



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, 21st June, 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 Annual Meeting of the Council held on 22nd May 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. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES**

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

(1) **Appointment of Monitoring Officer**

At its meeting on 29th May 2018, the Cabinet approved new arrangements for the delivery of the Council's functions and services and endorsed changes to the senior management structure as determined by the Chief Executive under delegated powers (Report No. CEX1802). As part of the arrangements for the new senior management structure, it is proposed that the Executive Director (Operations) be designated as Monitoring Officer. As the post concerned is also Deputy Chief Executive, Deputy Monitoring Officer arrangements would also be required for those periods when the Chief Executive is absent. The recommendation of the Cabinet is as follows:

"That approval be given to the changes to the arrangements for the role of Monitoring Officer, namely that the designation is to the Executive Director (Operations) as set out in Report No. CEX1802."

(2) **Terms of Reference**

To receive a report from the Licensing and General Purposes Committee (copy attached – Annex 1), which recommends the approval of changes to the terms of reference of the Committee, as set out in the Appendix to the Report. The Chairman of the Licensing and General Purposes Committee (Cllr J.E. Woolley) will introduce this item.

5. **REVIEW OF MEMBERS' ALLOWANCES SCHEME**

To receive a report containing the recommendations of the Independent Remuneration Panel which undertook a review of Rushmoor's Members Allowances Scheme in April 2018 (copy attached - Annex 2).

6. **QUESTIONS FOR THE CABINET**

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

7. **REPORTS OF CABINET AND COMMITTEES**

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

Cabinet	17th April, 2018
	29th May, 2018

Committees

Development Management	25th April 2018
Development Management	23rd May, 2018
Licensing and General Purposes	24th May, 2018

8. **REPORT OF THE POLICY AND PROJECT ADVISORY BOARD**

To note the Report of the meeting of the Policy and Project Advisory Board held on 5th June, 2018 (copy report attached).

A.E. COLVER
Head of Democratic and Customer Services

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 13 June 2018

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BOROUGH OF RUSHMOOR

ANNUAL MEETING OF THE COUNCIL held at the Council Offices,
Farnborough on Tuesday, 22nd May, 2018 at 7.00 p.m.

THE WORSHIPFUL THE MAYOR (CLLR S.J. MASTERSON)
THE DEPUTY MAYOR (CLLR SUE CARTER)

CLLR MRS. D.B. BEDFORD
CLLR D.M.T. BELL
CLLR T.D. BRIDGEMAN, B.A. (Hons.)
CLLR J.B. CANTY
CLLR M.S. CHOUDHARY, M.A.
CLLR SOPHIA CHOUDHARY, L.L.B.
CLLR D.E. CLIFFORD, M.P.A., M.C.M.I.
CLLR R. COOPER
CLLR LIZ CORPS, N.N.D., A.T.D.
CLLR A.H. CRAWFORD, J.P., B.Sc.,
A.R.C.S., Dip.Man. (Open).
CLLR P.I.C. CRERAR, B.A. (Hons.),
M.Arch., M.A.
CLLR K. DIBBLE, M.A.F.M., B.I.F.M.
CLLR SUE DIBBLE
CLLR R.L.G. DIBBS
CLLR JENNIFER M. EVANS, B.Sc.,
M.Sc.
CLLR VERONICA GRAHAM-GREEN
CLLR C.P. GRATTAN
CLLR A.J. HALSTEAD

CLLR BARBARA J. HURST, B.A., M.A.
CLLR B. JONES, M.Sc., A.R.C.S.,
M.N.E.I.M.M.E., C.Eng., M.I.E.T.,
M.B.C.S., C.I.T.P.
CLLR A.K. CHOWDHURY
CLLR G.B. LYON, B.A. (Oxon)
CLLR MARA MAKUNURA
CLLR J.H. MARSH, C.Eng., M.I.Mech.E.
CLLR NADIA MARTIN
CLLR MARINA MUNRO
CLLR K.H. MUSCHAMP
CLLR A.R. NEWELL
CLLR M.J. ROBERTS, B.Sc., F.R.S.A.
CLLR P.F. RUST, A.I.M.E.E., M.I.S.M.
CLLR M.L. SHEEHAN
CLLR M.D. SMITH
CLLR P.G. TAYLOR, A.C.I.B.
CLLR M.J. TENNANT, B.Sc.
CLLR B.A. THOMAS
CLLR JACQUI VOSPER
CLLR J.E. WOOLLEY, B.Sc., L.L.B., M.A.

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

Apologies for absence were submitted on behalf of Cllrs K.H. Muschamp and M.J. Roberts.

THE MAYOR (CLLR SOPHIA CHOUDHARY L.L.B.) IN THE CHAIR

The Meeting commenced with Prayers led by the Mayor's Chaplain, Reverend Steve Stewart.

The Mayor extended a warm welcome to all those present.

1. ELECTION OF THE MAYOR OF THE BOROUGH -

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2017/18. It was MOVED by Cllr J.H. Marsh; SECONDED by Cllr B. Jones - That Cllr Stephen John Masterson be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019.

RESOLVED unanimously: That Councillor **STEPHEN JOHN MASTERSON** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019.

The Mayor then made his Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972 and took the Chair.

THE MAYOR (CLLR S.J. MASTERSON) IN THE CHAIR

The Mayor expressed his pleasure at the privilege and honour of being elected Mayor of Rushmoor. He thanked his proposer and seconder and the Council for supporting his nomination. He then proceeded to signify the appointment of the Reverend Steve Stewart as the Mayor's Chaplain.

The Mayor stated that he could not have achieved the honour of being elected Mayor without the support of his family. The Mayor stated that the charities he would be supporting during the year would be the Soldiers, Sailors, Airmen and Families Association (SSAFA), Parity for Disability and Step by Step.

The Mayor concluded by thanking the Council once again for the honour conferred upon him and promised to do his very best in his new role as First Citizen of the Borough.

2. VOTE OF THANKS -

It was MOVED by Cllr G.B. Lyon; SECONDED by Cllr D.E. Clifford and

RESOLVED: That the Council place on record its appreciation of the excellent service rendered by Cllr Sophia Choudhary and Miss. Attika Choudhary as Mayor and Mayoress of the Borough during the Municipal Year 2017/18.

The Mayor then presented an illuminated scroll to Cllr Choudhary, together with a Past Mayor's Badge. The Mayor also presented a Past Mayoress' Badge to Miss. Choudhary.

In response, Cllr Choudhary thanked Cllrs Lyon and Clifford for their kind words and the Council for having elected her Mayor of the Borough. Cllr Choudhary spoke of her enjoyable Mayoral Year and said it had been an honour to be the 44th Mayor of the Borough. She paid tribute to the wonderful support she had received from her Mayoress, Miss. Attika Choudhary.

Cllr Choudhary spoke of the many engagements she had attended during the year, including visits to schools, voluntary groups, Military events and sports clubs and associations. She thanked all the members of her Charity Fundraising Committee who had assisted in raising funds for the nominated charities for her Mayoral Year: the Alzheimer Café Farnborough, Creating Futures and Parkside (Aldershot and District Learning Disability) and that in excess of £15,000 had been raised.

Cllr Choudhary concluded by wishing the new Mayor and Deputy Mayor well in the year ahead of them.

3. ELECTION OF DEPUTY MAYOR –

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was **MOVED** by Cllr M.J. Tennant; **SECONDED** by Cllr K. Dibble – That Cllr Sue Carter be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019.

RESOLVED unanimously: That Councillor **SUE CARTER** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019.

The Mayor congratulated Cllr Sue Carter and invested her with the Deputy Mayor's Badge. Cllr Carter then made her Declaration of Acceptance of Office.

The Deputy Mayor thanked the Council for the confidence placed in her and she pledged her support to the Mayor in the coming year.

4. MINUTES –

It was **MOVED** by Cllr Barbara Hurst; **SECONDED** by Cllr P.G. Taylor and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 19th April, 2018 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

5. RETURNING OFFICER'S REPORT –

The Returning Officer, Mr. P. Shackley, submitted his report on the results of the Borough Council Elections held on Thursday, 3rd May, 2018.

The Mayor congratulated all Members who had been re-elected and extended a warm welcome to the new Councillors: Cllrs Veronica Graham-Green, Ashley Halstead, Abul Koher Chowdhury, Mara Makunura and Nadia Martin.

RESOLVED: That the report be noted.

6. MAYOR'S COMMUNICATIONS –

The Mayor advised the Council that he proposed to hold a number of events during his Mayoral Year. These would include a Charity Golf Day on 14th September, 2018, two afternoon tea events and a Charity Ball on 8th March, 2019.

7. REVIEW OF GOVERNANCE STRUCTURE – STANDING ORDERS FOR THE REGULATION OF BUSINESS –

The Mayor advised Members that, at the previous Council Meeting, updates to the Constitution had been considered and approved. In accordance with Council Procedure Rule 29(1), the proposed amendment to the Standing Orders for the Regulation of Business had stood adjourned without discussion until the next Ordinary Meeting of the Council. As the meeting was the Annual Meeting, it was necessary to agree the suspension of Standing Orders, in accordance with Standing Order 30, to make these changes.

It was MOVED by Cllr J.E. Woolley; SECONDED by Cllr Jacqui Vosper – That approval be given to the suspension of Standing Orders for the meeting, in accordance with Standing Order 30 and that the proposed amendments to the Standing Orders for the Regulation of Business be approved.

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

8. APPOINTMENT OF THE LEADER OF THE COUNCIL –

It was MOVED by Cllr M.L. Sheehan; SECONDED by Cllr M.J. Tennant - That Cllr D.E. Clifford be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2019.

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

8. APPOINTMENTS 2018/19 –

It was MOVED by Cllr D.E. Clifford and SECONDED by Cllr G.B. Lyon –

Appointment of Cabinet Members –

That it be noted that the following appointments of Cabinet Members and the Deputy Leader of the Council for the Municipal Year 2018/19 had been made by the Leader of the Council:

- Cllr K.H. Muschamp – Deputy Leader
- Cllr Barbara Hurst – Planning and Economy Portfolio
- Cllr G.B. Lyon – Corporate and Democratic Services Portfolio
- Cllr M.L. Sheehan – Operational Services Portfolio
- Cllr P.G. Taylor – Customer Experience and Improvement Portfolio
- Cllr M.J. Tennant – Major Projects and Property Portfolio

Committees –

That, subject to a change to the appointment to the Licensing and General Purposes Committee of Cllr M.S. Choudhary in place of Cllr Sophia Choudhary, the appointments to Committees for the 2018/19 Municipal Year be approved, in accordance with the allocations to achieve political balance indicated below:

(a) COMMITTEES –

DEVELOPMENT MANAGEMENT

Voting Members

Conservative: 7

Labour: 3

Independent: 1

Cllr Mrs. D.B. Bedford

Cllr Sue Dibble

Cllr D.M.T. Bell

Cllr R.M. Cooper

Cllr Jennifer Evans

Cllr P.I.C. Crerar

Cllr C.P. Grattan

Cllr Mara Makunura

Cllr J.H. Marsh

Cllr A.R. Newell

Cllr B.A. Thomas

Standing Deputies

Conservative:

Labour:

Cllr Veronica Graham-Green Cr. P.F. Rust

NOTE: The Cabinet Member with responsibility for planning matters is to be an ex officio non-voting member of the Development Management Committee.

LICENSING AND GENERAL PURPOSES

Voting Members

Conservative: 7

Labour: 3

Liberal Democrat: 1

Cllr Sue Carter
Cllr M.S. Choudhary
Cllr Liz Corps
Cllr Marina Munro
Cllr M.D. Smith
Cllr Jacqui Vosper
Cllr J.E. Woolley

Cllr A.H. Crawford
Cllr A.J. Halstead
Cllr B. Jones

Cllr A.K. Chowdhury

OVERVIEW AND SCRUTINY –

Voting Members

Conservative: 7

Labour: 4

Cllr D.B. Bedford
Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr R.M. Cooper
Cllr Veronica Graham-Green
Cllr M.D. Smith
Cllr B.A. Thomas

Cllr T.D. Bridgeman
Cllr K. Dibble
Cllr B. Jones
Cllr Nadia Martin

POLICY AND PROJECT ADVISORY BOARD

Voting Members

Conservative: 8

Labour: 3

Cllr J.B. Canty
Cllr Sophia Choudhary
Cllr P.I.C. Crerar
Cllr R.L.G. Dibbs
Cllr Mara Makunura
Cllr Marina Munro
Cllr A.R. Newell
Cllr J.E. Woolley

Cllr A.H. Crawford
Cllr M.J. Roberts
Cllr P.F. Rust

- (3) That the appointments of the Chairman and Vice-Chairman of the following Committees be approved as set out below:

Development Management

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

Licensing and General Purposes

Chairman - Cllr J.E. Woolley
Vice-Chairman - Cllr Jacqui Vosper

- (4) That the appointments of the Chairmen of the following Committees be approved as set out below:

Overview and Scrutiny

Chairman - Cllr M.D. Smith

Policy and Project Advisory Board

Chairman - Cllr A.R. Newell

- (5) That the appointments to the Management Boards for Council Trusts for the Municipal Year 2018/19 be approved as follows, and that each Management Board be authorised to make decisions on behalf of the Council by majority vote:

The Aldershot Recreation Ground Trust

Cllr Mrs. D.B. Bedford Cllr K. Dibble Cllr A.R. Newell

Standing Deputy: Cllr T.D. Bridgeman

King George's Field, Farnborough Trust

Cllr R.L.G. Dibbs Cllr B. Jones Cllr P.G. Taylor

Standing Deputies: Cllr Mara Makunura and Cllr A.J. Halstead

The Alfred Henry Goode Will Trust

Cllr D.E. Clifford Cllr A.H. Crawford Cllr K.H. Muschamp

Standing Deputy: Cllr B. Jones

There voted FOR: 31; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

The Meeting closed at 7.55 p.m.

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COUNCIL MEETING – 21ST JUNE 2018**AGENDA ITEM NO. 4 (2)****TERMS OF REFERENCE**

A report from the meeting of the Licensing and General Purposes Committee held on 24th May, 2018

1 INTRODUCTION

- 1.1 The Licensing and General Purposes Committee forms a key part of the Council's governance framework, which has been enhanced by the absorption of the duties of the old Standards and Audit Committee. This brought together responsibility for risk and governance issues, including both internal and external audit matters, allowing the Committee to make an important contribution to ensuring that effective assurance arrangements are in place.
- 1.2 The purpose of this part of the Committee's responsibilities is to provide those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance process.
- 1.3 Best practice dictates that governance, risk management and strong financial controls be embedded in the daily and regular business of the organisation. The role of the Committee does not remove responsibility from senior managers and Members but provides an opportunity and resource to focus on these issues and thereby provide a high-level resource to support good governance and strong public financial management.
- 1.4 Given the importance of the Committee's role, it is appropriate to review the Terms of Reference from time to time to ensure that core functions are reflected. Note that this is not a review of the wider functions of the Committee, but only those relating to governance, risk and audit.

2 CORE FUNCTIONS

- 2.1 The core functions of the Committee in this area are to:
 - ❖ be satisfied that the Council's assurance statements, including the annual governance statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the Council's objectives
 - ❖ in relation to the council's internal audit functions:
 - oversee its independence, objectivity, performance and professionalism
 - support the effectiveness of the internal audit process
 - promote the effective use of internal audit within the assurance framework

- ❖ consider the effectiveness of the control environment, including arrangements for ensuring value for money, supporting standards and ethics and for managing the Council's exposure to the risk of fraud and corruption
- ❖ consider the reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control
- ❖ support effective relationships between external audit and internal audit, inspection agencies and other relevant bodies, and encourage the active promotion of the value of the audit process
- ❖ review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit.

