

# LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 25 May 2017 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr A. Jackman (Chairman)  
Cllr J.E. Woolley (Vice-Chairman)

Cllr Sue Carter  
Cllr Sophia Choudhary  
Cllr Liz Corps  
Cllr Jennifer Evans  
Cllr B. Jones  
Cllr S.J. Masterson  
Cllr L.A. Taylor  
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Councillor Mike Smith.

## **1. MINUTES**

The Minutes of the Meeting held on 27th March, 2017 were approved and signed by the Chairman.

## **2. INTERNAL AUDIT - PUBLIC SECTOR INTERNAL AUDITING STANDARDS**

The Committee considered the Audit Manager's Report No. AUD1701, which described the results of a self-assessment carried out by the Audit Manager against the Public Sector Internal Auditing Standards (PSIAS) and set out a plan to address or minimise any non-compliance against the new standards.

The Committee was advised that the PSIAS superseded the CIPFA Code of Practice for Internal Audit. There were eleven overall standards which were broken down into 336 fundamental principles against which to achieve compliance. The Accounts and Audit (England) Regulations 2015 stated that the standards should be taken into account when evaluating the effectiveness of the Council's risk management control and governance processes. Following a self-assessment exercise to highlight areas of compliance, partial compliance and non-compliance within the Council, it was noted that full non-compliance was only applicable to 16 out of the 336 fundamental principles. 278 fundamental principles were fully compliant and partial compliance had been achieved for 30. The Report set out a summary of the results, a copy of the full self-assessment, together with areas of non-compliance and details of work required to be compliant. The Council was required to demonstrate to external audit that work was underway to reduce the amount of partial or non-compliance each financial year until compliance was achieved.

It was noted that regulations stated that, as part of the evaluation of the effectiveness of the Council's risk management, control and governance processes the standards should be taken into account. The Council's external auditors, Ernst & Young, had indicated that they would consider compliance towards the standards in their consideration of the Council's overall control environment. A Quality Assurance Improvement Plan (QAIP) would be developed to show the work that would be undertaken over the following financial year towards compliance with the standards. In subsequent years, the QAIP would be updated to show the work that would be carried out until compliance was achieved. This would be submitted to the Committee and the Directors' Management Board. The Committee was also advised that work was being carried out with the Council's Systems Thinking team to review the way in which internal audit carried out its work.

**RESOLVED:** That the Quality and Assurance Improvement Plan, as set out in the Audit Manager's Report No. AUD1701, be endorsed.

### **3. INTERNAL AUDIT - AUDIT OPINION**

The Committee considered the Audit Manager's Report No. AUD1703 which explained the legislative requirements and best practice guidance for reporting on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment and set out the Audit Manager's opinion on the level of assurance.

The Report advised that, in accordance with the requirements of the Public Sector Internal Audit Standards (PSIAS), the Audit Manager was required to report on an annual basis on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control, including the result of the PSIAS self-assessment and the Quality Assurance Improvement Plan for the internal audit service for 2017/18.

The Committee was informed of the audit work for 2016/17, the audit plan for which had been communicated to the Committee in June, 2016.

The Report set out an assurance opinion on the adequacy of the system of internal control on each of the audit assignments completed in 2016/17. It was noted that there were five categories of assurance that could be given and details of these were set out in the Report. In assessing the level of assurance to be given for 2016/17 in respect of previous audit work, the opinion was based on: all audits undertaken during 2016/17; the results of any follow-up action carried out in 2016/17 in respect of previous audit work; and, any significant recommendations not accepted by management and any potential consequences. The opinion of the Audit Manager was that, using the information outlined in the report, her professional opinion was that substantial assurance on the effectiveness of the Council's risk management, control and governance for 2016/17 could be given. The category of assurance of 'substantial' meant that key controls designed to achieve the system/function/process objectives were in place and that there were opportunities to enhance/strengthen these controls.

The Report gave details of the PSIAS and it was noted that the Quality Assurance and Improvement Plan would look to address some of the non-compliance and partial compliance over the following financial year, taking into account the resources available.

In respect of the Quality Assurance and Improvement Plan (QAIP), the Committee noted that the Hampshire Audit Managers' Group was carrying out an external assessment as a peer review exercise, the scope of which would be discussed and agreed with the Chief Finance Officer, with the results to be reported to the Committee. Members were advised that the QAIP would be reported annually to the Committee alongside the Audit Opinion in order to inform Members of progress against compliance with standards and the level of assurance on the adequacy and effectiveness of the Council's control environment. The Audit Opinion report structure would be reviewed to ensure the inclusion of all relevant areas of the PSIAS. The Committee was also advised that changes to the Audit Plan would be communicated to senior managers and the Committee for review and approval. Future Audit Plans would detail the approach to using other sources of assurance, such as external audit, Department for Work and Pensions and National Fraud Initiative data matching exercises.

