



## RUSHMOOR BOROUGH COUNCIL

# CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

*at Princes Hall, Princes Way, Aldershot GU11 1NX  
on Thursday, 27th May, 2021 at 7.00 pm*

**To:**

Cllr Sue Carter (Chairman)  
Cllr P.J. Cullum (Vice-Chairman)

Cllr Jessica Auton  
Cllr J.N. Belbase  
Cllr Sophia Choudhary  
Cllr A.K. Chowdhury  
Cllr Christine Guinness  
Cllr A.J. Halstead  
Cllr Prabesh KC  
Cllr Jacqui Vosper  
Cllr Sarah Spallr

**STANDING DEPUTIES**

Cllr T.D. Bridgeman  
Cllr. J.B. Canty

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

# **A G E N D A**

1. **MINUTES – (Pages 1 - 8)**

To confirm the Minutes of the Meeting held on 29th March 2021 (copy attached).

2. **RUSHMOOR DEVELOPMENT PARTNERSHIP - ANNUAL REPORT – (Pages 9 - 22)**

To consider a report from the Chief Executive as the Council shareholder for the Rushmoor Development Partnership (Report No. CEX2101 attached).

3. **STATEMENT OF ACCOUNTS 2019/20 - UPDATE 3 – (Pages 23 - 30)**

To consider the Executive Head of Finance's Report No. FIN2112 (copy attached) on audit progress for the Council's Statement of Accounts 2019/2020 since the last Committee meeting on 29th March 2021.

4. **PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2021-2022 – (Pages 31 - 38)**

To consider the Executive Director's Report No. ED2105 (copy attached), which seeks approval for the Pay Policy Statement for 2021/22 for recommendation to full Council.

5. **GRANTING DISPENSATION FROM PROVISIONS OF THE CODE OF CONDUCT FOR MEMBERS – (Pages 39 - 56)**

To consider the Monitoring Officer's Report No. LEG2103 (copy attached) which seeks dispensations from requirements relating to declarations of interest for those Members who have been appointed by the Council to be in a position of management or control of the Rushmoor Development Partnership and Rushmoor Homes Limited to enable those Members affected to take part in decision-making on any matter directly relating to those bodies or affecting the financial position of those bodies.

6. **APPOINTMENTS 2021/22 – (Pages 57 - 66)**

(1) **Outside Bodies –**

To consider the appointment of representatives to outside bodies. A list of those bodies on which the Council is represented, which includes details of proposed nominations for 2021/22, is attached.

(2) **Appointments and Appeals Panels –**

To confirm that the Head of Democracy and Community is authorised to make appointments to the Appointments and Appeals Panels in accordance with the membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

**(3) Licensing Sub-Committee –**

To confirm the Members of the Licensing Sub-Committee for the 2021/22 Municipal Year on the basis of five Members (Proposed: 3 Con: 2 representatives of other groups).

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

To confirm that the Head of Democracy and Community is authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee in accordance with the procedure agreed by the Committee at its meeting on 21st May, 2009 and detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

**(5) Constitution Working Group –**

To appoint a cross-party Constitution Working Group for 2021/22. The appointments to be made on the basis of six Members including two Cabinet Members, the Chairman of the Corporate Governance, Audit and Standards Committee, and representatives of other groups.

**PUBLIC PARTICIPATION AT MEETINGS**

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

-----

This page is intentionally left blank

# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 29th March, 2021 at 7.00 pm via Microsoft Teams and streamed live.

## Voting Members

Cllr S.J. Masterson (Chairman)  
Cllr Mara Makunura (Vice-Chairman)

Cllr Sophia Choudhary  
Cllr A.K. Chowdhury  
Cllr A.H. Crawford  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr A.J. Halstead  
Cllr L. Jeffers  
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Prabesh KC.

## 28. MINUTES

The Minutes of the meeting held on 25th January 2021 were approved and would be signed by the Chairman at a later date.

## 29. COUNCILLORS' CODE OF CONDUCT - UPDATE

The Committee considered the Monitoring Officer's Report No. LEG2101 which set out a draft new Code of Conduct for Councillors following a period of public consultation. It was noted that a total of four responses had been received, not all of which were relevant to the proposed update to the Code and the comments received were set out in Appendix B to the Report.

It was noted that the consultation exercise had included a consultation page on the Council's website, a letter to 3,000 residents who had asked to be kept up-to-date on Council news and consultations. There had also been a social media campaign and the Monitoring Officer had also contacted a number of local and partner organisations asking for their views on the draft Code of Conduct.

The Committee reviewed the responses received to the consultation exercise. It was considered that the Code, as drafted, provided safeguards around each of the concerns received.

**RESOLVED:** That the Council be **RECOMMENDED TO APPROVE** the draft Code of Conduct for Councillors, as set out in the Monitoring Officer's Report No. LEG2101.

### 30. **BRING YOUR OWN DEVICE POLICY**

The Committee considered the Audit Manager's Report No. AUD2101, which set out the Council's Bring Your Own Device Policy, which had been developed to allow employees, Members and contractors to access Council emails, contacts and calendar using their own mobile devices.

The Head of IT, Facilities and Projects advised the Committee that the Policy referred to any person wishing to use a device owned by someone other than the Council in order to access Council data. The Council was able to provide access to Outlook email, contacts and calendar through a secure application on such a device. The Committee noted that user responsibilities were defined within the Policy and included:

- Users are responsible for the safekeeping of their own personal data and ensuring that it was backed up
- Any sensitive information should not be emailed via the user's mobile device, as it would not be secure. A Council-owned and managed laptop or PC should be used.
- Users must ensure that their device is compliant with the system requirements and that security software was kept up-to-date.

It was also explained that user responsibilities set out in the Policy had been developed in conjunction with IT, Legal Services and Internal Audit and was compliant with cyber security standards. The Policy would be kept under review annually.

**RESOLVED:** That the Bring Your Own Device Policy, as set out in the Audit Manager's Report No. AUD2101, be approved for adoption.

### 31. **STATEMENT OF ACCOUNTS 2019/20 - UPDATE 2**

The Committee received the Executive Head of Finance's Report No. FIN2107, which advised Members of the audit progress for the Council's Statement of Accounts for 2019/20 and the provision of the audit opinion since the previous meeting on 25th January 2021. The Committee was reminded that the deadline for issuing a final set out audit statements of accounts and audit opinion of 30th November 2020 had not been met.

The Chairman welcomed Maria Grindley from Ernst & Young (EY) to the meeting who was in attendance to provide an update on the work of EY on the current audit.

The Report advised Members that, owing to the impact of Covid-19, the deadlines for the completion and publication of the 2019/20 accounts had been relaxed in recognition of the possible disruption to relevant authorities caused by the coronavirus pandemic. The Report set out the current deadlines, as set out in Accounts and Audit Regulations 2015 and the revised deadlines, as set out in the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.