2.2 The Committee also supports the Council by undertaking a wider role in other areas including reviewing and monitoring treasury management arrangements in accordance with *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes* (CIPFA, 2017).

3 CHARACTERISTICS OF A GOOD AUDIT COMMITTEE

3.1 The Committee carrying out this audit function should demonstrate the following characteristics:

- ❖ a membership that is balanced, objective, independent of mind, knowledgeable and properly trained to fulfil their role
- ❖ a membership that is supportive of good governance principles and their practical application towards the achievement of organisational objectives
- ❖ a strong independently minded chair – displaying a depth of knowledge, skills and interest including;
 - promoting open discussion
 - managing meetings to cover all business and encouraging a candid approach from all participants
 - an interest in and knowledge of financial and risk management, audit, accounting concepts and standards, and the regulatory regime
- ❖ unbiased attitudes – treating auditors, the executive and management fairly
- ❖ the ability to challenge the executive and senior managers when required

4 DISCHARGE OF RESPONSIBILITIES

4.1 To discharge its responsibilities effectively the Committee should:

- ❖ meet regularly – at least 4 times a year
- ❖ be able to meet privately and separately with the external auditor and with the head of internal audit

- ❖ include as regular attendees, the Chief Financial Officer (CFO), the Chief Executive, the head of Internal Audit and the appointed external auditor. Other attendees may include the Monitoring Officer (for Standards issues). These officers should also be able to access the Committee, or the Chair, as required.
- ❖ have the right to call any other officers of the Council as required
- ❖ annually assess their performance and report on their work to those charged with governance

5 MEETING THESE RESPONSIBILITIES

- 5.1 The Licensing and General Purposes Committee has been on a journey over recent years, expanding and improving its key governance role for the Council. The Committee has widened its duties to include those previously held by the Standards and Audit Committee and to encompass the scrutiny of treasury management arrangements. More recently, it has reviewed the Council's revised approach to risk management and approved a new template for the Corporate Risk Register.
- 5.2 Training for Members has been arranged for both its audit activities and its treasury management role, led by the external auditors and the Council's independent Treasury Advisors. In addition, the external auditors have advised the Committee of their local workshops where Committee chairs can share best practice and discuss relevant issues and supply quarterly sector briefings to the committee to prompt discussion on upcoming issues.
- 5.3 Cyclical reporting has now been introduced for risk management and additional information has been supplied to the Committee in recent months covering the work of Public Sector Audit Appointments Ltd, who have reported on the results of auditors' work in 2016/17 and have consulted on audit fees for 2018/19. Other work received in the past year has included:

Internal audit

- ❖ Rolling audit plan and review of the risk universe
- ❖ Regular audit updates on progress against the audit plan
- ❖ Progress against compliance with the Public Sector Internal Audit Standards (PSIAS)
- ❖ A Quality Assurance and Improvement Plan

External audit

- ❖ Audit plan
- ❖ Progress updates against the audit plan
- ❖ Audit Results Report 2016/17
- ❖ Annual Audit Letter

Finance

- ❖ Review of accounting policies and materiality levels
- ❖ Consideration of International Financial Reporting Standards not yet adopted
- ❖ Roles and Responsibilities in respect of the Statement of Accounts
- ❖ Approval of the Statement of Accounts

Other governance matters

- ❖ Approval of the Annual Governance Statement
- ❖ New Overview and Scrutiny arrangements

5.4 Planned improvements for the coming year are;

- ❖ to incorporate reporting of the work of the Council's Corporate Investigation Team into the quarterly internal audit updates.

The Council took the decision to retain a corporate resource to focus on fraud and investigation, after a successful pilot exercise, following the absorption of Housing Benefit fraud work into the Single Fraud Investigation Service under the Department for Work and Pensions. The team carry out extensive data matching exercises through the National Fraud Initiative, monitoring areas such as Single Person Discount for Council Tax. Additionally, they investigate Council Tax Support, alleged Business Rates avoidance, Social Housing Fraud (in partnership with local Registered Housing Providers) and work with the DWP on benefit fraud. Recently the team participated in a successful prosecution for fly tipping

- ❖ that the internal audit updates will report on progress against actions within the Annual Governance Statement throughout the year, alongside progress on compliance with PSIAS and the Quality Assurance and Improvement plan
- ❖ to carry out an annual self assessment of the Committee's effectiveness
- ❖ to report annually on the work of the Committee

6 CONCLUSIONS

6.1 The work of the Licensing and General Purposes Committee forms a key element of the Council's corporate governance framework. It is important that its Terms of Reference adequately reflect the core responsibilities of the Committee and are periodically reviewed against current best practice.

7. RECOMMENDATIONS

7.1 It is recommended that the Council approve the changes to the Licensing and General Purposes Committee's terms of reference as set out in the Appendix.

J.E. WOOLLEY
CHAIRMAN OF THE LICENSING AND
GENERAL PURPOSES COMMITTEE

BACKGROUND DOCUMENTS:

Audit Committees/Practical guidance for Local Authorities and Police (CIPFA, 2018)
Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes (CIPFA, 2017)

Licensing and General Purpose Committee – Terms of Reference

To replace section headed Finance and Audit Powers and Responsibilities under Part 3 – Responsibility for Functions, Licensing and General Purposes Committee.

Governance, Risk and Control

- 15 To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- 16 To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 17 To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- 18 To monitor the effective development and operation of risk management in the Council.
- 19 To monitor progress in addressing risk-related issues reported to the Committee.
- 20 To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 21 To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- 22 To monitor the counter-fraud strategy, actions and resources.
- 23 To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal Audit

- 24 To approve the internal audit charter.
- 25 To review the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 26 To approve significant changes to the risk-based internal audit plan and resource requirements.
- 27 To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations, in respect of carrying out internal audit work.

- 28 To consider reports from the head of internal audit on internal audit's performance during the year including:
 - a. Key findings, issues of concern and action in hand as a result of internal audit work
 - b. Regular reports on the results of the Quality Assurance and Improvement Plan and any non-compliance with Public Sector Internal Audit Standards (PSIAS).
- 29 To consider the head of internal audit's annual report, including;
 - a. The statement on the level of conformance with PSIAS
 - b. The Quality and Assurance Improvement Plan
 - c. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion.
- 30 To receive summaries of any specific internal audit reports as requested.
- 31 To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
- 32 To provide free and unfettered access to the Committee chair for the internal audit manager, including the opportunity for a private meeting with the Committee.

External Audit

- 33 To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).
- 34 To consider the external auditor's annual audit letter, annual audit results report and other relevant reports.
- 35 To consider the scope and depth of external audit work and ensure it provides value for money.
- 36 To commission work from internal and external audit.

Financial Reporting

- 37 To review the annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statement or from the audit that need to be brought to the attention of the Council.
- 38 To consider the external auditor's report to those charged with governance on any issues arising from the audit of the accounts.

Accountability arrangements

- 39 To undertake appropriate training in respect of its governance and audit role
- 40 To carry out an annual self-assessment in relation to the effectiveness of the Committee in meeting its purpose.
- 41 Where considered appropriate report, to report to Council on any issues concerning the effectiveness of the arrangements in place for governance, risk, and internal control frameworks.

The proposed new terms of reference above will replace the existing responsibilities, which are as follows:

Finance and Audit Powers and Responsibilities

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

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COUNCIL MEETING – 21ST JUNE 2018**AGENDA ITEM NO. 5****REVIEW OF MEMBERS' ALLOWANCES SCHEME****1. INTRODUCTION**

- 1.1 Under Regulations relating to the preparation and review of members' allowances schemes, Rushmoor's Independent Remuneration Panel reviewed Rushmoor's scheme on 23rd/24th April, 2018. The remit of the Panel was to undertake a review as a result of the changes in governance structure which have been agreed by the Council and now introduced. In addition, the Remuneration Panel was asked to complete a general review of the scheme to ensure it is still fit for purpose.
- 1.2 A copy of the Remuneration Panel's report is attached and set out below is a summary of the outcomes. The Council is being asked to adopt the recommendations of the Remuneration Panel in full.

2. INDEPENDENT REMUNERATION PANEL – PROPOSALS**(1) Background and Context**

- 2.1 Rushmoor's Remuneration Panel has examined all parts of the current scheme and benchmarked the provisions against similar authorities regionally, locally and nationally through a range of indices. As in previous reviews, the Remuneration Panel recognised the importance of obtaining views of Members and an essential part of this review was to receive this evidence.
- 2.2 In carrying out the review, the Remuneration Panel was also very conscious of the need to take account of the current economic climate, especially the pressures on public finances and the need for the Council to achieve financial sustainability.
- 2.3 At the April meeting of the Council, the new governance structure was agreed and the Remuneration Panel was asked to examine the implications for the Members' Allowances Scheme particularly the new posts which had been established of Chairmen and Vice-Chairmen and Cabinet Champions. The Remuneration Panel was also asked to consider whether the cost of registrations with the Information Commissioner under the General Data Protection Regulations (GDPR) should be included within the scheme.

(2) Review of Main Elements of the Allowances

2.4 Taking account of the evidence provided, the Remuneration Panel is proposing:

- the overall basic allowance be set at £5,140 for 2018/19 with the ICT allowance set at £369 and accounted for separately.
- the special responsibility allowance for the Leader be set at £15,850 for 2018/19 and the allowances for the Deputy Leader at £9,129. Other Cabinet Members remain at existing levels except for the application of indexation
- the special responsibility allowance for the Chairmen of the Development Management and Licensing and General Purposes Committees be set at £5,316 for 2018/19 with the provision for an additional payment for Members attending four or more licensing sub-committee meetings in one municipal year being £425 in 2018/19
- the allowance for opposition group leaders be retained at its existing level, subject to the application of indexation and groups having a minimum of four Members
- the Mayor to receive a special responsibility allowance of £1,484 for 2018/19
- the Council will meet the cost of Member registrations with the Information Commissioner

(3) New Roles Under the Governance Structure

2.5 The Remuneration Panel spent a considerable amount of its time looking at the posts established under the new governance arrangement, which included the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board and the new roles of Cabinet Champions. Whilst the Remuneration Panel agreed allocations on the basis of a proportion of other allowances, the Report stresses that these would need to be re-visited in the light of experience of the roles operating. The following payments are proposed for 2018/19:

- Chairmen - £3,963
- Vice-Chairmen - £1,189
- Cabinet Champions - £1,574

(4) Travel and Subsistence

2.6 The Remuneration Panel also reviewed the arrangements for the other allowances in the scheme and recommended:

- travel and subsistence allowances for approved meetings outside the Borough should relate to actual costs using the most cost effective means of transport and/or available accommodation
- mileage rates should be paid at business mileage rates (including passenger supplement rate) recommended by HMRC
- the dependant carers' allowance be paid in respect of childcare at the National Living Wage or, for other care, capped at the hourly wage charged by Hampshire County Council Social Services for a carer

(5) Indexation

- 2.7 The current arrangements where members allowances are reviewed each year using indices applied nationally or through the local government system are to be retained for the four year period until the end of March 2022.

3. FINANCIAL IMPLICATIONS

- 3.1 If the Council accepts the recommendations set out in the Remuneration Panel's Report, there will be a small increase in the overall costs. Part of the increase is as a result of the contribution towards the registration costs of GDPR. The Remuneration Panel is of the view that the new arrangements should be backdated to the Annual Meeting on 22nd May, 2018 and any future uplifts will be implemented from the Annual Meeting date.

4. CONCLUSIONS

- 4.1 Rushmoor's Independent Remuneration Panel's review of the Members' Allowances Scheme has involved a fundamental examination of each element of the scheme. The new scheme reflects the Remuneration Panel's view in light of the information provided, the representations made by Members and the benchmarking data from other authorities. Although the next full review does not need to take place until 2022, the Remuneration Panel was of the view that the new scheme might need to be re-examined because there was no operational experience of the new governance arrangements. In the circumstances, the Remuneration Panel felt the proposals were fair and equitable.

5. RECOMMENDATIONS

- 5.1 The recommendation in the Remuneration Panel's Sixth Report is for the Council to adopt the proposals set out in the Report.

A Review of Members' Allowances

For

Rushmoor Borough Council

**The Sixth Report by the Independent
Remuneration Panel**

**Dr Declan Hall (Chair)
John Mitchell
Sam Parkin**

June 2018

Executive Summary: Recommendations 2018/19

The Panel, following a request from the Council has carried out a review of Rushmoor Borough Council Members' Allowances scheme in accordance with the requirements of the 2003 Members' Allowances Regulations. This review has been undertaken before the normal four year period but was necessary as the Council has made changes in its governance structures and roles for elected Members, including responsibilities to support the delivery of the Council Plan. As such, the Council considered it was timely for a review taking into account the evolving political management arrangements within the Council.

The Panel, having carefully considered the evidence and representations made has concluded that the new executive and scrutiny posts merit an SRA. However, in the absence of actual experience of how the roles will operate in practice the Panel has made recommendations that will have to be revisited for further examination as part of the next review.

Rushmoor BC Review June 2018	Basic Allowance and SRAs: Recommended Maximum Payable 2018/19				
POSITION	Nos. Paid	Basic Allowance	Method to arrive at BA	Total P/Member (BA+SRA)	Sub Total Per Category
BASIC ALLOWANCE	39	£5,140	2018/19 rate + £35 GDPR		£200,460
Special Responsibility Allowances		SRAs 2018/19	Method to arrive at SRA		
Leader of Council	1	£15,850	BMG Median	£20,990	£15,850
Deputy Leader of Council	1	£9,129	BMG Median	£14,269	£9,129
Cabinet Members	5	£7,870	2018/19 rate	£13,010	£39,350
Chairman Development Management Committee	1	£5,316	2018/19 rate	£10,456	£5,316
Chairman Licensing & General Purposes Committee	1	£5,316	2018/19 rate	£10,456	£5,316
Chairman Overview & Scrutiny	1	£3,963	25% X Leader's SRA	£9,103	£3,963
Vice-Chairmen Overview & Scrutiny	2	£1,189	30% X Chair's SRA	£6,329	£2,378
Chairman Policy & Project Advisory Board	1	£3,963	25% X Leader's SRA	£9,103	£3,963

Vice-Chairmen Policy & Project Advisory Board	2	£1,189	30% X Chair's SRA	£6,505	£2,378
Cabinet Champions	3	£1,574	20% X Cabinet SRA	£6,714	£4,722
Chairman of Council (Mayor)	1	£1,484	2018/19 rate	£6,624	£1,484
Opposition Group Leader	1	£3,194	2018/19 rate	£8,334	£3,194
Licensing Members serving > 4 Sub-Committees per year	Variable	£425	2018/19 rate	NA	Variable
Sub Total - Basic Allowance	39				£200,460
Sub Total - Standing SRAs	20				£97,043
ITT Allowance	39	£369	2018/19 rate	£369	£14,391
Total (BA + SRAs + ITT)					£311,894

Other Recommendations: The Panel also recommends that:

Other SRAs considered – Opposition Group Secretary

The Opposition Group Secretary is not paid an SRA.

Maintaining the 1-SRA only rule

The Council maintains the 1-SRA only rule within the Rushmoor Borough Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.

Co-optees' Allowances

The Co-optees Allowance is maintained at £490 for 2018/19.

Travel and Subsistence Allowances

The conditions and rates for Travel and Subsistence Allowances are maintained.

The Dependants' Carers' Allowance (DCA)

The rate for which for the childcare element of the DCA may be claimed should be specified as the National Living Wage and that all other rates and terms and conditions by which the DCA is claimed are maintained.

Confirmation of Indexing

The following allowances are indexed for 4 years from 2018/19 to 2022/23, the maximum period permitted by legislation, without reference to the Panel, as follows:

- **Basic Allowance, SRAs, Co-optees and ICT Allowances:**
 - Updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.