The Annual Governance Statement was produced annually and published alongside the Council's Statement of Accounts in September. This showed how the Council had complied with its Code of Corporate Governance and reported on the governance framework in place at Rushmoor. The Auditor's Opinion on the adequacy and effectiveness of the Council's risk management, control and governance was required to be considered ahead of the Annual Governance Statement as it provided underlying assurances which were key to that Statement. The Auditor was required to consider whether there were any governance issues that should be raised within the Annual Governance Statement, as well as the revised reporting lines of the Audit team. The Audit team now reported to the organisation and, in particular, to the Chief Executive, the leadership team and the Chairman of the Licensing and General Purposes Committee.

**RESOLVED:** That the Audit Manager's Report No. AUD1703 be noted.

#### **4. ACCOUNTING POLICIES AND RELATED MATTERS FOR THE YEAR 2016-17**

The Committee considered the Head of Financial Services' Report No. FIN1720 which reviewed the proposed accounting policies to be applied for the closure of the 2016/17 accounts. The accounts would be prepared in line with CIPFA's Code of Practice on Local Authority Accounting in the UK 2016/17. The Report also advised Members of the nature of updated disclosures required, reviewed the internal level of materiality and provided information about a prior period adjustment to be contained in the 2016/17 statement of accounts.

**RESOLVED:** That

- (i) approval be given to the adoption of the accounting policies, including the amendment disclosed in the Head of Financial Services' Report No. FIN1720

for the closure of the 2016/17 accounts; and

- (ii) the updated disclosures, internal level of materiality and information relating to a prior period adjustment to be made in the statement of accounts for 2016/17 be noted.

## 5. APPOINTMENTS

### (1) Outside Bodies –

**RESOLVED:** That the appointment of representatives to outside bodies for the 2017/18 Municipal Year, as set out in Appendix 1 (set out below), be approved.

### (2) Appointments and Appeals Panel –

**RESOLVED:** That the following Members be appointed to serve on the Appointments and Appeals Panel for the 2017/18 Municipal Year (1 Conservative: 1 Labour: 1 UKIP and a representative of the Cabinet):

Conservative Group	Cr. S.J. Masterson with Cr. A. Jackman as Standing Deputy
Labour Group	Cr. P.F. Rust with Cr. B. Jones as Standing Deputy.
UKIP Group	Cr. D.M.T. Bell (Position of Standing Deputy vacant)
Corporate Services Portfolio Holder	Cr. P.G. Taylor

### (3) Elections Group –

**RESOLVED:** That the following Members be appointed to serve on the Elections Group for the 2017/18 Municipal Year:

Concessions and Community Support Portfolio Holder	Cr. G.B. Lyon
Chairman of the Licensing and General Purposes Committee	Cr. A. Jackman
Chairman of the Borough Services Policy and Review Panel	To be confirmed
Conservative Group	Cr. S.J. Masterson
Labour Group	Crs. K. Dibble and B. Jones

**(4) Licensing Sub-Committee –**

**RESOLVED:** That the following Members be appointed to serve on the Licensing Sub-Committee for the 2017/18 Municipal Year (3 Conservative: 2 Labour):

Conservative Group	Crs. Liz Corps, S.J. Masterson and Jacqui Vosper
Labour Group -	Crs. B. Jones and L.A. Taylor

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

**RESOLVED:** That:

- (i) the Licensing Sub-Committee (Alcohol and Entertainments) be re-established until the first meeting of the Licensing and General Purposes Committee of the 2017/18 Municipal Year, comprising any three trained members of the Licensing and General Purposes Committee; and
- (ii) the Head of Democratic and Customer Services be authorised to make appointments to the Licensing Sub-Committee (Alcohol and Entertainments) in accordance with the provisions agreed by the Committee at its meeting on 21st May, 2009.

**(6) Local Plan Members Group –**

**RESOLVED:** That the following Members be appointed to serve on the Local Plan Members Group for the Municipal Year 2017/18 on the basis of eight Members (5 Conservative: 2 Labour: 1 UKIP):

Leader of the Council	Cr. D.E. Clifford
Environment and Service Delivery Portfolio Holder	Cr. M.J. Tennant
Chairman of the Development Management Committee	Cr. B.A. Thomas
Conservative Group	Crs. R.L.G. Dibbs and A. Jackman
Labour Group	Crs. M.J. Roberts and C.P. Grattan
UKIP Group	Cr. D.M.T. Bell

The meeting closed at 7.30 pm.