The Report set out the background to the current position. It was noted that 265 public bodies had not received an auditor opinion by 30th November 2020 and that, according to data from Public Sector Audit Appointments, the number of public bodies that had not received their audit opinion by mid-March was 147.

The Executive Head of Finance reported to the Committee on the current status of the audit and advised that a meeting had been held with EY the previous week to work through some of the issues raised by EY. It was anticipated that the information required by EY would be available by the middle of April to give EY time to work through any queries and raise these with the Council. It was, therefore anticipated that the audited Statement of Accounts and the Audit Results Report would be available to be considered by the Committee at the meeting in May 2021.

The Report informed the Committee that deadlines for the completion and publication of the 2020/21 and 2021/22 accounts had been amended as part of the Government's response to the recommendations of the independent Redmond Review into the effectiveness of external audit and transparency of financial reporting in local authorities. It was noted that the new regulations, which would come into force on 31st March 2021 would amend the draft and final accounts publication deadlines for relevant bodies from 1st June and 31st July to 1st August and 30th September for the next two accounting years and the position would be reviewed.

The Committee was advised that the Council had amended its 2020/21 accounts closure process to meet the revised Accounts and Audit Regulation 2021 timetable. It was felt that the timetable would be challenging as a result of continuing Covid-19 pressures. In addition, the delay in concluding the 2019/20 audit would mean that the opening balance for 2020/21 would be fluid and that working on two audit years at the same time and having to revisit opening balances would increase the workload for the Council and could potentially further delay the audit process for 2020/21.

**RESOLVED:** That the Executive Head of Finance's Report No. FIN2107, including the updated process and timetable for approval of the 2019/20 Statement of Accounts and receiving the Audit Opinion, be noted.

## 32. **AUDIT PLAN 2021/22**

The Committee considered the Audit Manager's Report No. AUD2102, which set out the Audit Plan for 2021/22. The annual Audit Plan provided a framework for the use of audit resources to enable the Audit Manager to provide the Authority with an overall assurance of the internal control environment.

The Report set out the methodology used for compiling audit coverage, including the updating of the risk universe to show auditable areas as at January 2021 and this would be reviewed as appropriate. The risk criteria had been developed to ensure all relevant areas had been considered in determining the level of risk exposure within an auditable area. The Corporate Risk Register and the details within the Annual Governance Statement were also taken into account when reviewing the risk

universe and developing the Audit Plan. The Report set out a timetable for communication on and monitoring of the Plan.

The Report stated that there was currently a vacant full-time auditor post and that the work of this post would be carried out by contract auditors in 2021/22.

The first six months' work of the 2021/22 Audit Plan was set out in Appendix A to the Report. This work had been selected from the higher risk areas. However, it was noted that this list was fluid and could be responsive to the changing environments faced by the Council or resource availability. An update would be provided at the Committee's meeting in July 2021.

**RESOLVED:** That the Annual Audit Plan, as set out in the Audit Manager's Report No. AUD2102, be approved to be monitored and updated on a rolling quarterly basis.

### 33. **ANNUAL GOVERNANCE STATEMENT - ACTION PLAN UPDATE**

The Committee received the Audit Manager's Report No. AUD2103 which gave details of the work carried out towards the implementation of the actions defined in the Annual Governance Statement, which had been presented to the Committee in July 2020.

**RESOLVED:** That the Audit Manager's Report No. AUD2103 be noted.

### 34. **FUTURE ARRANGEMENTS FOR THE LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE**

The Committee considered the Joint Report of the Head of Democracy and Community and the Monitoring Officer (Report No. DC2109), which proposed changes to ensure the future effectiveness of the Committee, with a strong focus on its corporate governance role providing oversight, protection and public confidence in Council activities.

In introducing the Report, the Monitoring Officer explained that the Council, along with many other authorities within the sector, had been diversifying its range of activities to both mitigate the risk of financial restructuring as a result of Central Government funding changes, and to facilitate the Council to take a much stronger role in place shaping and to influence the regeneration of the area. In order to deliver against this more diversified agenda, the Council had sought to establish key delivery vehicles such as the Rushmoor Development Partnership to pursue regeneration and Rushmoor Homes Ltd to deliver local housing solutions. The Council had also sought to become more commercially focused in seeking out income generating sources and had considered a wide range of commercial income investment opportunities. All of these areas of activity required good governance, careful oversight and risk management, supported with transparent arrangements to provide the public oversight, protection and confidence necessary. It was felt that high quality Elected Member oversight was a pivotal lynchpin to providing that public confidence.



The Report advised that the Council was keen to build on lessons learned by high profile local authority failures, especially in respect of the role of corporate governance, use of expertise and independence and the approach to risk management and transparent decision making.

The Report set out proposals to implement arrangements for the Licensing, Audit and General Purposes Committee to help ensure and support the Committee's effectiveness in the future. The proposed arrangements were:

- **Committee Name** – It was proposed to change of the Committee's name to 'Corporate Governance, Audit and Standards Committee', which was a more accurate reflection of the Committee's work and focus. This would take effect from the first meeting of the new Municipal Year in May 2021.
- **Terms of Reference and Statement of Purpose** - It was proposed to add a new Statement of Purpose as an introduction to the Committee's terms of reference to bring greater focus to the corporate governance and audit role. This was set out in Appendix 1 to the Report.
- **Membership** – It was proposed to continue the membership of the Committee as 11 Members (non-executive and politically balanced) with a new provision to appoint up to three additional non-voting, co-opted Independent Members. These Independent Members would be invited to join meetings for discussion on all corporate governance and audit matters.
- **Independent Members** – It was proposed to follow good practice, which showed that for committees with audit responsibilities, the co-option of independent members with technical knowledge and expertise could be beneficial, helping with the process of in-depth questioning and committee discussion. A copy of the Person Specification for Independent Members was set out in Appendix 3 to the Report.

A public advertisement to recruit Independent Members would be published during April 2021 with a view to recommending an appointment for confirmation at the Annual Council Meeting in 2021.

It was proposed that the following terms would apply to the appointment of Independent Members:

- A fixed term of three years, with provision for early termination or extension of the appointment
- The Independent Member would be eligible to be paid an allowance equal to the statutory co-optee allowance (currently £514 per year)
- The Independent Member would be expected to follow the same code of conduct as Elected Members and with the register of interests.

The Committee was advised that role descriptions had been prepared for the Chairman and Members of the Committee, as set out in Appendix 2 to the Report. It was noted that the role descriptions referenced the apolitical and independent nature of the Committee and a requirement for Committee members to have an interest in

corporate governance matters. It also emphasised a commitment to participate in training events to ensure knowledge and understanding of the Committee's key areas of responsibility. Members noted that the updated role descriptions would be incorporated in Part 3 of the Council's Constitution (Section 10 – Councillor Role Descriptions).