- **Out of Council Area Mileage Allowance:**
 - Indexed to the Her Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) mileage rates.

- **Out of Council Area Other Travel and Subsistence:**
 - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.

- **Dependants' Carers' Allowance (DCA):**
 - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

The new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting of the Council on 22nd May 2018 except for the Cabinet Champions; their SRA should be paid from the date of appointment on 29th May 2018.

**Independent Remuneration Panel:
The Sixth Report of Members' Allowances
For
Rushmoor Borough Council
June 2018**

Introduction: The Regulatory Context

1. This report contains the recommendations arising out of the independent review, April – May 2018, of Members' Allowances for Rushmoor Borough Council by the Council's statutory Independent Remuneration Panel ('IRP' or 'Panel'). It also lays out the deliberations of the Panel so as to show elected Members, Officers and the public the rationale for the Panel's recommendations.
2. The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby the Council retains powers to determine the scope and levels of Members' Allowances.
3. All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their members' allowances schemes and they must 'pay regard' to the Panel's recommendations before setting a new or amended members' allowances scheme. As the Council is making changes to its' governance arrangements, from the date of the Annual Meeting in May 2018, it must therefore amend its' allowances scheme to reflect those changes and before it can establish a new scheme it must first seek advice from its Panel.
4. In particular, the Panel has been reconvened under the 2003 Regulations [20. (1) (b)], which states that:

Before an authority referred to in regulation 3(1) (a), (b), or (c) makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel.

5. This mechanism is the means by which all Councils are required to reconvene their Panel thus ensuring a degree of public scrutiny and accountability vis-à-vis their Members' Allowances schemes. It is under this requirement that the Panel has undertaken this review of Members' Allowances for Rushmoor Borough Council.

Terms of Reference

6. In accordance with the requirements of 2003 Members' Allowances Regulations Rushmoor Borough Council has reconvened its statutory Independent Remuneration Panel (Panel) to review the Council Members' Allowances scheme. Specifically the Panel has been asked to make recommendations to the Council on the following:
 - a) The amount of the Basic Allowance that should be payable to elected Members;
 - b) The responsibilities or duties for which should lead to the payment of a Special Responsibility Allowance (SRA) and as to the amount of such an allowance;
 - c) The responsibilities or duties for which a travelling and subsistence allowances can be paid and as to the amount of such allowances;
 - d) whether a Co-optees' Allowance should be paid and as to the amount of such an allowance;
 - e) Whether Dependants' Carers' Allowance should be payable to elected Members, and as to the amount of such an allowance;
 - f) Whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
 - g) Whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
7. In addition the Panel has been asked to consider a number of Rushmoor Borough Council Specific requirements, namely:
 - a) To consider the level of allowances within the Scheme in the context of:
 - The Council's medium term financial strategy and budgetary issues
 - The changing local authority/public service environment

- The emerging Rushmoor 2020 modernisation and improvement plan
- b) To review the scope and structure of special responsibility allowances in light of the review of the Governance structure of the Council.
- c) To benchmark the existing allowances scheme including special responsibility allowances.
- d) To review the allowance provision for IT and telecommunications and to consider any implications of introducing a scheme where Members can purchase IT equipment through the Council (using their allowances) and the introduction of the modern.gov system for accessing agenda.
- e) To consider any implications of the introduction of the General Data Protection Regulations on 25th May, 2018 and the likely requirement for Members to register with the Information Commissioner.

The Panel

8. Rushmoor Borough Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:
 - Dr Declan Hall (Chair): A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in Members' Allowances and support with experience of reviews across the United Kingdom
 - John Mitchell: Chief Executive Officer, Enterprise First (Aldershot), a not-for-profit company that provides business support and a Director of eight companies, mostly locally based.
 - Sam Parkin: Former Royal Air Force Officer and International Civil Servant with EUROCONTROL, Brussels.
9. Logistical and practical support to the Panel was provided by Jill Shuttleworth, Democratic Services Manager at Rushmoor Borough Council.

Process and Methodology - Evidence Reviewed by the Panel

10. The Panel met at the Council Offices, Farnborough on 23rd and 24th April 2018. The meetings were in private session to enable the Panel to meet with Members and Officers and conduct deliberations in confidence. In accordance with the terms of reference, in arriving at its recommendations, the Panel took into account a wide range of evidence both oral and written. All Members who wished to meet with the Panel were accommodated as far as practically possible. In addition all Members

were sent a short questionnaire so that no Member was denied a voice in the course of review. Six replies to the questionnaire were received. The questionnaire was also used as the template for Member interviews to ensure as common set of questions were being asked.

11. The Panel met with relevant Officers for factual briefings on the Council, governance structures and challenges facing the Council.
12. The Panel also reviewed relevant written information, such as council and committee meetings schedules, relevant reports and information on the new governance arrangements, the 2006 Statutory Guidance on Members' Allowances, etc.
13. For full details of whom the Panel met and full range of information reviewed see:
 - Appendix 1: for Members and Officers who met with the Panel
 - Appendix 2: for a list of the full range of evidence considered by the Panel
 - Appendix 3: for more details on the Basic and Special Responsibility Allowances (2017/18) paid in the 11 Hampshire District Councils and the three District Councils adjacent to Rushmoor BC referred to by the Panel for benchmarking purposes, referred to as the benchmarking group.¹
14. The Panel has not been driven by Allowances paid across the comparator authorities but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice. Moreover, it was important to place the Rushmoor Borough Council Allowances Scheme and tentative recommendations in a comparative perspective.

Key Messages and Observations – No experience of new roles and structures

15. During the course of the review it quickly became clear to the Panel that it had a dilemma – namely it was being asked to assess the worth of a number of new posts without having the benefit of experience of how these new posts will operate in practice. It is clear that the intent is for executive Members to be more active in setting the agendas and for policies to be driven more by Members. Similarly with the new overview and scrutiny arrangements the intent is clearly to have a more pro-active model that separates scrutiny and policy development that involves Members to a greater degree than previously. However, what this will mean in practice is hard to assess at this stage.

¹ The Panel has maintained its benchmarking group consisting of the 11 Hampshire District Councils and three District Councils adjacent to Rushmoor BC as the most relevant comparator group or peer councils. The South East Employers annual survey of allowances was not utilised for this review, partly as it no longer produces mean values and partly due to the unreliability of some of the data, which in turn arises out of the survey being filled in by the districts with no cross referencing for veracity.

16. Consequently, this ambiguity has led the Panel at this juncture to make recommendations that are relatively guarded. It is difficult to do any other without experience of how the new roles and structures will operate in practice. The Panel will revisit its recommendations regarding the new SRAs at the next review to test the veracity of the assessments it has made during this review.

Being cognisant of the financial impact of the recommendations

17. The Panel received a number of conflicting messages regarding the budgetary impacts of its recommendations. On the one hand there was a view that the Panel should recommend what it felt all the posts and roles under consideration were worth and not worry about the budgetary impacts as that was a political consideration. On the other hand, a somewhat stronger message was that the recommendations should broadly be cost neutral. The Panel has in the main leaned towards the latter view on the grounds that

- It was the stronger of the 2 conflicting messages made in the Member representations
- It is the prudent approach to take in context of lack of experience of new roles
- If the Panel has erred on the side of caution it will be easier to rectify the situation by revising upwards than revising downwards during the next review
- The Panel has been asked to take into account the Council's budgetary position in its terms of reference

18. This is not to say that the Panel has been driven by budgetary considerations, as it has increased some of the current SRAs and the current Basic Allowance beyond the normal increase that would arise from application of the index for 2018/19. Despite some reservations in the representation received, the Panel has also recommended that all the new posts to be established from the date of the Annual Meeting on 22nd May 2018 should be paid an SRA. The overall impact of the recommendations even when indexation and unique factors such as the expectation that all Members will be required to pay the Data Registration fee in accordance with the General Data Protection Regulation (GDPR) 2018 are taken into account will lead to an increase in the annual Members' Allowances spend of approximately £2,500². However, the Panel has received enough evidence to indicate this marginal increase is more than justified once the reduced level of Officer Support is factored in.

² It is difficult to assess the impact of the recommendation that the data registration fee is paid on behalf of Members as some will already be registered, e.g., as they are County Councillors. The quoted impact of an additional £2,500 approximate spend on allowances assumes at least three RBC Members will have the bulk of the data registration fee paid for them by the County Council.

19. Moreover the recommendations in the view of the Panel underpin a Members' Allowances scheme that is fair and equitable which in turn was another key message emerging from the representations received.
20. Regardless, there was also a minority view that Rushmoor Borough Council Members' Allowances scheme remains broadly fit for purpose - although the Panel has not wholly accepted this regarding the Leader's and Deputy Leader's SRA. Nonetheless, while accepting there should be some increase in these allowances the Panel recognises that they should still represent value for money, particularly in light of the Council's requirement to find further savings and the broader economic context generally.
21. Moreover, the Panel is the means by which periodic public scrutiny is brought to bear on Members' allowances and support. It is incumbent upon the Panel to ensure that its recommendations represent value for money.

Recommendations – recalibrating the Basic Allowance

22. To test the robustness of the 2018/19 Basic Allowance (£5,105) the Panel has recalibrated the Basic Allowance by replicating the original methodology that forms the basis of the current Basic Allowance. This methodology is laid out in the 2006 Statutory Guidance (paragraph 67) which states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

23. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables for Panels to consider in arriving at a recommended Basic Allowance, namely time, public service and a rate of remuneration. The Panel has recalibrated the Basic Allowance by bringing the three operative variables up to date as set out below.

Time required in carrying out duties associated with the Basic Allowance

24. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). Obviously Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members in the first instance so the time assessment is typically taken that which is deemed necessary at a minimum to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and

other associated work including telephone calls, emails and meetings with Officers.

25. In the last review (May 2016) for the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the Panel adopted 12.5 hours per week, or 650 hours per year, as the expected time input from Members in return for the Basic Allowance. This was a marginal increase from the historical assessment of 11 hours per week, mostly in response to the representations received. No evidence was received to alter the time assessment of 12.5 hours per week as the expected input per week on average for a Member to fulfil all duties associated with the Basic Allowance.

The Public Service Discount (PSD)

26. The 2006 Statutory Guidance advises that not all the time expected from Members should be remunerated to recognise there is a public service element to being an elected Member. To recognise the public service principle an element should be unpaid, known as the Public Service Discount (PSD). The normal range for this public service discount is between 35% - 40%, largely on the basis this is broadly in line with the proportion of time backbenchers spend dealing with constituents and ward issues and local and community matters. The historical PSD that has been applied in Rushmoor Borough Council is 40%. The Panel received no evidence to revise this historical figure.
27. Thus, of the expected time input of 650 hours per year 40% of that time, or 260 hours per year, are deemed to be public service and not paid, leaving 390 remunerated hours per year.

The rate for remuneration

28. This variable refers to the worth of a Councillor's time. The Panel has historically based the rate for remuneration on the average earnings of the full time employed residents of the Borough as the figure that is the most robust and readily defensible. The most recent data available shows that in 2017 the median hourly earnings (excluding overtime) of Borough residents who are in full time employment is £13.52.³
29. Following the methodology as set out in the 2006 Statutory Guidance with the updated variables produces the following recalibrated Basic Allowance:

³ This is based on median weekly earnings of £540.60 which equates to £13.51 per hour when divided by 40 working hours in a week. See Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 26 October 2017. The ONS advises that the median rather than the mean figure is a better measure of the average due handful of very high earners which skews the statistical mean.

- 650 annual hours minus 40% PSD (260 hours)
- = 390 remunerated hours multiplied by £13.52 per hour
- = £5,273

Benchmarking the Basic Allowance

30. The Panel in its Fifth Report (May 2016) highlighted that the Rushmoor Basic Allowance was falling behind peers when benchmarked. Benchmarking for this review shows that this is still the case with a mean Basic Allowance in the benchmarking group of £5,792 and a median Basic Allowance of £5,826 (2017/18).⁴
31. A Basic Allowance below that paid to peers is not necessarily a compelling reason to recommend an increase to the Basic Allowance but the case is reinforced by recalibration. It is also noted that the Basic Allowance has not been fundamentally revisited for a number of years and with three fewer Members since May 2012 and extra costs imposed on eligible Members through closure of the Local Government Pension Scheme (LGPS) in 2014 then the case for revision becomes more persuasive. Nonetheless, the representations made to the Panel made clear that there is no appetite to increase the Basic Allowance at this juncture and the Panel has taken heed of this representation. Moreover, the recommendations on SRAs will lead to more SRAs being paid which lessens the logic to increase the Basic Allowance. Therefore the Panel is not recommending the recalibrated Basic Allowance as the main requirements of this review lie with the new roles.

The General Data Protection Regulation and the data registration fee

32. Under the General Data Protection Regulation (GDPR) elected Members will be deemed 'data controllers' from 25th May 2018. All Members will need to be registered as data controllers with Information Commissioner. There will be a registration fee for being controllers, which is currently £35.
33. As it was in the Panel's terms of reference it considered whether this fee should be borne by Members as an incidental expense and therefore deemed to be covered by the 2018/19 Basic Allowance (£5,105) or whether the Basic Allowance should be adjusted to reflect the additional cost.
34. As the data controllers, there is a requirement that Members pay the annual fee and, as a cost arising out of being an elected Member, then it is reasonable for the Council to pay it on behalf of Members. The most administratively efficient way of doing this is to uplift the current Basic Allowance by the cost of the fee (£35) and

⁴ For benchmarking purposes the allowances schemes for 2017/18 have been used as the latest figures available when the Panel met. However, the allowances quoted for Rushmoor refer to 2018/19 figures as they were the operative rates during the writing of the report.

the Council to simply deduct the fee each year. As such, the 2018/19 Basic Allowance of £5,105 should be uplifted to cover the annual fee under the GDPR, which equates to £5,140 (this equates to a figure of £35).

35. **The recommended Basic Allowance for 2018/19 is £5,140.**

Special Responsibility Allowances - Leader of the Council

36. There was a consensus in the representations to the Panel that there has been a change in the style of leadership at the Council during the last couple of years.
37. The benchmarking shows that the 2018/19 SRA (£14,848) remains behind peers with a mean SRA of £16,583 for Leaders across all Hampshire District Councils and those adjacent to Rushmoor and a mean total remuneration of £22,374 against £19,562 for the Rushmoor Leader (2017/18 figures). The median Leaders' SRA (2017/18) is £15,850.
38. As there is clear consensus that the Leader is now more involved in taking the Council in a new direction and being more pro-active, the Panel has taken this into account. For example, the Leader and Deputy Leader along with the Senior Management Team now sit on a Steering Group that focuses on the five priorities as outlined in Rushmoor 2020. As such, there is a strong case to marginally increase the Leader's SRA and the Panel feels it should at least be equal to the median SRA (£15,850 2017/18) paid to Leaders in the benchmarking group.⁵ Nonetheless, there is no way of knowing what that impact may be except retrospectively and at this juncture the figure of £15,850 is utilised to recognise at least in principle the changing nature of the Leader's role rather being an accurate reflection of that change.
39. **The recommended Leader's SRA for 2018/19 is £15,850.**

Deputy Leader of the Council

40. Similarly, there was a general consensus that the role of Deputy Leader has also become more active since the last review. In particular as part of the governance review the Deputy Leader will have a greater focus on corporate planning and projects.
41. Again benchmarking shows that the Deputy Leader's SRA it is one of the two SRAs currently payable (the other being the Leader's) that is behind peers. The Deputy Leader's SRA is currently £8,932 (2018/19) whereas the benchmarked

⁵ It is recognised that the when councils in the benchmarking group apply any relevant indexation for 2018/19 then the median Leader's SRA will increase marginally but due to when the review has been conducted this is an unknown variable so the 2018/19 figures as a fixed reference point have been utilised.

mean SRA for Deputy Leaders is £9,494 and median SRA is £9,129. As with the Leader, the Panel takes the view that the SRA for the Deputy Leader should at least be on a par with the median SRA in the 2017/18 benchmarking group, which equates to £9,129.

