqui Vosper (Chairman)  
Cllr M.S. Choudhary (Vice-Chairman)

Cllr J.B. Canty  
Cllr D.M.T. Bell  
Cllr R.L.G. Dibbs  
Cllr D.S. Gladstone  
Cllr B. Jones  
Cllr P.F. Rust

Apologies for absence were submitted on behalf of Cllr J.E. Woolley.

## **16. MINUTES**

The Minutes of the meeting held on 9th November, 2017 were approved and signed by the Chairman.

## **17. GENERAL DATA PROTECTION REGULATIONS**

The Panel welcomed Diane Milton, Legal Services Manager, and Lorraine Murray, Corporate Projects, who talked to the presentation circulated with the agenda papers on the General Data Protection Regulation (GDPR).

The Panel was reminded that a presentation had been given to the Panel in September 2017 at the start of the project. The Panel was advised of the work to date, including the establishment of a council-wide GDPR working group which had carried out an audit of the Council's information systems to ensure their future compliance with GDPR. This work had identified the risks and a risk mitigation plan has been developed. Lorraine Murray emphasised that a pragmatic approach had to be taken in terms of developing guidelines for Rushmoor as the Data Protection Bill itself was still going through Parliament and the Information Commissioner's Office (ICO) was still drafting guidelines.

The Panel was advised that Councillors would shortly be sent a questionnaire in respect of their own individual storage and transmission of data. In addition, tailored training was being developed for them in respect of their two roles – as a member of the Council and as a representative of residents when dealing with issues or complaints. Panel members were keen for this training to take place as soon as possible and also for clarification on whether they each had to register as data controllers with the ICO.

The Panel thanked Diane Milton and Lorraine Murray for their detailed presentation and **NOTED** the update.

18. **DRAFT PROCUREMENT STRATEGY 2018-2020**

The Panel welcomed Katherine Booker, Principal Procurement Officer, who introduced the draft Procurement Strategy 2018-2020. The Panel noted that this was a shorter, more specific strategy than the previous version. Members discussed the Strategy and made some comments, including:

- a proposal for a seminar for small local businesses on procurement and the public sector;
- the need to provide feedback to suppliers not selected during a tendering exercise.

The Panel noted that the Social Value aspect of the Strategy would be developed with input from Cllr Jonathan Canty.

The Panel thanked Katherine Booker for her detailed report on the draft Strategy, which was **NOTED**.

19. **WORK PROGRAMME**

The Panel **NOTED** the updated work programme for 2017/18.

The meeting closed at 8.45 pm.

CLLR JACQUI VOSPER (CHAIRMAN)

-----

# BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 26th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr A.R. Newell (Chairman)  
Cllr R.L.G. Dibbs (Vice-Chairman)

Cllr A.H. Crawford  
Cllr S.J. Masterson  
Cllr Marina Munro  
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr T.D. Bridgeman and Cllr Liz Corps.

## **18. MINUTES**

The Minutes of the Meeting held on 22nd January, 2018 were approved and signed by the Chairman.

## **19. RUSHMOOR VOLUNTARY SERVICES**

The Panel welcomed Mr. Greg Alexander, Chief Executive Officer, Rushmoor Voluntary Services (RVS), who attended the meeting to give an update on the working arrangements and operations within the service.

Mr. Alexander reported on the core work carried out within the community by the service. It was noted that 380 local groups and organisations were members of RVS, all of which benefitted from information, support, funding advice and partnership working. In addition, RVS hosted a Voluntary Sector Forum on a quarterly basis, and contributed to the Rushmoor Strategic Partnership. The Panel noted that RVS offered training courses in areas such as first aid, minibus driving and mental health, provided a home help service to in excess of 250 clients across the borough and supported the Blooming Marvellous Gardening scheme for mental health sufferers.

The Panel was advised of the current position with volunteers; 200 new volunteers were placed each year locally, providing an economic contribution to Rushmoor of around £7.16 million. RVS had been working with the Cabinet Member for Concessions and Community Support and the Council on initiatives to recruit new volunteers and had jointly hosted a "Volunteers Fair" in Aldershot during 2017; another "Volunteers Fair" would be held in Farnborough during 2018. It was noted that the majority of volunteers were in the 26-49 years age group.



Mr. Alexander advised on the current situation with community transport. It was noted that RVS owned five minibuses for community use, these buses were available for hire by community groups and organisations of which there were 80+ hirings per month. All drivers were volunteers and the operation was self funding. The Panel noted that a potential issue which might affect the minibus service, was that the Department for Transport were currently in the process of reviewing the Section 19/22 permits due to reports of some minibus scheme operators abusing the system and operating as commercial minibus services. It was hoped that the impact of this review would be low on RVS.

An update was provided on the Dial a Ride service operated by RVS on behalf of Hampshire County Council (HCC). The operation was funded equally by the County Council and Rushmoor Borough Council and it was noted that HCC had reduced their funding by 8% for the 2018/19 financial year. This decision had forced RVS to increase the fares from summer 2018. However, it was noted that customers valued the service and were happy to pay the additional cost. Mr. Alexander advised that HCC would be re-tendering the service in 2019/20 for which dialogue would commence in Autumn, 2018.