It was advised that, during 2021/22 it was proposed to deliver an enhanced programme of learning and development support for Members on the Committee, based on the training modules set out in Appendix 4 to the Report.

It was proposed to review the new arrangements in a year when the Committee would have had some experience of the changes. In these circumstances, it was not intended to recommend that Standing Orders for the Regulation of Business be changed but to ask full Council to suspend Standing Orders at the Annual Council Meeting so that the new arrangements could be introduced for 2021/22. Once the review had been undertaken, the proposed changes to Standing Orders could be formalised in the early part of 2022.

During discussion, Members agreed that changes were needed due to the growing complexity of matters dealt with by the Committee and it was felt that the proposals were a good way forward. The view was expressed that, in view of the onerous duties to be imposed on Members of the Committee, including in-depth training to be undertaken and the level of ability required, that a special responsibility allowance should be given to Members of the Committee. Following consideration of the suggestion, it was agreed by the Committee that the Council should also be recommended to appoint an Independent Remuneration Panel to examine whether a Special Responsibility Allowance should be paid to Members of the Committee.

During further discussion, Members raised questions regarding the apolitical and independent nature of the Committee particularly in relation to corporate governance matters and how this might not always be possible. It was also requested that Members of the Committee should have access to a list of financial management terminology and their meanings.

In response to a question regarding training, it was explained that undertaking the training programme would ensure that Members were confident that they could not only take an independent view on the advice of professional officers but also could challenge, question and really get to grips with the information submitted for consideration and in so doing be satisfied that they were happy with the information provided.

**RESOLVED:**

**(1) That the COUNCIL BE RECOMMENDED to approve**

- (a) the Committee's name change to 'Corporate Governance, Audit and Standards Committee' from the Annual Council Meeting in May 2021;
- (b) updates to the Council's Constitution to incorporate a new Statement of Purpose to precede the Committee's terms of reference, as set out in

Appendix 1 to the Report; and the updated Role Descriptions, as set out in Appendices 2 and 3;

- (c) the suspension of Standing Orders for the Regulation of Business at the Annual Council Meeting to enable the proposals set out in the Report to be implemented for 2021/22; and
- (d) the appointment of an Independent Remuneration Panel to assess the duties of the Members and Chairman of the new Committee and make recommendations regarding a Special Responsibility Allowance; and

(2) **RESOLVED:** That

- (a) arrangements to recruit Independent Member(s) be based on the approach and terms set out in paragraphs 3.7 and 3.8 of the Report be agreed; and
- (b) the implementation of a Members' training programme for the Committee in 2021/22, based on the modules set out in Appendix 4 to the Report, be approved.

### 35. **EXTENSION OF TERM OF OFFICE FOR DESIGNATED INDEPENDENT PERSON**

The Committee considered the Joint Report of the Head of Democracy and Community and the Monitoring Officer (Report No. DC2110), which recommended a two-year extension to the term of office for the Council's Designated Independent Person, Mrs Mary Harris. It was explained that this was a role which was required under the Localism Act 2011 to assist the Council in promoting and maintaining high standards of conduct amongst its elected Members.

The Report set out role description and statutory functions of the Designated Independent Person. It was noted that there was no payment for this role, however, a small annual retainer allowance was paid, which was the same amount allowed for a co-opted committee member (currently £514 per annum).

The Committee was advised that it was open to the Council to carry out a fresh recruitment process or to make an extension to Mrs Mary Harris' term of office. It was noted that, since her appointment, Mrs Harris had attended training, attended regular update meetings with the Monitoring Officer, carried out her role diligently and had gained experience from which the Council could benefit for a further period. There had been very few Member conduct related complaints and the call on the Designated Independent Person has been minimal.

The Report set out details about Mrs Harris, including her qualifications, work experience and voluntary experience and it was proposed that the Committee should recommend to the Council to extend the term off office of Mrs Mary Harris for two years until the end of the 2022/23 Municipal Year.

**RESOLVED:** That the **Committee RECOMMEND TO THE COUNCIL** that the term of office of Mrs Mary Harris, as the Council's Designated Independent Person, be extended for two years until end of 2022/23 Municipal Year.

The meeting closed at 8.20 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

-----

**CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE**

27TH MAY 2021

**CHIEF EXECUTIVE  
REPORT NO. CEX2101****RUSHMOOR DEVELOPMENT PARTNERSHIP PROGRESS REVIEW****SUMMARY:**

This is the Chief Executive's report as Council Shareholder on the progress review received from the Rushmoor Development Partnership (RDP) on its business plan. It provides some commentary on the progress and delivery through the partnership to date on the four regeneration sites agreed as part of the initial RDP business plan. This report also reflects on the management and governance arrangements supporting the council input and oversight of the RDP and proposes some changes to respond to the current stage of the regeneration programme.

**RECOMMENDATION:**

The Committee are requested to:

- (1) Note the progress set out in the report from the RDP and the next steps for each of the current projects covered by the business plan
- (2) Agree the changes to management and governance arrangements set out in section 3 of this report in line with the Council's constitution.

**1. Introduction**

- 1.1 The Rushmoor Development Partnership was established in 2018 as a joint venture with Hill Partnerships Ltd to provide expertise and capacity to support delivery of Council's regeneration aspirations. As Shareholder, the Council's Chief Executive receives the RDP's annual report and 6 monthly reviews and reports it to this committee as part of the agreed governance arrangements.
- 1.2 This is the first time the committee has considered such a report and whilst the Cabinet has considered a number of reports relating to schemes being taken forward through the RDP the progress review was received later than anticipated. The RDP, like many organisations, has been affected by Covid but would expect future reports to be submitted in line with agreed arrangements. The RDP's financial position is reviewed by the Council's finance service and annual accounts will be included as confidential appendices in the RDP Annual report to be submitted in October.

## **2. Shareholder commentary**

- 2.1 The Progress Review is set out as at Appendix 1 to this report. Overall there has been significant progress since the approval of the initial business plan particularly on Union Street, Aldershot where the RDP secured a planning consent during 2020 despite the pandemic. Work on the Civic Quarter Masterplan is now progressing well and a public consultation is expected over the summer prior to submission of the outline planning application. Parsons Barracks Car park has been sold to enable the development of a care homes with the proceeds being utilised to fund the work of the RDP to date, which assists with reducing pressure on the Council's financial position.
- 2.2 The partnership where Council and Hill staff work together is enabling a commercial approach to be taken to bringing forward sites alongside the translation of the Council and community's ambitions for both town centres.
- 2.3 The RDP is a commercial vehicle and due to the scheme viability it was not possible for the RDP to take forward the scheme at Union Street as developer. However, the existing partnership means that the Hill Group are able to carry forward the construction work which should enable a seamless move from planning, through demolition into construction.
- 2.4 Overall, the RDP has made a positive contribution to moving forward the Council's regeneration objectives over the past 2 years and as Shareholder the Chief Executive is satisfied with progress achieved.
- 2.5 As the Regeneration programme is now moving to the construction phase for some schemes it is appropriate to review the partnership arrangements and approach to governance. An initial view has been taken by the Chief Executive as Shareholder and changes to management and governance are proposed.