42. **The recommended Deputy Leader's SRA for 2018/19 is £9,129.**

Other Cabinet Members (five)

43. The Panel received some evidence to suggest that the role of the Other Cabinet Members is undergoing similar enhancements that is apparent with the Leader and Deputy Leader. For instance, portfolios have been realigned with the briefs of the Senior Management Team to enable more effective working relationships and the expectation is that they now present their own reports at Cabinet. However, benchmarking shows that the 2018/19 SRA (£7,870) for the five other Cabinet Members is in line with peers, with a mean SRA in the benchmarking group of £7,783 and median SRA of £7,716. Moreover, the Panel is making separate recommendations for Cabinet Champions so until the implications of these new roles is known there is not a strong case to revise the SRA for the Other Cabinet Member.

44. **The Panel recommends that the SRA for the five other Cabinet Members remains at £7,870 for 2018/19.**

Cabinet Champions (three)

45. In December 2017 the Council was subject to a Peer Challenge Review which highlighted the importance of revising scrutiny arrangements (see below) and changes in cabinet working arrangements to better meet the objectives of the Council. Alongside the Peer Review recommendations the Cabinet was also keen that there are development opportunities for Members not on Cabinet. As a result, three Cabinet Champions were appointed at a Cabinet Meeting on 29th May 2018.

46. It is recognised that the overall workload of the Cabinet has not changed in total, but the remit of the Cabinet Champions will reflect particular priorities within the annual Council Plan and will be able to take up work that might previously have been given to Officers. There will be a maximum of three in any one year and their remit will be reviewed annually by the Cabinet.

47. The Panel is content the role is above and beyond what is required from an ordinary Member and merits an SRA. Although the current unremunerated role of the Armed Forces Member who is charged with delivering the Council's Military Covenant was quoted as a template the reality is that what being a Cabinet Champion will mean in practice is less clear. Benchmarking of is no assistance in providing a guide to an appropriate SRA as the only other Council in

benchmarking group that remunerates a similar post is East Hampshire that pays Assistant Portfolio Holders an SRA of £3,000. Thus, in arriving at the SRA the Panel has been cognisant of the development aspect to the role and budgetary impacts in recommending Member Champions an SRA and set it, in line with the pro rata approach set out in paragraph 76 of the 2006 Statutory Guidance, at 20% of the Cabinet Members' SRA, which equates to £1,574. The Panel acknowledges that there is no basis for adopting a 20% ratio beyond it feels 'fit and fair' in the absence of hard evidence and it will review this recommendation both in terms of paying an SRA at all and if so the appropriate rate, at the time of the next review.

48. **The recommended SRA for the three Cabinet Champions for 2018/19 is £1,574.**

Chairman of the Development Management Committee

49. The Panel received no evidence to suggest this SRA requires revising. Moreover, benchmarking shows that the 2018/19 SRA (£5,316) to be on a par with peers, with a benchmarked mean SRA of £5,515 and median SRA of £5,212.
50. **The recommended SRA for the Chairman of the Development Management Committee for 2018/19 is £5,316.**

Chairman of Licensing and General Purposes Committee

51. The Panel received no evidence to suggest the SRA (£5,316 2018/19) for the Chairman of the Licensing and General Purposes Committee requires revising. There was general consensus in the representation received that an SRA on par with the Chairman of the Development Management Committee is appropriate.
52. Benchmarking shows 2018/19 SRA of £5,316 to be comparatively high with a benchmarking group mean SRA of £3,701 and median SRA of £3,365 for similar posts. However, in the benchmarking group the SRA being compared is either for Chairs of Licensing Committees only such as Basingstoke and Deane or Chairs of Licensing and Regulatory such as in Fareham. The Rushmoor Borough Council Licensing and General Purposes Committee also has the audit function (a separately paid SRA in 11 out of the 14 councils in the benchmarking group), the staff appeals function which is also a separately paid SRA in seven councils in the benchmarking group as well as the Standards function, which is a separately paid SRA in five of the benchmarking group councils. In this context the 2018/19 SRA for the Chairman of the Licensing and General Purposes Committee represents good value.
53. **The Panel recommends SRA for the Chairman of the Licensing and General Purposes Committee for 2018/19 remains at £5,316.**

Members on four or more Licensing Sub-Committees (Alcohol & Entertainments)

54. Currently there is provision for a SRA of £425 (2018/19) paid to any Member serving on four or more Licensing Sub-Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of Licensing and General Purposes. This SRA was introduced after responsibility for liquor and gambling licenses was transferred from Magistrates to local authorities. In the initial period after the transfer the Licensing Sub-Committees met frequently and the workload tended to fall disproportionately on those Members of the parent committee who were available during the day. However, since the last review there has been no Member eligible for this SRA. This is a common pattern and the main reason why Licensing Sub-Committee Members are no longer typically remunerated elsewhere. In the benchmarking group only one other council, East Hampshire, pays such an SRA (£250 per Member).
55. Nevertheless, there was widespread support for this SRA as the current situation changed. Consequently, **the Panel recommends that the SRA for Members serving on four or more Licensing Sub Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of the amalgamated Licensing and General Purposes and Standards and Audit Committees, is maintained at £425 for 2018/19.**

Chairman of the Overview and Scrutiny Committee

56. The big change in the governance structures and one of the main drivers for this review relate to the overview and scrutiny function. As of the Annual Meeting on 22nd May 2018 the five Policy and Review Panels have been replaced by
- An Overview and Scrutiny Committee, with two Vice-Chairmen who will chair task and finish groups
 - A Policy and Project Advisory Board looking at a range of priorities, policy and project areas that in the main will report to the Cabinet. There are also two Vice Chairmen who are expected to lead on specific projects and chair task and finish groups working in a similar way to the Vice-Chairmen of the Overview and Scrutiny Committee.
57. These changes have arisen out of the Peer Review which found that the then system of five Policy and Review Panels was not working effectively as it should; largely as a function of there being too many of them, leading to some replicating of work and no clear delineation between scrutiny and policy development.
58. Consequently in line with the Peer Review recommendations and practice in seven of the benchmarking group of councils the Overview and Scrutiny Committee has been established to co-ordinate all the Council's work on scrutiny. Broadly it is charged with driving the scrutiny process, concentrating on the performance of the

Council plus other services in the Borough together with pre-decision scrutiny of items on Cabinet Work Programme. It has seven scheduled meetings per year.

59. The Chairman clearly merits an SRA but at the time of concluding this report the Overview and Scrutiny Committee has yet to meet and the reality of the role cannot be tested against experience.
60. Yet, logic suggests that the role will be larger than that of the Chairmen of the old Policy Review Panels who were each paid an SRA of £3,131 (2017/18) but not as large as the Chairmen of two Regulatory Committees which can make decisions of a quasi-judicial nature, each of whom are being recommended an SR of £5,316 for 2018/19. The Panel considered whether it was appropriate to simply opt for the mid-point between these two SRAs but bearing in mind the Panel is also recommending an SRA for the two Vice-Chairmen (see below) it has gone for a slightly lower figure by setting it at 25% of the Leader's recommended SRA (£15,850) which equates to £3,963. In the absence of clear evidence the Panel felt that it was unable to recommend a higher figure.
61. **The recommended SRA for the Chairman of the Overview and Scrutiny Committee for 2018/19 is £3,963.**

The Vice-Chairmen of the Overview and Scrutiny Committee (two)

62. Historically, the Panel has not recommended SRAs for the Vice-Chairmen of committees and boards on the basis that the role has largely been a traditional one. In particular, vice-chairmen's duties have largely been limited to standing in for their respective chairman when required, attending agenda setting meetings with their respective chairman and relevant Officer[s] and generally supporting chairs. At Rushmoor, Committee Vice-Chairmen have not been assigned specific additional discrete responsibilities for which an SRA may be paid.
63. The new governance model for Overview and Scrutiny has changed the traditional role of Vice-Chairmen in this instance. The Overview and Scrutiny Committee will establish task and finish groups to carry out specific areas of scrutiny identified by the committee and will consist of Members drawn from across the whole Council. As already noted the two Vice-Chairmen will chair the task and finish groups and be responsible along with the Chairman in co-ordinating the Overview and Scrutiny work programme. They will be required (as will the Chairman) to undergo training for chairing meetings and managing the scrutiny process. The Vice-Chairmen of the Overview and Scrutiny Committee also have role descriptions set out in Article 2 of the Rushmoor Borough Council Constitution which also specifies that the Vice-Chairmen will *inter alia* present reports of their task and finish groups to the Overview and Scrutiny Committee and support the Chairman in preparing and presenting reports from the Committee to Council and Cabinet. Each Vice-Chairman would have a particular focus, for instance one concentrating on internal council services/processes and the other on external/place issues.

64. The responsibilities of the Overview and Scrutiny Vice Chairmen clearly provide sufficient basis to recommend paying them an SRA. However, the central dilemma remains – without experience of the roles it is difficult to assess their workload and responsibility. It is not known whether the Vice-Chairmen will be chairing one, two or three task and finish groups per year or for how long and how intense that work will be. In addition it is not clear at this stage how their work will relate to that of the Member Champions. Benchmarking provides limited guidance as the Overview and Scrutiny model varies so much across councils.
65. In the absence of experience and bearing in mind there are two Vice-Chairmen the Panel has once again erred on the side of caution and has arrived at the recommended SRA for the two Vice-Chairmen of the Overview and Scrutiny Committee by setting it at 30% of the Chairman's recommended SRA (£3,963), which equates to £1,189.
66. **The recommended SRA for the two Vice-Chairmen of the Overview and Scrutiny Committee for 2018/19 is £1,189.**

Chairman of the Policy and Project Advisory Board

67. The third main governance change has been the setting up of a Policy and Project Advisory Board. The Peer Review identified responsibility for policy development as not being clearly delineated with responsibility shared by the Policy and Review Panels and their sub-groups and the Cabinet. The Policy and Project Advisory Board is designed to bring a sharper focus to policy development through advising the Cabinet about the formulation and development of policies and projects. It has six scheduled meetings per year.
68. In particular, the Board is
- to assist and advise the Cabinet in the development of the Council's Policy Framework
 - 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 and advise the Cabinet on budget issues
69. The Panel is clear that the Chairman merits an SRA, a view underpinned by a role description in Part 2 of the Constitution. But again without experience of the Policy and Project Advisory Board's work and role of Chairman it is problematic for remuneration purposes to make an accurate assessment.

70. At this juncture the Panel has arrived at a recommended SRA on the same basis it arrived at the recommended SRA for the Chairman of Overview and Scrutiny in that it will be a larger role than chairing the old Policy and Review Panels but not on a par with the Chairmen of the two regulatory committees. As such the SRA for the Chairman of the Policy and Project Board should be on par with the recommended SRA for the Chairman of the Overview and Scrutiny Committee by setting it at 25% of the Leader's recommended SRA (£15,850) which equates to £3,963.
71. **The recommended SRA for the Chairman of the Policy and Project Board for 2018/19 is £3,963.**

Vice-Chairman of the Policy and Project Advisory Board (two)

72. As with the Overview and Scrutiny Committee the Policy and Project Advisory Board has two Vice-Chairmen who will undertake a similar set of duties. In the absence of experience it is only logical to recommend an SRA for the Vice-Chairmen of the Policy and Project Advisory Board is on a par with the recommended SRA for the Vice-Chairmen of the Overview and Scrutiny Committee, which is £1,189.
73. **The recommended SRA for the two Vice-Chairman of the Policy and Project Board for 2018/19 is £1,189.**

Mayor/Chairman of the Council

74. The Panel received no evidence to revise the 2018/19 SRA paid to the Mayor (Chairman of the Council) - £1,484. This SRA is paid specifically for chairing Council meetings and the Mayor also receives a Civic Allowance paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding the office. As such, the SRA for the Mayor/Chairman is to recognise the role of chairing the council and not the other (primarily civic) duties undertaken by the Mayor.
75. **The Panel recommends that the SRA for the Chairmen of the Council for 2018/19 remains at £1,484.**

Leaders of Opposition Groups

76. Currently any Leader of an Opposition Group with at least four group members or where there is a single Opposition Group receives an SRA of £3,194. At present this SRA only applies the Labour Group Leader. Benchmarking would suggest that the Rushmoor Opposition Leaders' SRA is somewhat low comparatively, with a mean SRA of £4,645 and median SRA of £4,118. However, elsewhere the

Opposition Group Leaders' SRA can often bear a relationship to Opposition group size and particular political circumstances. No evidence was received to suggest this SRA required revising at Rushmoor Borough Council.

77. **The Panel recommends that the SRA for Opposition Group Leaders with at least four Members or as the sole Opposition Group remains at £3,194 for 2018/19.**

Other SRAs considered – Opposition Group Secretary

78. Through the representations received, the Panel was asked to consider recommending an SRA for the Opposition Group Secretary – a role which also includes being the Group Whip in the Opposition Group. The logic behind this submission was that in the House of Commons the only three remunerated posts in the Shadow Cabinet are the Leader of the Opposition and the Opposition Chief and Deputy Chief Whip.
79. The Panel accepts that the Group Secretaries/Whips of both main groups on Council have a role in Council management, in assisting with the allocation of places on committees to ensure political balance. However, the Panel is not making a recommendation in this regard for the following reasons:
- Historically the Panel has eschewed making recommendations for posts that may be deemed primarily political in nature
 - The analogy with paid Opposition posts in the House of Commons is not strictly applicable as they are career politicians being paid salaries
80. **The Panel is not recommending that an SRA is paid to the Opposition Group Secretary.**

Maintaining the 1-SRA only rule

81. The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, since SRAs are significant, Councils typically have adopted the '1-SRA only' rule. In other words, regardless of the number of remunerated posts individual Members may hold they can only be paid one SRA.
82. Rushmoor Borough Council has adopted a 1-SRA only rule and no evidence was received to change this position. **The Panel recommends that the Council maintains the 1-SRA only rule within the Rushmoor Borough Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.**

The Information Technology & Telecommunications (ITT) Allowance

83. Currently all Members receive an annual Information Technology & Telecommunications (ITT) Allowance of £369 as a contribution to cover such council related costs incurred by Members such as
- Use of personal landline and mobile telephones
 - Broadband
 - IT hardware, peripherals and consumables
 - Other ICT related costs
84. This approach allows freedom of choice and gives Members independence. It also reduces the resource implications for the Council. However, it can now be questioned whether this level of support in an era when it is commonplace to have mobile phones, PCs and broadband can be still be justified.
85. Since the last review the Council has started to use modern.gov software which allows Members to receive and annotate/manipulate agenda through an app on an iPad/tablet, some laptops and certain smartphones. Not all Members have up to date or compatible equipment which prevents them from accessing the new system. Over the last year the Council has piloted a scheme whereby Members can be provided with their own equipment through the Council, which makes their use of modern.gov easier and helps them undertake their councillor duties more effectively. The Council is now seeking to make this offer available to all Members on the basis that a deduction will be made from their ITT allowance to pay for the equipment over their period of office. To help facilitate this transition it is still appropriate to maintain the ITT Allowance at the current level.
86. **The Panel recommends that the Information Technology & Telecommunications (ITT) Allowance of £369 is maintained for 2018/19.**

Co-optees' Allowances

87. Currently there are no Co-optees appointed under the Local Government Act 2000. However, there is provision in the Rushmoor BC Constitution to appoint co-opted Members onto a number of Committees. Thus, to future proof the scheme the Panel has decided to maintain provision for a Co-optees' Allowance at its current (£490) level lest the Council appoints Co-optees in the future.
88. **The Panel recommends that the Co-optees Allowance is maintained at £490 for 2018/19.**

The Allowances for expenses: Travel and Subsistence Allowances

89. The Panel received no evidence that the current scope, terms and conditions and maximum rates that are reimbursed under the Travel and Substance Allowances require revision.
90. **The Panel recommends that the conditions and maximum rates under the Travel and Subsistence Allowances are maintained for 2018/19.**

The Dependants' Carers' Allowance (DCA)

91. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on the Council. The Panel notes that the vast majority of councils now pay a DCA. The Panel supports the continuation of the DCA; it helps to reduce barriers to public service for traditionally underrepresented groups.
92. However, for clarification purposes the rate at which the Child Care element should be changed from an actual rate (currently £7.20 per hour) to the National Living Wage, which from 1st April 2018 is £7.83 per hour.
93. **The Panel recommends that the rate for which for the childcare element of the DCA may be claimed should be specified as the National Living Wage and that all other rates and terms and conditions by which the DCA is claimed are maintained for 2018/19.**

Confirmation of Indexing

94. **The Panel confirms and recommends that the following allowances are indexed for 4 years from 2018/19 to 2022/23, the maximum period permitted by legislation, without reference to the Panel as follows:**
- **Basic Allowance, SRAs, Co-optees and ICT Allowances:**
 - Updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.
 - **Out of Council Area Mileage Allowance:**
 - Indexed to the Her Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) mileage rates.
 - **Out of Council Area Other Travel and Subsistence:**
 - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the

convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.