The Panel was advised on the working arrangements with HCC. It was noted that core funding had been agreed for a one year period in line with the County's T19 Transformation Programme. Going forward the work of RVS would be contained in a set development plan aiming for a standard offer to all Hampshire residents, outcomes of which would be set against Hampshire priorities. The work would involve more signposting to online services, alternative support, involving volunteers in care homes and other settings and placing individuals with support needs into local voluntary groups. Mr. Alexander advised that the proposals would be challenging and concerns had been raised over the level of care that could be provided to those in need if some of the proposals were agreed.

In addition to the core work, RVS managed three charity funds, which offered grants up to £200 to groups/carers. There were also links with the Community Matters Partnership to compliment the work they carried out with local businesses, some of which had used their community volunteering hours to help with RVS led projects, such as school playground maintenance.

Challenges faced by RVS centred around reduced funding, transformation and the Farnborough Community Centre. Mr. Alexander had been involved in talks around the Civic Quarter proposals and the future of the community centre. It was noted that RVS were keen to keep the association going and would consider employing someone to manage bookings and invoicing for the centre and help in whatever way they could to retain the facility. A strategic plan was being developed to look at resources and identify where changes needed to be made; consideration would be given to the pricing structure for minibus and home help services. Unfortunately, helping groups and organisation wasn't a sellable product - to generate income a trading arm would need to be established which was something that could be considered in the future.

The Panel discussed the presentation and the impacts of the reduction in funding from HCC and how this could be mitigated. It was understood that there was scope

to generate more funds from the paid for services provided by RVS, such as minibus hire and Home Help. In respect of seeking new volunteers a suggestion was made to consider those attending the Job Club. Individuals out of work and seeking employment often undertook volunteering roles to enhance their skills. Another place to consider was the colleges; students were increasingly taking a gap year between leaving college and starting university during which they could take on volunteer work. This could assist in areas like IT and computer skills.

The Chairman thanked Mr. Alexander for his presentation.

20. **WORK PROGRAMME**

The Panel noted the current work programme.

The meeting closed at 7.59 pm.

CLLR A.R. NEWELL (CHAIRMAN)

-----

# COMMUNITY POLICY AND REVIEW PANEL

Meeting held on Thursday, 29th March, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr M.D. Smith (Chairman)  
Cllr S.J. Masterson (Vice-Chairman)

Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr J.H. Marsh  
Cllr Marina Munro  
Cllr M.J. Roberts  
Cllr P.F. Rust

Apologies for absence were submitted on behalf of Cllr J.J. Preece.

## **20. MINUTES**

The Minutes of the Meeting held on 25th January, 2018 were approved and signed by the Chairman.

## **21. FRIMLEY SUSTAINABILITY AND TRANSFORMATION PARTNERSHIP (STP) AND INTEGRATED CARE SYSTEM**

The Panel welcomed Sir Andrew Morris OBE, former Chief Executive of NHS Frimley Health Foundation Trust, who had been invited to attend to provide Members with an update on the Frimley Health Integrated Care System (ICS) which had evolved from the Frimley Sustainability and Transformation Plan (STP). The Panel was advised that Frimley Heath ICS was one of the leading bodies aiming to bring together the providers and commissioners of all health services, social care, public health and the voluntary sector to work in partnership to create a different model and approach to delivery to improve health and care in their area. The views of clinical and professional leads, as well as the current workforce, had helped to co-design all service changes and developments. The Panel was advised that the main ambition of the ICS was that people living in the Frimley system would have the best possible health and wellbeing, keeping them healthy and in their homes for longer.

Sir Andrew explained that the budget of £1.2 billion for a population of 800,000 had some specific targets such as promoting the apprenticeship model and helping staff move more freely around the system with appropriate training and education. The Panel noted that the ICS was promoting a new model of care which would mean that fewer services were delivered in an acute provider setting, such as a hospital, and more delivered at home, in a community-based care facility or in GP surgeries. Sir

Andrew reported that the system was already showing decreases in accident and emergency attendances and non emergency admissions.

The Panel thanked Sir Andrew Morris for attending the meeting and for his comprehensive update, which was **NOTED**.

## 22. **E-CONSULT INITIATIVE**

The Panel welcomed Dr Andrew Whitfield, Chair and Clinical Lead of NHS North East Hampshire and Farnham Clinical Commissioning Group (CCG), who had been invited to attend to provide Members with an update on the eConsult initiative which aimed to use online technology to improve patient access, GP practice efficiency and commissioner value. This was based on using the surgery's own website to provide self-help and online consultation options, backed by the patient's own medical record. The Panel noted that this was being rolled out in stages with some local surgeries already using it live and receiving positive feedback from patients.

The Panel thanked Dr Whitfield for attending the meeting and for his informative presentation, which was **NOTED**.

## 23. **HOUSING AND HOMELESSNESS STRATEGY UPDATE**

Qamer Yasin, Head of Environmental Health and Housing, presented the six-monthly 'Update on the Housing and Homelessness Strategy 2017-22', as detailed in Report No. 1807. The Panel noted that the Strategy was designed to be a rolling document to enable it to be updated to reflect changes in national housing policies.

Qamer Yasin highlighted some of the achievements, opportunities and challenges for each of the four key housing themes:

- The right homes in the right places;
- Making the best use of the housing stock;
- Helping people solve their housing problems and provide a suitable home when needed; and
- Enabling people to live in good quality accommodation that is suited to their needs.

The Panel **NOTED** the Report.

## 24. **WORK PROGRAMME**

The Panel **NOTED** the updated work programme for the 2017/18 Municipal Year.

The meeting closed at 8.55 pm.

CLLR M.D. SMITH (CHAIRMAN)

-----