## **3. Proposed Changes to Management and Governance**

- 3.1 Given the scale, value and associated level of risk associated with the regeneration programme programmes, consideration has been given to the effectiveness of the officer and member oversight and governance arrangements for the RDP. These are considered to have been broadly effective to date but as the level of delivery increases and the relationship with Hill Investments moves forward through the RDP some change is now considered appropriate.
- 3.2 Having discussed these issues with the Leader it is proposed that some changes are made to the officer and Member representation on the RDP. The RDP Board currently consists of the Leader, Property and Major Project Portfolio Holder (Councillor Martin Tennant) and Executive Director

(Karen Edwards). It is proposed that this now be transitioned to the Property and Major Project Portfolio Holder, Chief Executive and Executive Director. This change allows the Council to bring the Chief Executive's regeneration and development experience to bear on the projects and also allows the Leader to play more of a strategic leadership role without any hinderance or conflict of interest that could arise.

3.3 In the RDP Investment Team -the operational team of the RDP - the Executive Head of Regeneration & Property (Paul Brooks) will be replaced by the new Interim Head of Development (Keith Harley). Both this and the above changes are subject to confirmation by the RDP Board.

3.3 Once the new arrangements come into force it is proposed that the Council's shareholder representative for all other purposes should be the Executive Director & Monitoring officer, Ian Harrison.

3.4 The current cycle of oversight and governance by this Committee as set out below is considered sufficient at the current time but it should be noted that the Council's officer project and programme management arrangements are already being strengthened from 1 April to reflect the move towards the construction phase of Union Street development and quarterly performance reporting to Cabinet and Overview and Scrutiny Committee and 6 monthly regeneration briefings will continue for all members of the Council.

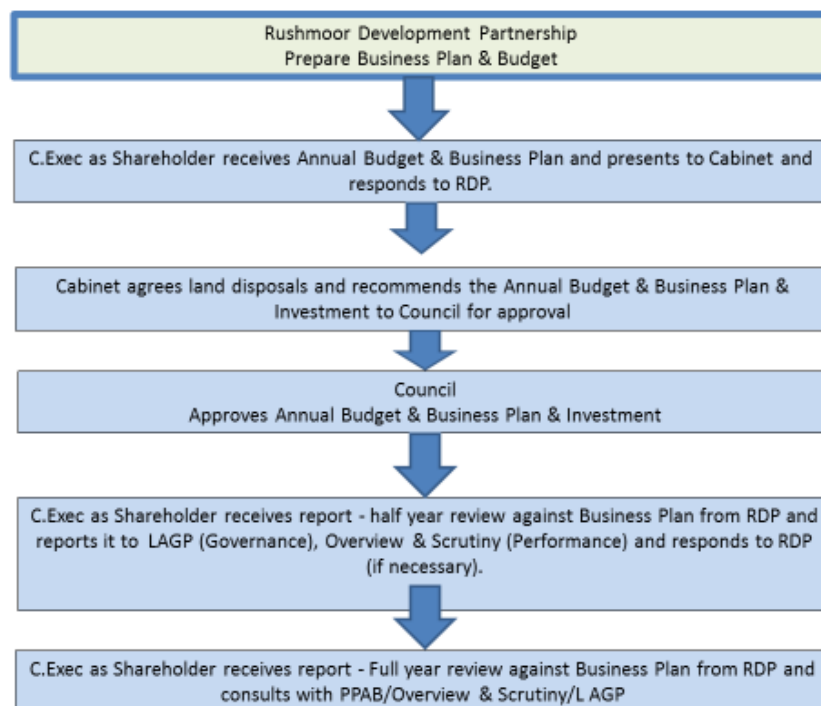


Figure 1. Annual Cycle of RDP/Council Governance and Approvals

3.5 As with all significant programmes of work it is important that management and governance arrangements are kept under review and it will be important to revisit these arrangements periodically as the Council's regeneration projects proceed.

**Chief Executive: Paul Shackley**

**Background Papers:**

*Rushmoor Development Partnership Business Plan – Council 25 July 2019*





# Report for DMB - 1st draft

---



## Progress Summary

Site	Feasibility	Planning	Construction
Farnborough Main (Union Street West) Car Park	<b>Complete</b>	<b>N/A – feasibility confirmed redevelopment is unviable</b>	<b>N/A</b>
Parsons Barracks Car Park	<b>Complete</b>	<b>N/A – site disposal to third party</b>	
Union Street, Aldershot	<b>Complete</b>	<b>Achieved planning consent January 2021</b>	<b>Target start on site Q3 2021/22</b>
Civic Quarter, Farnborough	<b>Ongoing</b>	<b>Target submission Summer 2021</b>	

## **1. Background**

- 1.1 The Rushmoor Development Partnership (RDP) brings together Rushmoor Borough Council and development partner, Hill Investment Partnership Ltd, to deliver major regeneration schemes across the borough.
- 1.2 Formed in October 2018, the RDP's aim is to support delivery of the Council's ambitious borough-wide regeneration programme, 'Regenerating Rushmoor'.
- 1.3 The RDP is committed to supporting the Council's ambitious regeneration plans, which seeks to build on existing assets and create distinctive, mixed-use town centres with a high-quality retail, leisure, cultural, employment and housing offer. The RDP will also identify opportunities to develop long term income generating assets for the Council.
- 1.4 As part of the governance and reporting arrangements agreed by the Council's Cabinet in September 2018 (Report CEX1806), the RDP is required to report on a six monthly basis to the Shareholder (Chief Executive) who will enable consideration of an appropriate report by the Licencing, Audit and General Purposes Committee.
- 1.5 The initial Business Plan of the RDP was presented to and approved by Full Council on 25th July 2019 and this note provides Members with a report on progress since that approval. The next update will be an Annual Report and provided for consideration in October 2021.