- **Dependants' Carers' Allowance (DCA):**
 - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

95. **The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 22nd May 2018 except for the Cabinet Champions: their SRA should be paid from the date of appointment on 29th May 2018.**

Appendix One: Members and Officers who met with the Panel

Members who met with the Panel

Cllr D. Bell:	Independent – Farnborough Residents First
Cllr S. Carter:	Conservative Member
Cllr D. Clifford:	Leader of Council and Conservative Group
Cllr A. Crawford JP:	Leader of Labour (Main) Opposition Group
Cllr B. Hurst:	Cabinet Portfolio Holder for Health & Housing
Cllr A. Jackman:	Chairman Licensing & General Purposes Committee
Cllr B. Jones:	Deputy Leader of Labour (Main) Opposition Group
Cllr J. Marsh:	Vice-Chairman Development Management Committee
Cllr P. Taylor:	Cabinet Portfolio Holder for Corporate Services

Written Submissions - Elected Members

The Panel received six written submissions

Officers who briefed the Panel

Paul Shackley:	Chief Executive
Andrew Colver:	Head of Democratic & Customer Services
Jill Shuttleworth:	Democratic Services Manager

Appendix Two: Information Pack Index

The Panel received an Information Pack containing the following information and data that was referred to in its considerations and deliberations:

1. Panel Terms of Reference
2. Rushmoor Borough Council Members' Allowances Scheme 2017/18
3. Rushmoor Borough Council, statutory publication of allowances and expenses paid to Members, including sub-totals for each category 2016/17
4. "A Review of Members' Allowances for Rushmoor Borough Council" the fifth report by the Independent Remuneration Panel, May 2016, including minutes of RBC meeting 28th July 2016 where report was considered and accepted by Council
5. Rushmoor Borough Council Plan 2018/19
6. Rushmoor In Numbers paper
7. Head of Democratic Services, Report No. DEM1803 to Licensing & General Purposes Committee, "Review of Governance Structure", 9th April 2018
8. Summary of Proposed new amendments to the Constitution, Governance Structure Report (Constitution amendments)
9. Flow Diagram of Rushmoor Borough Council Committee Structure and decision making process
10. Provisional Calendar of Meetings 2018/19
11. Membership of Cabinet, Committees and Panels 2017/18
12. 2018 Panel Briefing Paper summarising main governance changes and issues for Panel to consider
13. Local Government Association (LGA), Corporate Peer Challenge, Rushmoor Borough Council, Feedback Report, 5th to 7th December 2018, V3
14. Hard copies of written submissions from Members to the Panel (X 6)
15. South East Employers (SEE), Annual Survey of Members' Allowances 2018, containing raw data on
 - a) Basic Allowances

- b) SRAs
 - c) Other Allowances
 - d) Extra information
16. Power point presentation by Panel Chair (Dr Declan Hall), “Reviewing Members’ Allowances: Patterns, Approaches and Issues to Consider”
 17. National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.
 18. National Joint Council for Local Government Services, Agreed payscales and allowances for 2018/19 and 2019/20, 10 April 2018
 19. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government
 20. The Local Authorities (Members’ Allowances) (England) Regulations 2003 (SI 1021)
 21. Hard copies of allowances schemes from 13 other district councils included in the benchmarking group - Other Hampshire and adjacent District Councils, 2017-18
 22. Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 26 October 2017
 23. Rushmoor Borough Council Constitution, Article 2 – Councillors and Role Descriptions for all Members and post holders, April 2018

Appendix Three: Rushmoor BC Benchmarking 2017/18

BM1 Rushmoor - Other Hants/adjacent DCs: Basic Allowance + Executive & Scrutiny SRAs (17/18)										
Comparator Council	Basic Allowance	Leader	Leader Total Package	Deputy Leader	Cabinet Members	Deputy Execs or Lead Members	Chair Main O&S	V/Chair Main O&S	Chairs or Lead Scrutiny	Vice Chairs Scrutiny
Basingstoke & Deane	6,876	22,908	29,784	15,264	11,460				5,724	576
East Hants	5,200	18,000	23,200	10,000	6,000	3,000			2,000	
Eastleigh	6,240	19,959	26,199	9,230	7,910				2,636	660
Fareham*	6,674	20,099	26,773	11,124	11,124		7,787	834	6,953	834
Gosport	6,280	13,894	20,174		committee system				4,450	
Guildford**	6,729	15,735	22,464	6,729	5,383		5,383			
Hart	4,561	15,965	20,526	7,982	7,184		3,193			
Havant	5,891	14,800	20,691	8,800	8,140		5,920		2,500	
New Forest	5,760	19,595	25,355	9,798	9,798				4,900	
Surrey Heath	5,040	13,727	18,767	8,600	4,580		3,663	1,463	3,663	1,463
Test Valley	6,581	12,479	19,060	8,529	7,951		6,581	1,317		
Waverley	4,665	13,703	18,368	9,486	6,325				3,162	1,582
Winchester	5,580	16,734	22,314	9,129	7,605		7,605		1,521	
Rushmoor	5,005	14,557	19,562	8,757	7,716				3,131	
Mean	5,792	16,583	22,374	9,494	7,783		5,733		3,695	1,023
Median	5,826	15,850	21,503	9,129	7,716		5,920		3,162	834
Highest	6,876	22,908	29,784	15,264	11,460		7,787		6,953	1,582
Lowest	4,561	12,479	18,368	6,729	4,580		3,193		1,521	576
<i>* Fareham publishes points against SRAs - assumed @ £55.62 per point</i>					<i>** Guildford Leader's SRA includes group leader variable SRA estimation</i>					

BM2 Rushmoor - Other Hants/adjacent DCs: Planning & Licensing/Regulatory SRAs (2017/18)										
Comparator Council	Chair Planning	Vice Chair Planning	Planning Members	Chair Licensing &/or Regulatory	Licensing V/Chair	Chair Audit	Vice Chair Audit	Chair HR or Employment	V/Chair HR or Employment	Chair Standards
Basingstoke & Deane	6,876	684		5,724	576	5,724	576	5,724	576	5,724
East Hants	6,000	3,000	250	2,000		2,000		2,000		
Eastleigh	Area Based					2,636	660			
Fareham	10,012	834		6,953	834	4,172		834	167	
Gosport	4,450			4,450		4,450				
Guildford	5,383			3,365						3,335
Hart	4,790	1,595		1,597		2,395		1,597		1,597
Havant	3,577			2,960		1,480		1,973		
New Forest	5,437			2,019		2,019				
Surrey Heath	4,241	2,120		3,663	1,831	3,663	1,463			
Test Valley	4,949	1,001		3,961	792			2,159	421	
Waverley	3,162	1,582		3,162	1,582	3,162	1,582			1,856
Winchester	7,605	2,280		3,042		2,280		3,042		1,521
Rushmoor	5,212			5,212						
Mean	5,515	1,637		3,701	1,123	3,089	1,070	2,476		2,807
Median	5,212	1,589		3,365	834	2,636	1,062	2,000		1,856
Highest	10,012	3,000		6,953	1,831	5,724	1,582	5,724		5,724
Lowest	3,162	684		1,597	576	1,480	576	834		1,521

BM3 v1 Rushmoor - Other Hants/adjacent DCs: Group & Miscellaneous SRAs (2017/18)						
Comparator Authority	Main Opposition Group Leader	Minor Opposition Group Leader	Chairs Areas or Local Forums	Chair Council	Council V/Chair	Other or Comment
Basingstoke & Deane	6,876	3,432		4,572	1,320	<i>Administration Group Leader £3,432, Vice Chair Standards £384</i>
E. Hants	3,000		2,000	3,000		<i>Chair Development Policy £2,000, Licensing Members £250 each, BA Inc. IT allowance</i>
Eastleigh	5,274		3,297			<i>Area Vice Chairs £823, Admin Committee Chair £1,660, ICT provided direct</i>
Fareham	6,674	3,337				<i>Chairs Housing Board £6,953 + Community Action Team £4,172, Vice Chair Housing Board £834, Opposition Spokespersons £278</i>
Gosport	3,655	1,624				
Guildford	5,986	£67 p/group Member		5,383	2,691	<i>All Group Leaders get £67 p/group Mbr & Shadow Leaders' SRA estimate with 9 Mbrs + £5,383 Standing SRA, Chairs Executive Advisory Groups £3,365, Licensing Sub Chairs £270 p/meeting</i>
Hart	2,395	800		3,991		
Havant	2,400	600-1,800				<i>BA Inc. IT Allowance uplift</i>
New Forest	7,349	1,042				<i>Main Opposition Group Deputy Leader £1,042, Automatic ICT Allowance £390</i>
Surrey Heath	4,580	4,580		4,775	1,591	
Test Valley	2,948			2,948	580	<i>Additional 2 Area DCC Committees ea. Chair £4,949 & V/Chair £1,001, BA Inc. ICT & Tel costs</i>
Waverley	3,162			553		<i>Additional 2 Area DCC Committees ea. Chair £3,162 & V/Chairs £1,582</i>
Winchester	7,605	2,280	1,521	2,280		<i>Group Manager £1,521, Chairs T&F £1,521</i>
Rushmoor	3,131			1,455		<i>If Chair >4 Licensing Panels £417, ICT Allowance £362, If Other Opposition Group has ≥4 Members Leader gets SRA of £3,131</i>
Mean	4,645	2,442		3,217	1,546	
Median	4,118	2,280		3,000	1,456	
Highest	7,605	4,580		5,383	2,691	
Lowest	2,395	800		553	580	

CABINET

Meeting held on Tuesday, 17th April, 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 **30th April, 2018**.

81. MINUTES –

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

82. REVENUE BUDGET MONITORING AND FORECASTING 2017/18 - POSITION AT MARCH, 2018 –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1815, which set out the anticipated financial position for 2017/18, based on the monitoring exercise carried out during March, 2018. The Report set out an updated forecast of the revenue position as the end of 2017/18 and this was set out at Appendix A to the Report. The Report also contained sections on reported variances, the level of reserves and risks.

The Cabinet RESOLVED that

- (i) the latest Revenue Budget monitoring position and associated risks, as set out in Report No. FIN1815, be noted;
- (ii) the latest forecasts for the use of the Service Improvement Fund and the flexible use of capital receipts, as set out in the Report, be noted; and
- (iii) the approach to reserves and balances, as set out in the Report, be approved, subject to the final outturn position.

83. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2017/18 - POSITION AT MARCH, 2018 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN1816, which provided the latest forecast regarding the Council's Capital Programme for 2017/18, based on the monitoring exercise carried out during February, 2018. The Report noted that the revised Capital Programme of £32,398,000 had been approved by the Council on 22nd February, 2018. The Report set out significant over and under spend variations along with the major areas of slippage that had been identified.

The Cabinet NOTED the latest Capital Programme monitoring position and the Prudential Indicators for 2017/18, as set out in Report No. FIN1816.

84. **DISCRETIONARY RATE RELIEF –**
(Cllr Gareth Lyon, Concessions and Community Support Portfolio Holder)

The Cabinet considered Report No. FIN1814, which provided details of an application for rate relief from Limbcare Limited (Suite No. 3c, Third Floor, Westmead House, Westmead, Farnborough) and set out a proposal to bring forward the date by which charitable and not-for-profit organisations would have to reapply for discretionary rate relief to 31st March, 2021 rather than 2022. This date change was necessary to bring the process into line with the Government's next proposed national revaluation.

The Cabinet RESOLVED that

- (i) 20% top-up discretionary relief be awarded to Limbcare Limited from 17th March, 2017 to the end of the current Business Rates Valuation List, expected to be on 31st March, 2021; and
- (ii) the approach of undertaking a review of Discretionary Rate Relief awarded to charitable organisations in line with the date of the Government's national revaluation, which had been brought forward to 1st April, 2021, be approved.

85. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1804, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Environment and Service Delivery Portfolio Holder had considered four applications and had recommended that all four awards should be made.

The Cabinet RESOLVED that grants be awarded from the Farnborough Airport Community Environmental Fund to the following organisations:

The Species Recovery Trust	£4,000
The Land Restoration Trust	£4,182
Rushmoor Voluntary Services	£5,000
The Farnborough Society	£7,500

NOTE: Cr. Barbara Hurst declared a prejudicial interest in this item in respect of her roles as the Council's representative at Rushmoor Voluntary Services and as a Director with the Farnborough Society and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

86. **THAMES BASIN HEATHS SPECIAL PROTECTION AREA AVOIDANCE AND MITIGATION STRATEGY UPDATE –**

(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. PLN1808, which set out proposed changes to the Rushmoor Thames Basin Heaths Avoidance and Mitigation Strategy, to incorporate arrangements to facilitate town centre regeneration proposals.

Members were informed that the changes would allow a longer commencement period for specific developments within the Borough's designated town centres, where the current commencement period of twelve months had been proving unrealistic.

The Cabinet RESOLVED that the amendments to Appendices 4 and 5 of the Rushmoor Thames Basin Heaths Avoidance and Mitigation Strategy, based on the draft set out in Appendix 1 to Report No. PLN1808, be approved.

87. **PLANNING FEE INCREASE AND RESOURCING IN PLANNING –**

(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder / Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

The Cabinet considered Report No. PLN1809, which set out a proposed variation to the planning fee income budget and a proposed programme of improvements to the Planning Service, in order to comply with Government requirements to facilitate a 20% increase in planning fees.

Members were informed that the changes within the Planning Service would be aimed at improving the service given to customers. The Report also acknowledged the successful bid to the Government for £250,000 from the Planning Delivery Fund. This would be used to facilitate joint working between Rushmoor, Hart and Surrey Heath to enable appropriate Special Protection Area mitigation arrangements for new housing in each respective area.

The Cabinet RESOLVED that

- (i) a variation to the planning fee income budget, as set out in Report No. PLN1809, be approved;

- (ii) the programme of improvements to the Planning Service, as set out in the Report, be approved; and
- (iii) the initial spend of Planning Delivery Fund monies, as set out in the Report, be approved.

88. **ENVIRONMENTAL LITTERING - REVISIONS TO PILOT PROJECT –**
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1805, which set out details of two proposed revisions to the one-year agency agreement with East Hampshire District Council to better tackle littering and dog fouling.