CLLR A. JACKMAN (CHAIRMAN)

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**APPENDIX****LICENSING AND GENERAL PURPOSES COMMITTEE  
25TH MAY 2017****REPRESENTATION ON OUTSIDE BODIES 2017/18**

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2017/18</b>
Age Concern, Farnborough	Crs. Liz Corps, L.A. Taylor and Jacqui Vosper
Aldershot & Farnborough Festival of Music & Art	Crs. D.M.T. Bell, Jennifer Evans and K.H. Muschamp
Aldershot Military Museum Strategic Local Agreement Meeting	Crs. Mrs. D.B. Bedford and B. Jones
Aldershot Town Centre Business and Retailers Group	Crs. M.L. Sheehan, M.S. Choudhary, A.H. Crawford and J.J. Preece
Basingstoke Canal Joint Management Committee	Crs. J.H. Marsh and L.A. Taylor with Crs. R. Cooper and C.P. Grattan as Standing Deputies
Blackbushe Airport Consultative Committee	Cr. Liz Corps with Cr. J.E. Woolley as Standing Deputy
Blackwater Valley Advisory Committee for Public Transport	Environment and Service Delivery Portfolio Holder (Cr. M.J. Tennant) and Cr. B. Jones with Crs. R. Cooper and M.J. Roberts as Standing Deputies
Blackwater Valley Countryside Partnership	Crs. L.A. Taylor and P.G. Taylor with Crs. C.P. Grattan and Barbara Hurst as Standing Deputies
Brickfields Country Park, Friends of	Three Manor Park Ward Members (Crs.

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2017/18</b>
	D.E. Clifford, P.I.C. Crerar and B.A. Thomas)
Council for the Protection of Rural England (Hart & Rushmoor Group)	Cr. P.G. Taylor
Cove Brook Greenway Group	Crs. C.P. Grattan and Marina Munro
Enterprise M3 Joint Leaders Board	Leader of the Council (Cr. D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Environment and Service Delivery Portfolio Holder (Cr. M.J. Tennant) and Cr. P.G. Taylor (as a representative of an adjoining ward) with Cr. Barbara Hurst as Standing Deputy
Farnborough Community Centre Executive Committee	Crs. Liz Corps and B. Jones
Farnborough and Cove War Memorial Hospital Trust Limited	Cr. R.L.G. Dibbs
457 Farnborough Squadron	Cr. J.H. Marsh
Farnham Quarry Liaison Group	One Aldershot Park Member (Cr. M.J. Roberts) with the other two Aldershot Park Members as Standing Deputies (Crs. T.D. Bridgeman and A.R. Newell)
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cr. D.E. Clifford) with the Corporate Services Portfolio Holder (Cr. P.G. Taylor) as Standing Deputy
Hampshire Buildings Preservation Trust AGM	Crs. D.S. Gladstone and Marina Munro

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2017/18</b>
Hampshire Districts Health and Wellbeing Forum	Health and Housing Portfolio Holder (Cr. Barbara Hurst)
Hampshire Police and Crime Panel	Business, Safety and Regulation Portfolio Holder (Cr. K.H. Muschamp)
Local Government Association - General Assembly	Leader of the Council (Cr. D.E. Clifford)
North Hampshire Area Road Safety Council	Cr. S.J. Masterson with Cr. P.G. Taylor as Standing Deputy
North Hampshire Community Safety Partnership	Business, Safety and Regulation Portfolio Holder (Cr. K.H. Muschamp)
Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Chairman of the Borough Services Policy and Review Panel and Vice-Chairman of the Policy and Review Panel and Cr. A.H. Crawford with Cr. B. Jones as Standing Deputy
Parity for Disability	Cr. Barbara Hurst with Cr. Sue Carter as Standing Deputy
PATROL Annual Joing Committee Meeting (formerly National Parking Adjudication Services)	Under review
Project Integra Strategic Board	Environment and Service Delivery Portfolio Holder (Cr. M.J. Tennant)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cr. D.B. Bedford

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2017/18</b>
Rushmoor Citizens' Advice Bureaux Trustee Board	Cr. Barbara Hurst and Cr. P.F. Rust
Rushmoor In Bloom Forum	Crs. Mrs. D.B. Bedford, M.S. Choudhary, Liz Corps, Jennifer Evans and C.P. Grattan
Rushmoor Local Strategic Partnership	Cr. K.H. Muschamp with Cr. Barbara Hurst as Standing Deputy
Rushmoor Mediation Management Committee	Crs. C.P. Grattan, M.D. Smith and P.G. Taylor
Rushmoor Sports Forum	Crs. Mrs. D.B. Bedford and Sue Carter
Rushmoor Swimming Association	Crs. D.S. Gladstone and G.B. Lyon
Rushmoor Voluntary Services Board	Cr. Barbara Hurst
Rushmoor Youth Forum	Crs. D.M.T. Bell, G.B. Lyon and L.A. Taylor
South East Employers – Full Meeting	Corporate Services Portfolio Holder (Cr. P.G. Taylor) with Cr. K. H. Muschamp as Standing Deputy
South East Employers – Local Democracy and Accountability Network	Crs. S.J. Masterson and P.F. Rust
South East England Councils (SEEC) All Member Meeting	Cr. Barbara Hurst
Southwood Golf Club Committee	Cr. D.S. Gladstone
Vivid Housing Group – Annual General	Health and Housing Portfolio Holder (Cr.

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2017/18</b>
Meeting	Barbara Hurst)
West End Centre Management Committee	Crs. M.S. Choudhary and B.A. Thomas