## **2. Progress Review**

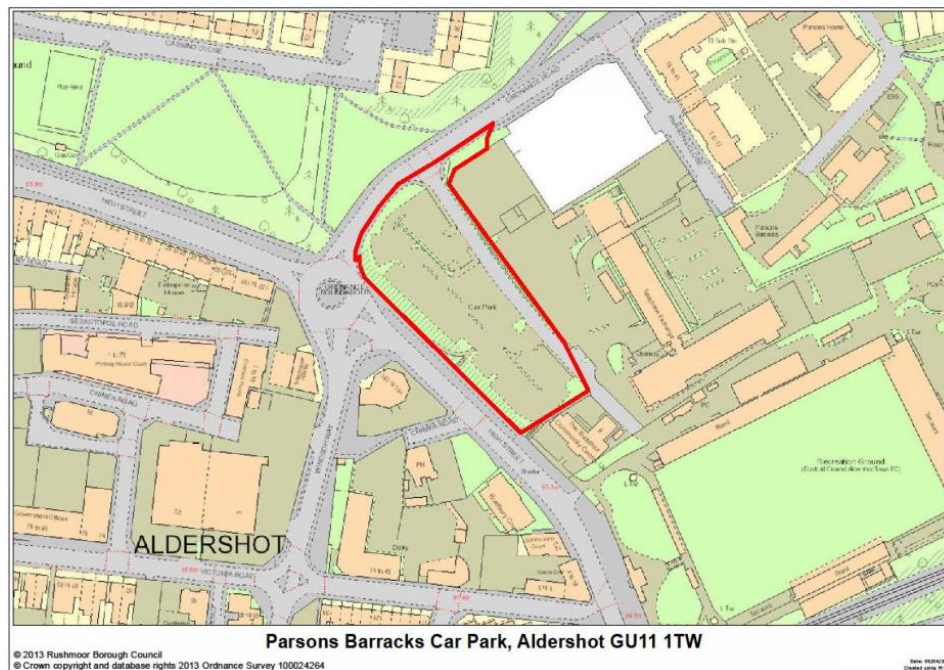
- 2.1 The initial sites as identified within the agreed Business Plan were:
  - Farnborough Main (Union Street West) Car Park
  - Parsons Barracks Car Park, Aldershot
  - Union Street East, Aldershot
  - The Civic Quarter, Farnborough
- 2.2 An update on the progress of each development opportunity is outlined below.

## Farnborough Main (Union Street West) Car Park



- 2.3 This site was included within the initial site portfolio as potential development site for residential for sale or, given its proximity to the Farnborough Main train station, as a possible site for a market rental product.
- 2.4 The RDP commissioned detailed site analysis, including topographical and tree surveys and a car park demand study. A number of residential options were considered with MH Architects and a final scheme based on 40 private units on the understanding that an off-site affordable site could be secured was the preferred approach.
- 2.5 Notwithstanding the affordable off-site option, the car park demand study confirmed that the site was required to meet commuter demand and along with the Council's residential car parking policy rendered the site not viable for private sale residential development. In addition, a market rental product was deemed to be of insufficient size to offset the management costs.
- 2.6 The RDP proposed an option for the Council to develop the site for additional car parking given the lower cost of parking on the Council car park compared to the Network Rail owned station car park adjacent. If such a scheme were attractive to the Council, the RDP could provide commercial support.
- 2.7 On the basis of the above feasibility outcomes, it was agreed by the RDP Board to remove this site from the portfolio moving forward.

## Parsons Barracks Car Park, Aldershot



- 2.8 This car park site was included with a view to redevelopment for private sale of residential in order that it would cross subsidise the Union Street development since initial appraisals indicated that the viability of Union Street needed this support. The RDP carried out preliminary site investigations and surveys, as well as having pre app discussions with the Local Planning Authority.
- 2.9 A residential scheme of 82 units with 30% affordable social rent, with a variant which included shared ownership as part of the affordable offer was explored by the RDP, with a particular on-site constraint being the planning policy requirement that a minimum of 1:1 parking is required.
- 2.10 As part of the feasibility, the RDP conducted market analysis on private sale values and construction costs and concluded that a private residential for sale scheme was not viable, having regard to the development and construction costs relative to the low sale values and rates of sale along with provision of a 1:1 podium parking solution. Consideration was given to maximising the income, but any increase did not outweigh the additional associated construction cost.
- 2.11 The RDP considered alternatives uses for the site that would meet local community needs including:
- Hotel
  - Food Retail
  - Care Home

The development of an out of town retail unit could encourage the moving of Lidl from the town centre which was viewed as detrimental to the town and hotel interest was limited given the presence of Premier Inn and Travelodge in the town.

2.12 Therefore, the care home option was explored. The following care home operator developers were invited to tender:

- BUPA
- Methodist Homes
- Anchor
- Maria Mallaband
- LNT Care Homes

2.13 LNT Care Homes was the only party that submitted an offer, other operators had existing care schemes within the Borough and declined to bid. LNT offered RDP £1.95m for the site with planning consent which optimises return at an early stage.

2.14 As at January 2021, the sale with LNT was proceeding and their planning application being prepared for submission.

## Union Street, Aldershot



- 2.15 The RDP initially explored a private residential led scheme with supporting re-provision of the commercial into small format food and beverage and retail. As noted with Parsons Barracks, Aldershot has lower private sale values together with high construction costs and a 1:1 parking requirement impacted on the viability of a private sale led scheme, even taking into consideration the grant funding secured by the Council.
- 2.16 In order to support the Council's regeneration objectives for this town centre site, footfall generation was considered an important requirement. The RDP carried out detailed market analysis on alternative uses and residential rental values. Analysis from Montagu Evans supported the strong rental potential of Aldershot as a location. In addition, the RDP looked at alternative types of rental, approaching the University for the Creative Arts (UCA, Farnham Campus) who confirmed a requirement for 128 student rooms, which it would lease on a long term basis. A mixed use scheme with residential and student living was considered to work effectively in supporting the provision of the small format food, beverage and retail use to match the evolving market as traditional retail contracts. Potentially, this would generate additional rental income for the Council, should it wish to retain the units. The RDP ambition is to ensure the scheme would be regarded as a 'local destination' with a central square within the scheme offering opportunity for recreational and cultural amenity, providing a reason to visit the town centre.
- 2.17 The RDP worked alongside JTP architects and Barton Willmore to create a high quality design proposal for Union Street known as Union Yard. The Partnership worked effectively with local stakeholders from the inception of the project, in particular the Aldershot Civic Society, to ensure that the proposals met with public expectation and ambition. The success of this engagement was reflected in the

extremely positive feedback that was received during public engagement on the proposals in January and February 2020 where more than 1,200 people attended.



*Figure 2 Public engagement for Union Street*

2.18 A planning application was submitted in March 2020 comprising:

- 128 student accommodation rooms for the University of Creative Arts in Farnham
- 80 market rent/private sale residential homes
- 20 affordable homes
- New commercial and retail provision

2.19 The RDP was granted consent on the 24th June 2020. The Section 106 agreement was completed and decision notice issued on 12th January 2021.

2.20 The development will provide a unique creative space that could be utilised by local artisans and independent businesses that would interact with food and beverage occupants and complimented by suitable public realm.