Members were reminded that the pilot project had been agreed by the Cabinet at its meeting on 6th February, 2018. The two proposed changes were in relation to the adoption of a zero tolerance approach to littering and the level of the fixed penalty fine in respect of dog fouling. These changes were set out in the Report.

The Cabinet RESOLVED that

- (i) a zero tolerance approach to littering and dog fouling, with offenders being issued with a Fixed Penalty Notice regardless of whether or not they subsequently remove the waste, as set out in Report No. COMM1805, be approved;
- (ii) a £50 penalty for dog fouling, rising to £75 once the Public Space Protection Order agreed at iii) below is in place, be approved; and
- (iii) the Solicitor to the Council and the Head of Environmental Health and Housing be authorised to start the process of introducing a Public Space Protection Order for dog fouling and to review whether wider dog controls contained in the Council’s bylaws should be updated at the same time.

89. **EXCLUSION OF THE PUBLIC –**

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

Minute Nos.	Schedule 12A Para. No.	Category
90 and 92	3	Information relating to financial or business affairs

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

90. APPLICATIONS FOR SECTION 49 REMISSION OF NON-DOMESTIC RATES –
(Cllr Gareth Lyon, Concessions and Community Support Portfolio Holder)

The Cabinet considered Exempt Report No. FIN1817, which set out three applications for the remission of non-domestic rates on the grounds of hardship.

Members assessed the applications from Tradec Supplies Limited, No. 5 Queens Road, Farnborough; Allrite Limited trading as Wimpey Farnborough at No. 93 Queensmead, Farnborough and Wimpey (Aldershot) Limited, Nos. 29 - 31 Wellington Centre, Aldershot, taking into account the evidence of financial hardship supplied and whether it was in the interests of local taxpayers to subsidise the businesses. The Cabinet took into account the nature and circumstances of the businesses and, where appropriate, the availability of alternative facilities in the area. It was confirmed that the Concessions and Community Support Portfolio Holder had visited each of the premises.

The Cabinet RESOLVED that

- (i) 50% hardship relief be granted to Tradec Supplies Limited for twelve months;
- (ii) 50% hardship relief be granted to Allrite Limited trading as Wimpey Farnborough for twelve months; and
- (iii) the Head of Financial Services, in consultation with the Concessions and Community Support Portfolio Holder, be authorised to determine whether hardship relief should be granted in respect of Wimpy (Aldershot) Limited, following further discussions with the applicant.

91. HOTEL PROVISION IN FARNBOROUGH - ITEM WITHDRAWN –

The Cabinet was advised that this item had been withdrawn.

92. COMMERCIAL PROPERTY ACQUISITION –
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. LEG1804, which set out a proposal to purchase the head leasehold investment of a property of which the Council was, currently, the freehold owner. The Exempt Report also requested the Cabinet to recommend to the Council that a variation should be made to the Capital Programme for the acquisition and that a supplementary estimate for associated revenue budgets should be approved.

Members were informed that it was anticipated that this investment would produce a good rate of return and its acquisition would assist in the future regeneration of that locality.

The Cabinet

- (i) **RESOLVED** that the acquisition of the property, on the terms set out in Exempt Report No. LEG1804, be approved; and
- (ii) **RECOMMENDED TO THE COUNCIL** that a variation to the Capital Programme to enable the purchase of the property, on the terms set out in Exempt Report No. LEG1804, be approved.

93. **ADDITIONAL ITEM - 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 item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
94	3	Information relating to financial or business affairs

94. **ADDITIONAL ITEM - FARNBOROUGH INTERNATIONAL LIMITED - DEVELOPMENT FUNDING –**

(Cllr David Clifford, Leader of the Council / Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. FIN1818, which sought approval to enter into a loan agreement with Farnborough International Limited and also requested the Cabinet to recommend to the Council that a variation be made to the Capital Programme in respect of the loan.

The Report set out the full details of the proposal and the financial implications and associated risks.

It was noted that there was a request for a variation to the Capital Programme in 2018/19 and, taking account of the variations requested for the commercial property acquisition recommended earlier in the meeting, a report had been prepared to request a total variation of £10 million. This would enable these and other potential projects during the year to proceed subject to consideration of appropriate business cases.

The Cabinet

- (i) **RESOLVED** that
 - (a) the offer of a loan to Farnborough International Limited, on the terms set out in Exempt Report No. FIN1818, be approved;
 - (b) the Head of Financial Services, in consultation with the Corporate Services Portfolio Holder and the Solicitor to the Council, be authorised to agree all loan terms and documentation in respect of the loan agreement, within the parameters set out in the Exempt Report; and

- (ii) **RECOMMENDED TO THE COUNCIL** that approval be given to a variation of the Capital Programme, as set out in Exempt Report No. FIN1818, for the loan.

The Meeting closed at 7.48 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held on Tuesday, 29th May, 2018 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council

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 M.J. Tennant, Environment and Service Delivery Portfolio Holder

Apologies for absence were submitted on behalf of Cllrs K.H. Muschamp and P.G. Taylor.

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 **11th June, 2018**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 17th April, 2018 were confirmed and signed by the Chairman.

2. **RUSHMOOR 2020 - MODERNISATION AND IMPROVEMENT PROGRAMME –** (Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. CEX1801, which set out the Rushmoor 2020 programme as the Council's approach to modernisation and improvement for the coming two years.

Members were informed that the ambition for the programme was to modernise and improve how the Council worked to increase customer focus, deliver sustainable savings, provide excellent services and drive forward the Council's ambitious regeneration programme. The document pulled together all key improvement and sustainability projects and reflected the Council's new governance arrangements and took account of the findings of the recent peer challenge exercise, the staff survey and the customer experience project. It was anticipated that the bulk of the programme would be delivered by the end of 2020.

The Cabinet RESOLVED that

- (i) the Rushmoor 2020 Modernisation and Improvement Programme, based on the outline programme set out in Appendix 3 to Report No. CEX1801, be approved;
- (ii) the proposed Member engagement and governance arrangements for the Programme, as set out in Section 3.2 of the Report, be approved;

- (iii) the resourcing arrangements set out in Section 4 of the Report be noted and the related recommendations, as set out in Report No. CEX1802, be considered later in the meeting, under Item No. 4; and
- (iv) the use of the Service Improvement Fund to support the Programme be approved.

3. **REGENERATING RUSHMOOR PROGRAMME –**
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. CD1802, which sought authority to establish the Regenerating Rushmoor Programme to enable the delivery of the Council's regeneration plans.

The Report set out proposed Council and partnership governance arrangements and requested delegations to enable key projects to move forward. The key regeneration sites were highlighted in the Report, along with proposed next steps to progress their delivery. It was reported that the Council process to select an investment partner had received a good level of interest and that three prospective partners would be invited to attend the Council for the next stage of the selection process.

The Cabinet also considered the matters in the Exempt Appendix 2 of the Report. During this discussion, the public were excluded from the meeting to avoid the disclosure of exempt information within Paragraph 3 of Schedule 12A to the Local Government Act, 1972 (information relating to financial or business affairs).

The Cabinet RESOLVED that

- (i) the establishment of the Regenerating Rushmoor programme and the outline governance arrangements, as set out in Report No. CD1802, be approved;
- (ii) the projects included with the programme and their current status be noted;
- (iii) a recommendation to the Policy and Projects Advisory Board to establish task and finish groups for Aldershot Regeneration and Farnborough Regeneration and the appointment of the Leader, the Deputy Leader and the Major Projects and Property Portfolio Holder to the Steering Group be approved;
- (iv) a further period of working with officers from RegenCo (East Hampshire District Council) to help deliver the programme until the Council's proposed resources or other interim arrangements are in place, as set out in Report No. CEX1802, be approved;
- (v) the transfer to the current Legal Services Manager from 1st June, 2018 and, subsequently, to the new role of Corporate Manager Legal Services once appointed, of all existing delegations to the Solicitor to the Council in relation to legal activities and future legal transactions ancillary and pursuant to the delivery of the Regeneration Programme be approved;
- (vi) the Executive Director, in consultation with the Chief Executive and the Major

Projects and Property Portfolio Holder, be authorised to agree the approach and negotiate and acquire by agreement the properties set out in Exempt Appendix 2 to the Report and the potential need for a future variation to the Capital Programme to enable the completion of all acquisitions be noted;

- (vii) the risk for expenditure borne by the Council, as set out in Exempt Appendix 2 to the Report, be noted and the use of prudential borrowing, until the Housing Investment Fund conditions are satisfied and funding released by Homes England, be approved;
- (viii) the Executive Director be authorised to negotiate an extension to the Civic Quarter Memorandum of Understanding with the existing partners;
- (ix) the Executive Director be authorised to vire the revenue budgets, as set out in paragraph 6.1 of the Report; and
- (x) the change in use of the Capital Budget for pre-development works, as set out in paragraph 6.3 of the Report, be approved.

4. **ORGANISATIONAL REDESIGN AND STRUCTURAL REVIEW –**

The Cabinet considered Report No. CEX1802, which set out proposed changes to the Council's senior management structure and functional arrangements.

It was explained that the proposed changes would support the Council's priorities, as set out in the Council Plan, and would also equip the Council to deliver the Modernisation and Improvement and Regeneration programmes discussed earlier in the meeting. Members were informed that the formulation of the staffing structure was the responsibility of the Chief Executive but that any changes to budgets in this respect had to be agreed by the Cabinet. Under the new arrangements, the role of Monitoring Officer would be transferred from the Solicitor to the Council post to the Executive Director (Operations) post. This change would require the approval of the Council. It was expected that some of the members of the existing senior management team would be leaving the organisation around Autumn 2018 and that interviews for any vacant positions would be carried out over the Summer period. Training would be made available for any existing staff wishing to apply for any of the senior management posts.

The Cabinet

- (i) **RESOLVED** that
 - (a) the new arrangements for the delivery of the Council's functions and services be approved and the revised senior management structure, as determined by the Chief Executive under delegated powers and set out in Report No. CEX1802, be endorsed;
 - (b) the Chief Executive, in consultation with the Leader of the Council, be authorised to make any further adjustments to the services and structures as part of the implementation process;

- (c) the budget virement of existing staffing budgets to those posts outlined in the new structure as required be approved and the Chief Executive be authorised to vire existing staffing budgets to enable the efficient implementation of subsequent and future changes to the staffing structure to support the implementation of priorities, particularly the Regeneration and Modernisation and Improvement programmes; and
- (ii) **RECOMMENDED TO THE COUNCIL** that approval be given to the changes to the arrangements for the role of Monitoring Officer, namely that the designation is to the Executive Director (Operations), as set out in Report No. CEX1802.

5. **REVIEW OF PORTFOLIOS –**
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. DEM1801, which set out details of a review of the Cabinet portfolios.

It was explained that the review had been carried out in light of the Rushmoor 2020 Modernisation and Improvement Programme and the restructuring of the Council's services. The review had resulted in a number of changes to the portfolio structure and, in addition, three new roles of Cabinet Champions were being proposed. The Report set out the revised portfolio structure and also showed Council Plan actions attributed according to the new structure.

The Cabinet RESOLVED that

- (i) the revised portfolio structure, as agreed by the Leader of the Council and set out in Report No. DEM1801, be noted; and
- (ii) the appointment of the following Cabinet Champions for the 2018/19 Municipal Year be approved:

Education and Youth – Cllr Sue Carter
Armed Forces – Cllr Jacqui Vosper
Events and Civic Pride – Cllr Liz Corps

6. **GENERAL FUND PROVISIONAL OUTTURN 2017/18 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1820, which set out the provisional outturn position on the General Fund (revenue and capital) for 2017/18, subject to audit. The Report set out the General Fund Revenue Summary and Revenue Balances, with the principal individual variations between the current approved estimates and actual expenditure.

The Cabinet was advised that, in its original budget for 2017/18, the Council had set a savings figure of £550,000 to be achieved through reductions in service costs and additional income generation, in addition to £320,000 of expected staff turnover savings. It was reported that these savings had been achieved during the first half of 2017/18 and the efficiencies identified had been built into the Council's revised

budget, as set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent virements, supplementary estimates and use of the Service Improvement Fund, to form the current approved budget, with estimated year-end balances of £1.42 million.

The provisional outturn showed an improvement in the Council's financial position, with a favourable variance of approximately £1,129,000 against the current approved budget and £550,000 compared with the last budget monitoring position, before accounting for any transfers between the General Fund, the Service Improvement Fund and the Stability and Resilience Reserve. A list of the principal variations between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The net effect of the variances was to increase the General Fund revenue balance to approximately £2.55 million, which exceeded the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million). It was proposed to transfer any amount over the £2 million upper limit for the General Fund to the Stability and Resilience Reserve in order to mitigate risk to the medium term financial forecast. This increase in reserves was considered essential given the level of risk that the organisation was facing, especially in relation to the potential effects of reductions in funding by Hampshire County Council.

Members were informed that a further switch in funding was being requested, from the Flexible Use of Capital Receipts to the Service Improvement Fund. Members were assured that this transfer was of a technical nature only and due to accounting regulations.

It was reported that the Capital outturn was largely as reported in previous monitoring reports with a significant level of slippage into 2018/19, largely around property acquisitions. This had now progressed with two acquisitions having been completed in the preceding week.

The Cabinet RESOLVED that

- (i) the latest revenue and capital budget monitoring position be noted; and
- (ii) subject to the final outturn position, the transfers between the General Fund, the Stability and Resilience Reserve and the Service Improvement Fund, as set out in Report No. FIN1820, be approved.

7. COUNCIL PLAN FOURTH QUARTER 2017/18 PERFORMANCE UPDATE REPORT –

(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. ELT1803, which set out the Council's performance management monitoring information for the fourth quarter of the 2017/18 Municipal Year. Members were informed that the target date for the completion of the review of the licensing policy in respect of alcohol, entertainments and late night refreshments had been incorrectly printed as December 2019 and that this should have read December 2018.

The Cabinet NOTED the progress made towards delivering the Council Plan 2017/18, as set out in Report No. ELT1803, as amended at the meeting.

8. **PROPOSED VARIATION TO THE SCHEME OF HACKNEY CARRIAGE FARES –**
(Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

The Cabinet considered Report No. EHH1814, which outlined proposals to vary the current scheme of hackney carriage fares, which had been last amended on 1st August, 2017. Members were asked to consider whether to approve the changes for public consultation. Before considering the item, the Cabinet received representations from Ms C. Burrige on behalf of the taxi trade.

The Report set out the proposed changes to the scheme of fares. It was confirmed that the changes had been proposed by the taxi trade. The matter would be brought back to the Cabinet for a final decision in the event of representations being received during the consultation exercise. If no representations were received, the revised scheme of fares would take effect from 1st September, 2018. In reply to a question, Members were informed by the trade that the average length of a taxi journey, nationally, was considered to be two miles.

The Cabinet RESOLVED that the proposed scheme of fares, as set out in Report No. EHH1814, be approved for public consultation, with a view to their implementation from 1st September, 2018.

9. **HOUSING OPTIONS - SERVICE CHANGES AND RESOURCING –**
(Cllr Barbara Hurst, Health and Housing Portfolio Holder)

The Cabinet considered Report No. EHH1817, which set out details of a review of the work and resources of the Council's Housing Options Team.

Members were reminded that the Homelessness Reduction Act had come into force on 3rd April, 2018 and had placed a number of new duties on district councils. The Cabinet had, previously, agreed to the recruitment of one additional full-time Housing Options Officer at Grade G5 to support the implementation of the Act. It was now felt that, by reallocating work within the team, this additional workload could be better met by employing two team members at Grade 4, with the more complex Grade 5 work being undertaken by existing staff.