2.21 Plans to demolish the existing buildings on site are on track for August 2021 and development funding is being finalised as part of the Council's due diligence for a start on site in late-2021.



## **The Civic Quarter, Farnborough**

- 2.22 The RDP is preparing a masterplan to redevelop a 9.76 ha Civic Quarter site in the town centre with a projected planning submission of Q2 2021. The emerging aspirational masterplan will seek to deliver a transformational redevelopment of a large-scale, mixed-use town centre scheme. It will create a development within Farnborough, for people of all ages to come together, and drive the future prosperity and long term sustainability of the town centre.
- 2.23 The emerging masterplan breaks the site down into 11 development plots, along with quality open space and amenity. Plots have been set aside for the new leisure civic hub, hotel, Multi Storey Car Park and residential for sale. Further revisions are being considered for sharing with the RDP Board as the key influences such as the leisure centre, parking requirements and retail demand evolve.
- 2.24 The RDP team has taken into consideration the initial consultation and subsequent refining of the key Council and community objectives and outcomes sought from the regeneration. This has been further informed by a design review, pre planning meetings and liaison with HCC highways officers.
- 2.25 The Farnborough Civic Quarter project has the potential to deliver around 1000 new homes, the re-provision of a leisure centre, and commercial space featuring offices, shops, hotel, retail, restaurants medical and other civic buildings. On the back of these proposals the Council is carrying out a feasibility for the relocation of the current civic offices onto the site alongside the new leisure centre and other community provision. The development of the existing council office site will help finance this new civic hub provision. The Civic Quarter development will also anchor the existing town centre by generating additional footfall and supporting town centre living.
- 2.26 Income generation for the Council is a priority for the RDP as part of the Council's overall regeneration aims for Rushmoor Borough. The regeneration of the Civic Quarter allows the opportunity for retaining assets that seek to exceed current income from a variety of opportunities including commercial, retail and a hotel. In addition, through equal co-development of residential sale plots with Hill, the Council will be provided with an opportunity to secure half of the development return plus a market land value to reinvest into other developments on the site or elsewhere.
- 2.27 Whilst the technical aspects of the masterplan are being considered, RDP is also in the early stages of assessing market appetite for a wide range of commercial uses and forms of residential, as well as private sale. Initial discussions with a variety of commercial operators confirms strong interest in the site and is informing the masterplan.
- 2.28 Working concurrently with masterplan development, RDP is also preparing the site development strategy and model to support the delivery of a high quality

comprehensive development. The model will evolve as the masterplan develops and will also address important aspects such as the funding of site wide infrastructure and creating a town centre focus for improving Farnborough's commercial core.

- 2.29 In addition, RDP has also provided a market land valuation report prepared by Avison Young which is being considered by the Council as part of the overall offer from the RDP.
- 2.30 The RDP is scheduled to submit an outline application Q3 2021 and may also look to submit concurrent detailed applications in respect of early plot delivery, such as residential for sale and commercial.
- 2.31 The Council has set out its objectives for the site meeting sustainable deliverables agreed with councillors. The RDP has briefed architects LDA to include this in design development together with features such as options for community facilities, open space and the skate park.

### **Other achievements**

#### Communications and Profile of RDP

- 2.32 The RDP has established a website ([www.rushmoordevelopmentpartnership.co.uk](http://www.rushmoordevelopmentpartnership.co.uk)) and a social media presence on both Twitter and Facebook. These mediums have been used to host site-related materials and to promote engagement events / gauge public opinion.

RDP Investment Team  
April 2021

**STATEMENT OF ACCOUNTS 2019/20 – UPDATE 3****SUMMARY:**

The purpose of this report is to inform Members' of audit progress for the Council's Statement of Accounts for 2019/20 and provision of the audit opinion since the meeting on 29 March 2021. The Committee is reminded that the deadline for issuing a final set of audit statements of accounts and audit opinion of 30 November 2020 was not met.

**RECOMMENDATIONS:**

It is recommended that the committee

- i) Note the Statement of Accounts Update Report
- ii) Note the updated process and indicative timetable for approval of the 2019/20 Statement of Accounts and receiving the Audit opinion

**1 BACKGROUND**

- 1.1 This report updates members on the status of the 2019/20 Statement of Accounts and Audit Opinion. As the Corporate Governance, Audit and Standards Committee has replaced the Licensing, Audit and General Purposes Committee it is useful to provide some additional background information for all members of the committee.
- 1.2 The following commentary is summarised from the Chartered Institute of Public Finance & Accountancy (CIPFA) publication "An introductory guide to local government finance" and provides a useful overview of the Statement of Accounts and Audit opinion process.
- 1.3 Each local council in England is required to produce an annual statement of accounts immediately following the end of the financial year. The accounts contain detailed information on the financial performance, financial position and cash flows of the council. They show not just the income and expenditure of the council, but also the assets and liabilities it holds.
- 1.4 The statement of accounts is a key way that councils are able to demonstrate that they are using public money properly, known as financial stewardship. The format of the statement of accounts is set out in the CIPFA/LASAAC Code and contains the following key statements and each statement is supported by additional disclosure notes.

<b>Financial Statement</b>	<b>What it covers/shows</b>
Comprehensive income and expenditure statement	This is where all the income and expenditure of the council is recorded in line with accounting rules. This statement is similar to the one you would find in a private company.
Movement in reserves statement	This statement shows the impact of the financial year on the council's reserves. This statement also includes all of the income and expenditure that is recognised under accounting rules, but which is then adjusted by legislation to give the amount of expenditure that has been funded by the local tax payer.
Balance sheet	This statement summarises a council's financial position at each year end and reports the assets, liabilities and reserves of the council. Some of the reserves are specific to councils, such as the pensions reserve and the capital adjustment account and exist to allow accounting entries required by legislation.
Cash flow statement	This summarises the cash flows that have been made into and out of the council's bank account during the financial year.

- 1.5 In preparing the Statement of Accounts, the Council will need to undertake a number of key financial assessments and make critical accounting judgements. These are focussed on the assets and liabilities the Council has and are largely associated with Land & Buildings, Vehicles, Equipment and other assets.
- 1.6 When the council invests in new assets it includes these in the balance sheet at the cost of the investment made plus any expenses. In order to ensure that the balance sheet is kept up to date, assets need to be regularly revalued, at least every five years or more frequently for the assets whose values may be volatile. With the impact of Covid and the assets of a commercial nature, this has been an area of focus.
- 1.7 In terms of liabilities, the main item that is considered is the Council's element of the Hampshire County Council Pension Fund (part of the Local Government Pension Scheme). The value of the current and future liabilities (i.e., the benefits that are payable to scheme members) and funding projections to show the financial position of the fund.
- 1.8 The Statement of Accounts and associated documents such as the Annual Governance Statement are subject to external audit examination.

- 1.9 The external auditor of a private sector organisation is required to carry out an in-depth examination of the annual statement of accounts and certify that it represents a 'true and fair' view of the financial position of the organisation. If an auditor finds material errors in the accounts or views them as misleading, they can 'qualify' them, which means that they publicly report on why accounts do not give a true and fair view.
- 1.10 This is essentially the same process that is carried out by the external auditor of a council. However, external audit is also very important in ensuring proper stewardship of public money; therefore, in councils, external auditors look not only at the financial statements but also at the financial aspects of how a council is managed. The external auditor must satisfy themselves that the accounts are prepared in accordance with regulations and accounting rules and that the council made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. Auditors may report on their work to the general public and other key stakeholders.
- 1.11 The results of audit work are communicated in a number of reports
- the **Audit Plan** reports on specific areas of audit work where they have concerns
  - the **Audit Report** including the auditor's opinion on the financial statements; a conclusion about whether the audited body has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources; and a statement on the consistency of consolidation schedules prepared by the authority with the financial statements
  - a **certificate** that the audit of the accounts has been completed in accordance with statutory requirements.
  - the **Annual Audit Letter** about the key issues that the auditor considers should be brought to the attention of the audited body.
- 1.12 Other specific reports may be issued at any point during the audit process, if required such as a **report in the public interest**.
- 1.13 The external auditor has particular duties in relation to questions of legality (whether the council has incurred expenditure that it had no legal power to do), rights of challenge to the accounts (where an elector has formally raised an issue with the auditor about an item in the accounts)

## 2 INTRODUCTION

- 2.1 Owing to the impact of Covid-19 deadlines for the completion and publication of the 2019/20 accounts have been relaxed recognising the possible disruption to relevant authorities caused by the spread of coronavirus
- 2.2 The table below sets out the changes made to the deadlines, as set out in the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 which came into force on 30 April 2020.

Action	Deadline as set out in Accounts and Audit Regulations 2015	Revised Deadline as set out in Accounts and Audit (Coronavirus) (Amendment) Regulations 2020
Draft Accounts completion	31 May	31 August
Public Inspection period	First 10 working days of June of the financial year immediately following the end of the financial year to which the statement relates	First 10 working days of September of the financial year immediately following the end of the financial year to which the statement relates
Publication of Accounts	31 July	30 November

- 2.3 The Council published a draft statement of account 2019/20 on 31 August 2020. These are available on the Council's website:  
<https://www.rushmoor.gov.uk/statementofaccounts>
- 2.4 The Council is required under regulation to obtain an independent external audit opinion on the true and fair nature of the statement of accounts. Following provision of the external audit opinion the relevant Council Committee (being Licencing, Audit and General Purposes Committee) is required to approve the accounts and publish both the approved set of account and the audit opinion by 30 November 2020.
- 2.5 As reported to the Licensing, Audit and General Purposes committee at the meetings in November 2020, January 2021 and March 2021 the Council's external auditor opinion was not due to be received until after the statutory deadline with a commitment to work towards an opinion being available for the May 2021 meeting.
- 2.6 In terms of context, it is worth noting that there were 265 public bodies (Councils, Fire and Rescue, Police and other LG bodies) that did not receive an auditor opinion by 30 November 2020 (around 55%) – as compared to 210 out of 486 (43%) for 2018/19.
- 2.7 According to data from Public Sector Audit Appointments (PSAA) the number of public bodies that did not receive their audit opinion by mid-March was 147.
- 2.8 The National Audit Office (NAO) published their report on the timeliness of local auditor reporting on local government in England on 16 March 2021. This report concludes that the position on audit reporting has worsened significantly since their last report in 2019:

*“Given the increasing financial challenge and service pressures on local authorities since 2010, local councils need strong arrangements to manage finances and secure value for money. External auditors have a key role in providing independent assurance on whether these arrangements are strong enough and recommending any action. The late delivery of 2019-20 audit*

*opinions is concerning, given the important part that external audit plays in assurance over taxpayers' money both centrally and locally.*

*“Since we reported on local authority governance and audit in 2019, despite efforts by the various organisations involved in the local audit system and by the Ministry of Housing, Communities and Local Government, we can only conclude that the local audit system has worsened. The increase in late audit opinions, concerns about audit quality and doubts over audit firms' willingness to continue to audit local authorities all highlight that the situation needs urgent attention. This will require cooperation and collaboration by all bodies involved in the local audit system, together with clear leadership from government.”*

<https://www.nao.org.uk/wp-content/uploads/2021/03/Timeliness-of-local-auditor-reporting-on-local-government-in-England-2020-.pdf>

- 2.9 This report provides members with an update on progress made since March 2021.

### **3 CURRENT STATUS OF THE AUDIT**

- 3.1 Members will be aware from the meeting in November 2020 that the Council's external auditors set out in the Audit Plan an outline of the timetable and work required to complete their audit and issue an Audit Results Report.
- 3.2 At the LA&GP meeting in January 2021, members were informed that following discussions with EY on 14 January 2021, it was agreed that the current audit work would be paused until mid-February. This would allow the finance team to complete work on the 2021/22 budget setting process unencumbered by other work pressures. The audit would be reconvened in mid-February with the intention to have a scaled-up audit resource to allow the completion of the audit process to be achieved in advance of the next meeting of LA&GP in March 2021.
- 3.3 Audit work was restarted late in February 2021 and worked through some of the remaining issues. However, there were a number of audit queries that remained unresolved which meant the audit opinion was not available for the committee to consider at the meeting on 29 March 2021.
- 3.4 There has been considerable work from the Council and EY to work through the outstanding audit issues. These are largely focussed on the valuation of the Council's assets with a number of queries raised during the course of the audit of a technical nature. These have taken time to work through and have required the Council's appointed specialist valuers to liaise closely with EY.
- 3.5 Officers from the Council and EY have had weekly virtual meetings during April and May 2021 to assess progress and resolve the audit queries. However, at the time of writing this report, it has not been possible to resolve all of the property queries, although it is anticipated that these will be cleared by 21 May 2021.

- 3.6 Once all the remaining audit queries have been resolved, the Council will also have to provide EY with an updated impact on the Council's finances from Covid-19 and any Post Balance Sheet Event (PBSE) given the ongoing risk Covid-19 poses to the Council's financial standing. In order to complete the accounts and audit opinion process, the Statement of Accounts would need to include a detailed Disclosure Note that addresses Going Concern.
- 3.7 A Disclosure Note will be drafted with an updated forward projection of the Council's Reserves and Balances and a projection of the Council's cashflow and liquidity for the next 18 months, and a forward projection of reserve deployment over the MTFS period.
- 3.8 A further meeting will be scheduled with EY in due course and a verbal update will be provided to the committee outlining actions and a provisional timescale for completion of the audit opinion.
- 3.9 The Council and EY will need to assess the timing of finalising the audit opinion on the 2019/20 accounts. The Council will need to have regard to the impact on the finance team of the work required to produce the Statement of Accounts for 2020/21 which is likely to have a bearing on the timescale. The Council must be able to produce the Statement of Accounts by the statutory deadline (see Section 4 of this report which sets out the key dates).
- 3.10 Therefore, it is anticipated that the audited Statement of Accounts and the Audit Results Report will not be ready to be considered by the committee at their meeting in July 2021 at the very earliest.