The Cabinet RESOLVED that

- (i) the approach for the use of the grants, as set out in Report No. EHH1817, be endorsed;
- (ii) the necessary budget amendments to reflect receipt of the grants and the use thereof, as set out in Appendix 2 to the Report, be approved; and
- (iii) the Head of Environmental Health and Housing, in consultation with the Health and Housing Portfolio Holder, be authorised to initiate any future spend of the homelessness ring-fenced grants.

10. **APPOINTMENTS TO CABINET WORKING GROUPS –**

The Cabinet RESOLVED that

i) Budget Strategy

the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make appointments to the Budget Strategy Working Group for the 2018/19 Municipal Year on the basis of one Cabinet Member, the Chairman or one of the Vice-Chairmen of the Overview and Scrutiny Committee, the Chairman or one of the Vice-Chairmen of the Policy and Projects Advisory Board, two Conservative Group Members and three representatives of minority groups (including at least two Labour Group representatives); and

ii) Member Development

the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make appointments to the Member Development Group for the 2018/19 Municipal Year on the basis of one Cabinet Member, the Chairman or one of the Vice-Chairmen of the Policy and Projects Advisory Board, two Conservative Group Members and three representatives of minority groups (including at least two Labour Group representatives).

The Meeting closed at 7.40 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 25th April, 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 Sue Dibble
Cllr Jennifer Evans
Cllr D.S. Gladstone
Cllr C.P. Grattan
Cllr A.R. Newell

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

Cllr S.J. Masterson attended the meeting.

Non-Voting Members

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

66. DECLARATIONS OF INTEREST

There were no declarations of interest.

67. MINUTES

The Minutes of the meeting held on 28th March, 2018 were approved and signed by the Chairman.

68. PLANNING APPLICATIONS

RESOLVED: That

- (i) 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. PLN1810, be noted;
- (ii) the following application be determined by the Head of Planning, in

consultation with the Chairman:

- * 18/00025/FULPP (Block 3, Queensmead, Farnborough);
- (iii) 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);
 - 18/00140/FULPP (Meudon House, Meudon Avenue, Farnborough);
 - 18/00264/FULPP (La Fontaine Public House, No. 92 Windmill Road, Aldershot);
- * The Head of Planning's Report No. PLN1810 in respect of this application was amended at the meeting

69. APPLICATION NO. 18/00025/FULPP - BLOCK 3, QUEENSMEAD, FARNBOROUGH

The Committee considered the Head of Planning's Report No. PLN1810 (as amended at the meeting) regarding the partial demolition of Kingsmead shopping centre (existing Debenhams store), erection of an extension (Block 3) comprising retail use on the ground floor (3710sqm), leisure use on the first floor (2414sqm), 68 apartments over eight floors, private amenity space, 58 car parking spaces, 118 bicycle parking spaces, a bridge link and alterations to the existing car park on Block 2, a new entrance to The Meads shopping centre and associated works.

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

RESOLVED: That

- (i) subject to the completion of an appropriate Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 18th June, 2018 in respect of open space, affordable housing and highway matters as set out in the Head of Planning's Report No. PLN1810 (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).
- (ii) In the event of failure to complete the appropriate Planning Obligation by 18th June, 2018 the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal fails to make appropriate provision for open space and affordable housing nor mitigates its impact in highway terms contrary to development plan policies and the provisions of the Council's supplementary planning document Planning Contributions –

Transport 2008.

70. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - FORMER LAFARGE SITE AND ADJOINING LAND AT HOLLYBUSH LANE NORTH, SOUTH OF NORTH CAMP RAILWAY STATION**

The Committee received the Head of Planning's Report No. PLN1811, which provided an update with regard to the position of the former Lafarge site and adjoining land at Hollybush Lane North, south of North Camp railway station.

The Committee was informed that an Enforcement Notice was served in September 2015 in respect of unauthorised material change of use of land to: (a) commercial car spares/car sales use; and (b) storage of scrapped cars; both with associated development comprising construction of bunds, hard surfaces, roads, fences and siting of structures on the land. This Enforcement Notice was subject to an appeal heard at a Public Inquiry in October 2016. This appeal was dismissed by two subsequent Inspector's decisions dated 30th November, 2016 and 23rd August, 2017 and an amended Enforcement Notice took effect from 23rd August, 2017. This Notice required staged compliance within three months (by 23rd November, 2017), within six months (by 23rd February, 2018) and within twelve months (by 23rd August, 2018).

The Committee was advised that an inspection of the site was undertaken on 6th April, 2018 as a check at an intermediate stage on the landowner's progress towards compliance with the requirements of the Enforcement Notice. This inspection revealed that substantial progress had been made and the site was now largely empty and the breaches of planning control had mostly been rectified. As a result of this progress, the Committee noted that it was not currently considered expedient for the Council to commence prosecution proceedings in respect of the residual non-completion of some requirements due to have been completed by 23rd November, 2017 and 23rd February, 2018.

RESOLVED: That the Head of Planning's Report No. PLN1811 be noted.

71. **APPEALS PROGRESS REPORT**

The Committee received the Head of Planning's Report No. PLN1812 concerning the following appeal decision:

Application No.	Description	Decision
17/00707/PRIOR	Against the Council's refusal of prior approval under Class M of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended, for a proposed change of use of the ground floor from a shop (Class A1) to a use falling within Use Class C3 (dwellinghouse) namely two flats at No. 55 High Street, Aldershot	Allowed

RESOLVED: That the Head of Planning's Report No. PLN1812 be noted.

72. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY - MARCH 2018 AND FOR THE FINANCIAL YEAR 2017-2018**

The Committee received the Head of Planning's Report No. PLN1813 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st January to 31st March, 2018. The Report also provided summary figures for the financial year 2017-2018.

RESOLVED: That the Head of Planning's Report No. PLN1813 be noted.

The meeting closed at 7.40 pm.

CLLR B.A. THOMAS (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 23rd May, 2018 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr J.H. Marsh (Vice-Chairman), in the Chair

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 C.P. Grattan
Cllr A.R. Newell

Cllr Mara Makunura arrived at 7.20 p.m. during the consideration of Planning Application No. 18/00264/FULPP (La Fontaine Public House, No. 92 Windmill Road, Aldershot) and did not vote on this item.

Cllr Veronica Graham-Green attended the meeting.

Apologies for absence were submitted on behalf of Cllr B.A. Thomas. It was noted that Cllr Thomas had a prejudicial interest in the application relating to La Fontaine Public House, No. 92 Windmill Road, Aldershot.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The Minutes of the meeting held on 25th April, 2018 were approved and signed by the Vice-Chairman.

3. PLANNING APPLICATIONS

RESOLVED: That

- (i) 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. PLN1814, be noted;

(ii) the following application be determined by the Head of Planning, in consultation with the Vice-Chairman:

- * 18/00264/FULPP (La Fontaine Public House, 92 Windmill Road, Aldershot);

(iii) 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);
- 18/00140/FULPP (Meudon House, Meudon Avenue, Farnborough);
- 18/00117/REMPP (Zone B – Corunna, Aldershot Urban Extension, Alisons Road, Aldershot);
- 18/00225/LBCPP (Ramsden Garden Wall Memorial – Montgomery Lines, Aldershot);
- * 18/00251/FULLPP (Willow House, No. 23 Grosvenor Road, Aldershot);

- * The Head of Planning’s Report No. PLN1814 in respect of this application was amended at the meeting

4. REPRESENTATIONS BY THE PUBLIC

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

Application No.	Address	Representation	In support of or against the application
18/00264/FULPP	La Fontaine Public House, No. 92 Windmill Street, Aldershot	Mr. J. Coll	Against
		Ms. C. Foo	In support

5. APPLICATION NO. 18/00264/FULPP - LA FONTAINE PUBLIC HOUSE, NO. 92 WINDMILL ROAD, ALDERSHOT

The Committee considered the Head of Planning’s Report No. PLN1814 (as amended at the meeting) regarding the erection of replacement rear extension, installation of two dormer extensions in rear roof slope and other external elevational alterations to facilitate change of use from Public House (Use Class A4) to residential use (Use Class C3) comprising six one-bedroom flats, together with creation of bin store and on-site parking to rear with vehicular access from Holly Road.

It was noted that the recommendation was to grant permission subject to the completion of an appropriate Planning Obligation under Section 106 of the Town and Country Planning 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 by 13th June, 2018 to secure a financial contribution of £24,234 towards Special Protection Area (SPA) avoidance and mitigation, the Head of Planning, in consultation with the Vice-Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1814 (as amended at the meeting).
- (ii) in the event of failure to complete the appropriate Planning Obligation by 13th June, 2018 the Head of Planning, in consultation with the Vice-Chairman, be authorised to refuse planning permission on the grounds that the proposal does not secure a financial contribution to mitigate the effect of the development on the Thames Basin Heaths SPA in accordance with the Rushmoor Thames Basin Heaths SPA Interim Avoidance and Mitigation Strategy and Core Strategy Policies CP11 and CP13.

6. **APPOINTMENTS TO STANDING CONSULTATION GROUP**

RESOLVED: That the Chairman or Vice-Chairman and Cllrs D.M.T. Bell and Sue Dibble be appointed to the Standing Consultation Group for the 2018/19 Municipal Year.

7. **APPOINTMENTS TO DEVELOPMENT MONITORING GROUPS**

(1) **Farnborough Town Centre -**

RESOLVED: That the Chairman or Vice-Chairman and the three Empress Ward Councillors be appointed to the Farnborough Town Centre Development Monitoring Group for the 2018/19 Municipal Year.

(2) **North Town, Aldershot -**

RESOLVED: That the Chairman or Vice-Chairman and the three North Town Ward Councillors be appointed to the North Town Development Monitoring Group for the 2018/19 Municipal Year.

(3) **Wellesley – Aldershot Urban Extension -**

RESOLVED: That the Chairman or Vice-Chairman and the three Wellington Ward Councillors be appointed to the Wellesley Development Monitoring Group for the 2018/19 Municipal Year.

The meeting closed at 7.50 pm.

CLLR. B.A. THOMAS (CHAIRMAN)

LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 24th May, 2018 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr J.E. Woolley (Chairman)
Cllr Jacqui Vosper (Vice-Chairman)

Cllr M.S. Choudhary
Cllr A.K. Chowdhury
Cllr Liz Corps
Cllr A.H. Crawford
Cllr A.J. Halstead
Cllr B. Jones
Cllr Marina Munro
Cllr M.D. Smith

Apologies for absence were submitted on behalf of Cllr Sue Carter.

1. MINUTES

The Minutes of the Meeting held on 9th April, 2018 were approved and signed by the Chairman.

2. SEX ESTABLISHMENT FEES AND CHARGES

The Committee considered the Head of Environmental Health and Housing's Report No. EHH1812 which set out proposed revised fees and charges for the licensing of sex establishments.

The Report set out the methodology of the calculation of the proposed fees, together with legal and specific sex establishment licensing regime considerations.

The Committee was advised that, following legislative changes, case law developments and a challenge to existing fee level arrangements, sex establishment licensing fees and charges had been subject to a full and comprehensive review. Having taken account of LGA guidance and the principles established by case law developments, this had resulted in a marked reduction in the proposed licence application fees and charges as outlined in the Report. The fees would be subject to review in accordance with the recently established corporate process and timetable.

RESOLVED: That approval be given to the revised fees and charges, as set out below and in the Head of Environmental Health and Housing's Report No. EHH1812, with effect from 1st June, 2018:

Service	Current charge	Charge from 01.06.18
Sex establishments licence (new) (per application)	£6925	£1115
Transfer of sex establishment's licence (per application)	£6925	£1115
Sex establishments licence (renewal) (per annum)	£3200	£270

3. **TERMS OF REFERENCE AND WORK PLAN 2018/19**

The Committee considered the Head of Financial Services' Report No. FIN1818, which set out the proposed revised terms of reference and work programme for the Committee, together with consequential changes to the Constitution.

The Report set out the core functions of the Committee, which covered the areas of: governance, risk and control; internal audit; external audit; financial reporting; and, accountability arrangements. Details were also given of the characteristics of a good audit committee, which included the additional duties which had previously been held by the Standards and Audit Committee and encompassing the scrutiny of treasury management arrangements. More recently, the Committee had reviewed the Council's revised approach to risk management and had approved a new template for the Corporate Risk Register. Training had been arranged for Members of the Committee for both its audit activities and treasury management role. Cyclical reporting had been introduced for risk management and additional information had been supplied to the Committee covering the work of the Public Sector Audit Appointments Ltd.

The Committee was advised that planned improvements for the municipal year included incorporating the work of the Council's Corporate Investigation Team as part of the quarterly internal audit updates, reporting on progress against actions within the Annual Governance Statement, in addition to progress on compliance with PSIAS and the Quality Assurance and Improvement Plan, carrying out an annual self-assessment of the Committee's effectiveness and reporting annually on the work of the Committee.

The Report also set out the proposed work programme for the Committee for the 2018/19 municipal year. It was also stated that the terms of reference should adequately reflect the core responsibilities of the Committee and that these should be periodically reviewed against best practice.

During discussion, it was suggested that the issue of investigating money laundering should also be included as part of the Committee's work programme. It was also suggested that there should be a reference to training within the Committee's terms of reference.

RESOLVED: That, subject to the inclusion of the issue of training within the terms of reference and the investigation of money laundering within the work programme, the Head of Financial Services' Report No. FIN1818 be approved.

The Committee **RECOMMENDED TO THE COUNCIL** that approval be given to the changes to the Constitution, as set out in Appendix 1 to the Head of Financial Services' Report No. FIN1818.

4. **INTERNAL AUDIT - AUDIT OPINION**

The Committee considered the Audit Manager's Report No. AUD1803, which set out the Internal Audit coverage, findings and performance for 2017/18 and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment. The Report also covered the self-assessment carried out against the Public Sector Internal Audit Standards and the progress on the Quality of Assurance Improvement Plan for the year.

It was noted that twelve audits had originally been planned to be completed within 2017/18 in order to contribute to the audit assurance opinion. However, due to additional higher priority work having been identified within 2017/18 on card payments, IT equipment and an investigation into a potential data breach, the following lower priority audits had been dropped from the Audit Plan in order to free up audit time: planning applications; weekly refuse and recycling contract; and, financial borrowing. Members were advised that an audit from the 2016/17 Audit Plan – Activation Aldershot – had now been completed and had been incorporated as part of the 2017/18 audit opinion. It was advised that the audit on the Depot was a work in progress and would be carried forward into the 2018/19 Audit Plan as part of providing an audit assurance opinion in 2018/19. It was further noted that six follow-ups on recommendations made within previous audits had also been carried out in 2017/18 in order to ensure that recommendations were implemented in a timely manner. These audited areas were: HMRC – IR35 requirements; external tenants; capital projects; Farnborough and Aldershot Markets; community assets; and, IT network security.

The Committee was advised of the various factors that had been taken into account in assessing the level of assurance to be given for 2017/18. It was noted that the Audit Manager was satisfied that sufficient internal audit work had been undertaken to allow a reasonable opinion to be given on the adequacy and effectiveness of the Council's risk management, control and governance processes. There were, however, a few areas where action would enhance the adequacy and effectiveness of governance, risk management and control, which included: rolling out of the reconstituted risk management process across the Council; incorporating the requirements of the General Data Protection Regulation within all areas of the Council; development of an Asset Management Strategy; and, improvement in the implementation of audit recommendations.

Members noted that the Quality Assurance and Improvement Plan would address some of the non-compliance and partial compliance over the following financial year, taking into account resources available.

The Annual Governance Statement, which was published alongside the Council's Statement of Accounts, set out how the Council had complied with its Code of Corporate Governance and reported on the governance framework at the Council. It was noted that the Internal Auditor would be recommending that the progress towards the roll-out of the reconstituted risk management process should be reported within the Annual Governance Statement as well as progress on incorporating the General Data Protection Regulation requirements within all areas of the Council. The Internal Auditor would also include mention of progress towards developing an Asset Management Strategy.

RESOLVED: That

- (i) the Audit Manager's Report No. AUD1803 be noted; and
- (ii) the Quality and Assurance Improvement Plan for 2018/19 be endorsed.

5. **INTERNAL AUDIT - AUDIT UPDATE**

The Committee received the Audit Manager's Report No. AUD1802 which gave details of the work carried out by Internal Audit for Quarter 4 and an overview of the audits completed during 2017/18 as part of the previously agreed Audit Plan.

It was noted that, during Quarter 4, audits had been carried out in respect of: FMS and bank reconciliation; purchase ledger; NNDR billing and collection; payroll; IT equipment; Community Asset follow-up; and, IT network security follow-up. The work on parking machine income follow-up had been deferred until 2018/19 and the audit was still in progress on the Depot (Capital project) and would be carried forward to be completed within 2018/19. Members were advised that Internal Audit had also provided input and advice as part of the Risk Management Group and input had also been provided to ensure that the Council was set up to comply with the new General Data Protection Regulations from May 2018. An investigation into allegations of a potential breach of data had also been undertaken, which had concluded that there was no evidence that a breach by Council staff had occurred.

The Report set out an overview of the audit work carried out during 2017/18 and the categories of assurance that had been given as part of the audit opinion. The Committee was advised that the audits on planning applications, weekly refuse and recycling collection contract and financial borrowing had not taken place due to resource limitations.

RESOLVED: That the Audit Manager's Report No. AUD1802 be noted.

6. **ANNUAL GOVERNANCE STATEMENT 2017 - 2018**

The Committee considered the Solicitor to the Council's Report No. LEG1805 which sought approval of the Council's Annual Governance Statement 2017-2018 for

publication alongside the Council's Statement of Accounts, under Regulation 6(1) of the Accounts and Audit Regulations 2015.

It was noted that the Regulations required councils to ensure that their financial management was adequate and effective and that there was a sound system of internal control. This facilitated the effective exercise of the Council's functions, including the management of risk and review of performance management. The system of internal control included more than the financial aspects of the Council's business. It included matters such as the establishment and monitoring of objectives, the arrangements for decision-making and ensuring compliance with established policies.

The Report advised that the Annual Governance Statement for 2017/18 had identified risk management, EU General Data Protection Regulation and risk of non-delivery of key projects as governance issues and major risks for the Council. The Committee was advised that no significant internal control issues had been identified. A number of actions had been identified for 2018/19 and these were set out in the Annual Governance Statement.

RESOLVED: That approval be given to

- (i) the Council's Annual Governance Statement 2017-2018; and
- (ii) the publication of the Governance Statement alongside the Council's Statement of Accounts for 2017/18.

7. STATEMENT OF ACCOUNTS 2017/18 - DUTIES AND RESPONSIBILITIES

The Committee received the Head of Financial Services' Report No. FIN1819, which set out the duties and responsibilities of the Licensing and General Purposes Committee in order to provide effective scrutiny of the Council's financial statements.

A copy of the draft Statement of Accounts was tabled at the meeting. The Committee was reminded that, in providing effective scrutiny of the financial statements, Members should satisfy themselves that appropriate steps had been taken to meet statutory and professional practices, together with having regard to such factors as: materiality; transparency; valuation; consistency; completeness; legality/legislation; classification; economic climate/going concern principle; risk of error; fraud; and, rights and obligations.

The Report advised Members that consideration should also be given to what sources of information that could be used to help them approve the accounts and from whom they might seek assurance regarding the financial performance of the organisation. Such sources included: internal audit; the work of the Committee in considering fraud, risk and internal audit reporting; statements of senior officers; external audit opinion; other external evaluation (e.g. Local Government Peer Review); other inspection regimes (e.g. H.M.R.C. – V.A.T, P.A.Y.E.); financial and performance reports; Members own knowledge of the affairs of the Council; the context (i.e. economic climate, interest rates, property prices, inflation); and, expert knowledge (e.g. actuarial reports, property valuations).

RESOLVED: That the Head of Financial Services' Report No. FIN1819 be noted.

8. APPOINTMENTS

(1) Outside Bodies –

RESOLVED: That the appointment of representatives to outside bodies for the 2018/19 Municipal Year, as set out the Appendix (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 2018/19 Municipal Year (1 Conservative: 1 Labour: 1 Independent and a representative of the Cabinet):

Conservative Group	Cllr S.J. Masterson with Cllr J.E. Woolley as Standing Deputy
Labour Group	Cllr P.F. Rust with Cllr B. Jones as Standing Deputy
Independent Group	Cllr D.M.T. Bell
Cabinet Member	Cllr G.B. Lyon

(3) Licensing Sub-Committee –

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2018/19 Municipal Year (3 Conservative: 2 Labour):

Conservative Group	Cllrs Liz Corps, Jacqui Vosper and J.E. Woolley
Labour Group	Cllrs A.H. Crawford and B. Jones

(4) Licensing Sub-Committee (Alcohol and Entertainments) –

RESOLVED: That the Head of Democratic and Customer Services be authorised to make appointments from the membership of the Licensing and General Purposes Committee to the Licensing Sub-Committee (Alcohol and Entertainments) in accordance with the procedure agreed by the Committee at its meeting on 21st May, 2009.

The meeting closed at 8.28 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

**LICENSING AND GENERAL PURPOSES COMMITTEE
24TH MAY 2018**

REPRESENTATION ON OUTSIDE BODIES 2018/19

NAME OF ORGANISATION	REPRESENTATIVE(S) 2018/19
Age Concern, Farnborough	Crs. Liz Corps, C.P. Grattan and Jacqui Vosper
Aldershot & Farnborough Festival of Music & Art	Crs. D.M.T. Bell, Jennifer Evans, Liz Corps 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. Sophia Choudhary, M.S. Choudhary, A.H. Crawford, Jennifer Evans and A.R. Newell
Basingstoke Canal Joint Management Committee	Crs. J.H. Marsh and Nadia Martin with Crs. Veronica Graham-Green 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	Cr. M.L. Sheehan and Cr. B. Jones with Crs. R. Cooper and M.J. Roberts as Standing Deputies
Blackwater Valley Countryside Partnership	Crs. Mrs. D.B. Bedford and P.G. Taylor with Crs. A.J. Halstead and Barbara Hurst as Standing Deputies
Brickfields Country Park, Friends of	Three Manor Park Ward Members (Crs. D.E. Clifford, P.I.C. Crerar and B.A. Thomas)

NAME OF ORGANISATION	REPRESENTATIVE(S) 2018/19
Cove Brook Greenway Group	Crs. C.P. Grattan and Veronica Graham-Green
District Council's Network (DCN)	Leader of the Council (Cr. D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cr. D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cr. M.L. Sheehan) and Cr. P.G. Taylor (as a representative of an adjoining ward) with Cr. Martin Tennant as Standing Deputy
Farnborough and Cove War Memorial Hospital Trust Limited	Cr. R.L.G. Dibbs
457 Farnborough Squadron	Cr. J.H. Marsh
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cr. D.E. Clifford) and Cr. P.G. Taylor (Cabinet Member)
Hampshire Buildings Preservation Trust AGM	Crs. Veronica Graham-Green and Marina Munro
Hampshire Districts Health and Wellbeing Forum	Cr. Barbara Hurst (Cabinet Member)
Hampshire Police and Crime Panel	Cr. K.H. Muschamp (Cabinet Member)
Local Government Association - General Assembly	Leader of the Council (Cr. D.E. Clifford)
North Hampshire Area Road Safety Council	Cr. Mara Makunura with Cr. P.G. Taylor as Standing Deputy

NAME OF ORGANISATION	REPRESENTATIVE(S) 2018/19
North Hampshire Community Safety Partnership	Cr. K.H. Muschamp (Cabinet Member)
Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Two representatives from Chairman and Vice-Chairmen of the Overview and Scrutiny Committee, Cr. A.H. Crawford Substitutes: Cr. B. Jones, remaining Scrutiny Chairman or Vice-Chairman
Parity for Disability	Cr. Barbara Hurst with Cr. Sue Carter as Standing Deputy
Project Integra Strategic Board	Cr. M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cr. D.B. Bedford
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. Barbara Hurst (Cabinet Member) and Cr. K.H. Muschamp (Cabinet Member) as Standing Deputy
Rushmoor Swimming Association	Crs. Sue Carter and M.L. Sheehan
Rushmoor Voluntary Services Board	Cr. Barbara Hurst
Rushmoor Youth Forum (virtual)	Crs. J.B. Canty, Sue Carter, A.J. Halstead

NAME OF ORGANISATION	REPRESENTATIVE(S) 2018/19
South East Employers – Full Meeting	Cr. G.B. Lyon (Cabinet Member) and Cr. P.G. Taylor as Standing Deputy
South East Employers – Local Democracy and Accountability Network	Crs. P.F. Rust and J.E. Woolley
South East England Councils (SEEC) All Member Meeting	Cr. Barbara Hurst (Cabinet Member)
Vivid Housing Group – Annual General Meeting	Cr. Barbara Hurst (Cabinet Member)
West End Centre Management Committee	Crs. M.S. Choudhary and Nadia Martin

POLICY AND PROJECT ADVISORY BOARD

Meeting held on Tuesday, 5th June, 2018 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr A.R. Newell (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)
Cllr Marina Munro (Vice-Chairman)

Cllr J.B. Canty
Cllr A.H. Crawford
Cllr P.I.C. Crerar
Cllr R.L.G. Dibbs
Cllr Mara Makunura
Cllr M.J. Roberts
Cllr P.F. Rust
Cllr J.E. Woolley

1. APPOINTMENT OF VICE-CHAIRMEN

RESOLVED: That Cllrs Marina Munro and Sophia Choudhary be appointed Vice-Chairmen for the 2018/19 Municipal Year.

2. ROLES AND RESPONSIBILITIES

Karen Edwards, Corporate Director, provided a presentation on the roles and responsibilities of the Project and Policy Advisory Board. The main purposes of the Board were to be a sounding board for policies and projects, examine specific priorities to prepare delivery plans and prepare new policies. It was expected that the major project work would be dealt with through task and finish groups which would report back through the Board. There were a number of potential sources where work for the Board could be generated including Council Notices of Motion, the Council Plan, requests from Cabinet and Government or other agency consultation papers.

It was proposed that a Progress Group was established which would meet between Board meetings to co-ordinate and develop the Board's overall work plan and prepare agenda for the forthcoming meeting. The Progress Group would also be required to draft terms of reference for the sub groups and informally track progress on the work of the sub groups appointed by the Board.

There were a number of existing groups already established which the Board would be requested to agree appointments to and some new groups were being proposed. The existing groups were the Aldershot Regeneration Group, Farnborough Regeneration Group (formerly Farnborough Town Centre Working Group) and the Elections Group. It was proposed that the existing Local Plan Members Group

should incorporate the housing strategy work and rebranded as the Strategic Housing and Local Plan Group. There were two other areas of work which it was proposed would require task and finish groups which were leisure facilities and contracts and the Rushmoor 2020 programme.

The Board discussed the proposals and raised a number of issues. Board members proposed a number of items of work to be include on the future work plan which included the Procurement Strategy, Hampshire T19 Programme and the Management Plan for Southwood Park. There was also some discussion regarding whether there should be one regeneration group rather than a separate group for Aldershot and Farnborough. It was agreed that the groups should remain separate and any common issues could be identified when the groups reported back to the Board. It was also agreed that task and finish groups should be provided with a timeframe of when the work should be finished and reported back to the Board.

The Board **AGREED** to the establishment of groups to consider the leisure facilities and contracts and the Rushmoor 2020 programme. The Board also **AGREED** the rebranding of the Local Plan Member Group to the Strategic Housing and Local Plan Group.

The Board noted that a high priority for the Council was to set up a Local Housing Company by the end of 2018 to support the delivery of homes in the Borough. It was proposed that, given the importance of the matter, the issue should be considered by the Board itself, instead of establishing a task and finish group. The Board was advised that an additional meeting of the Board might be required to enable consideration of the Local Housing Company business case if it was to be considered at full Council at the end of July. The business case would set out the aim of the Local Housing Company and the business plan containing the detail of the Local Housing Company would follow at a later date. The Board **AGREED** for an additional meeting of the Board to be set up to enable consideration of the Local Housing Company business case, if required.

Action to be taken	By whom	When
Seek a suitable date for an additional Policy and Project Advisory Board meeting to consider the Local Housing Company business case, if required	Justine Davie	8 June 2018

3. APPOINTMENTS

(1) Progress Group

RESOLVED: That the following members be appointed to serve on the Policy and Project Advisory Board Progress Group for the 2018/19 Municipal Year.

Chairman	Cllr A.R. Newell
Vice-Chairmen	Cllr Sophia Choudhary Cllr Marina Munro
Conservative Group	Cllr J.B. Canty

Labour Group	Cllr M.J. Roberts Cllr P.F. Rust
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(2) **Elections Group**

RESOLVED: That the following members be appointed to serve on the Elections Group for the 2018/19 Municipal Year.

Vice-Chairman	Cllr Sophia Choudhary
Cabinet Member with responsibility for elections	Cllr G.B. Lyon
Chairman of Licensing and General Purposes Committee	Cllr J.E. Woolley
Conservative Group	Cllr S.J. Masterson
Labour Group	Cllr K. Dibble Cllr B. Jones

(3) **Strategic Housing and Local Plan Group**

RESOLVED: That the following members be appointed to serve on the Strategic Housing and Local Plan Group for the 2018/19 Municipal Year.

Chairman	Cllr A.R. Newell
Leader	Cllr D.E. Clifford
Cabinet Member for Planning and Economy	Cllr Barbara Hurst
Chairman of Development Management Committee	Cllr B.A. Thomas
Conservative Group	Cllr R.L.G. Dibbs Cllr M.J. Tennant
Labour Group	Cllr M.J. Roberts Cllr C.P. Grattan
Independent Member	Cllr D.M.T. Bell

(4) **Aldershot Regeneration Group**

RESOLVED: That the following members be appointed to serve on the Aldershot Regeneration Group for the 2018/19 Municipal Year.

Vice-Chairman	Cllr Sophia Choudhary
Cabinet Member with responsibility for Regeneration	Cllr M.J. Tennant
Conservative Group from Aldershot wards	Cllr P.I.C. Crerar Cllr M.L. Sheehan

Labour Group from Aldershot wards	Cllr A.H. Crawford Cllr Sue Dibble
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(5) **Farnborough Regeneration Group**

RESOLVED: That the following members be appointed to serve on the Farnborough Regeneration Group for the 2018/19 Municipal Year.

Vice-Chairman	Cllr Marina Munro
Cabinet Member with responsibility for Regeneration	Cllr M.J. Tennant
Conservative Group from Farnborough wards	Cllr Liz Corps Cllr P.G. Taylor
Labour Group from Farnborough wards	Cllr C.P. Grattan Cllr B. Jones

(6) **Proposed Groups to be Established**

The Board **AGREED** that the terms of reference for the Health, Wellbeing and Obesity Task and Finish Group would be developed by the Progress Group before any Members were appointed.

The Board **AGREED** that the terms of reference for the Leisure Facilities and Contracts Task and Finish Group would be developed by the Progress Group before any Members were appointed.

The Board **AGREED** that the terms of reference for the Modernisation and Improvement Programme Task and Finish Group would be developed by the Progress Group before any Members were appointed.

4. **DEVELOPING THE WORK PLAN**

The Board **AGREED** that the Progress Group would develop the work plan for the 2018/19 Municipal Year. The Board was advised that requests for issues to be included on the work plan should be submitted to one of the representatives on the Progress Group or the Board administrator.

The meeting closed at 8.15 pm.

CLLR A.R. NEWELL (CHAIRMAN)