#### **4 2020/21 STATEMENT OF ACCOUNTS AND AUDIT TIMINGS**

- 4.1 Deadlines for the completion and publication of the 2020/21 and 2021/22 accounts have been amended as part of the Government's response to the recommendations contained in the independent Redmond Review into the effectiveness of external audit and transparency of financial reporting in local authorities. The Redmond review reported on 08 September 2020.
- 4.2 The regulations will amend the draft and final accounts publication deadlines for relevant bodies from 1 June and 31 July to 1 August and 30 September for the next 2 accounting years – i.e. 2020/21 and 2021/22 and the position will be reviewed at that time. The regulations come into force on 31 March 2021.



Action	Deadline as set out in Accounts and Audit Regulations 2015	Revised Deadline as set out in Accounts and Audit (Amendment) Regulations 2021
Draft Accounts completion	31 May	01 August
Public Inspection period	First 10 working days of June of the financial year immediately following the end of the financial year to which the statement relates	First 10 working days of September of the financial year immediately following the end of the financial year to which the statement relates
Publication of Accounts	31 July	30 September

3.3 The Council has amended its 2020/21 accounts closure process to meet the revised Accounts and Audit Regulation 2021 timetable. The timetable will be challenging against the backdrop continuing COVID-19 pressures. In addition, the delay in concluding the 2019/20 audit means that the opening balance for 2020/21 will be fluid. Working on two audit year at the same time and having to revisit opening balances will increase the workload for the Council and potentially further delay the audit process for 2020/21.

## 5 CONCLUSION

- 5.1 There is some uncertainty around the timing of when the Council will receive the audited financial statements and EY's Audit Opinion. As indicated in the report, this is not likely to be until July 2021 at the earliest.
- 5.2 It is worth reassuring members that the additional time taken is not due to errors, omissions or matters concerning the quality of the final accounts.

Contact Details:

Report Author and Head of Service:  
David Stanley – Executive Head of Finance  
01252 398440  
[david.stanley@rushmoor.gov.uk](mailto:david.stanley@rushmoor.gov.uk)

This page is intentionally left blank

**CORPORATE GOVERNANCE,  
STANDARDS AND AUDIT  
27<sup>TH</sup> MAY 2021**

**EXECUTIVE DIRECTOR  
REPORT NO: ED2105**

## **PAY POLICY STATEMENT**

### **SUMMARY AND RECOMMENDATIONS:**

#### **SUMMARY:**

Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. This report seeks approval for a statement covering 2020/21.

#### **RECOMMENDATION:**

That the Council be recommended to agree the Pay Policy Statement for 2020/21

## **1. BACKGROUND & INTRODUCTION**

- 1.1 Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. The Council's pay policy statement for 2020/21 is set out in Appendix A.
- 1.2 The Act sets out a clear expression of the Government's desire that taxpayers can access information about how public money is spent on their behalf. It translates this into a requirement for improved transparency over both senior council officers pay and that of the lowest paid employees. To support this, the Act requires publication of an annual pay policy statement.
- 1.3 The Act sets out specific information that must be included in the Pay Policy Statement as follows:
  - the pay framework, level and elements of remuneration for Chief Officers
  - the pay framework and remuneration of the 'lowest paid' employees
  - the relationship between the remuneration of the Chief Officer and other officers
  - other policies relating to specific aspects and elements of remuneration such as pay increases, other allowances or payments, pension and termination payments.

## **2. DETAILS OF THE STATEMENT**

- 2.1 The Pay Policy Statement contains two main components. It sets out the framework within which pay is determined in Rushmoor Borough Council and it provides an analysis comparing the remuneration of the Chief Executive with other employees of the authority.

- 2.2 The comparisons included within the paper, look at the ratio between the Chief Executive and the full time equivalent salary for a permanent member of staff employed in the lowest grade within the structure. The ratio for 2020/21 is 6.7:1,
- 2.3 The second ratio included within the analysis, looks at the relationship between the median remuneration of all staff compared to the Chief Executive. There has been no change to this ratio since the last statement and it remains at 3.6:1.
- 2.4 The recommendation of the Hutton Report (2010) is that public sector organisations should comply with a maximum multiple of 20:1. Rushmoor is well within this multiple.

## **BACKGROUND DOCUMENTS:**

*Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/59562/091042.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/59562/091042.pdf)

*Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act Supplementary Guidance*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/85886/Final\\_Supplementary\\_Pay\\_Accountability\\_Guidance\\_20\\_Feb.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85886/Final_Supplementary_Pay_Accountability_Guidance_20_Feb.pdf)

## **APPENDICES**

Appendix A: Pay Policy Statement 2020/21

## **CONTACT DETAILS:**

### **Report Author:**

Alison McBride, Corporate Manager - People [estelle.rigby@rushmoor.gov.uk](mailto:estelle.rigby@rushmoor.gov.uk) 01252 398420

### **Executive Director:**

Karen Edwards / [karen.edwards@rushmoor.gov.uk](mailto:karen.edwards@rushmoor.gov.uk) 01252 39880

**Rushmoor Borough Council**  
**Pay Policy Statement for the Financial Year 2021-2022**

**Purpose**

The purpose of this pay policy statement is to set out Rushmoor Borough Council's (RBC's) policies relating to the pay of its workforce for the financial year 2021-22, in particular: -

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

**Definitions**

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

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

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

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

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

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

**Pay framework**

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

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

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

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

The Pay and Reward Policy was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. The NJC framework for Job Evaluation was up-dated during 2013 and appropriate revisions made to the procedure for collecting data for evaluation to streamline the process and assist with pay comparability within Rushmoor Borough Council.

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

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

Pay awards for those staff up to and including Grade 7 are determined directly from the negotiations held between the Local Government Employers and the recognised Trades Unions. Since the implementation of the Council's pay framework, the same percentage award has been applied to all other grades including that of Chief Officers.

It should be noted that on 3<sup>rd</sup> September 2013, Cabinet made a decision to adopt the Foundation Living Wage Scheme, and hence the minimum wage in Rushmoor has reflected this. From 1<sup>st</sup> April 2019, the NJC pay rates will align with the Living Wage and hence this adjustment will no longer be necessary.

The analysis used for this report draws upon the pay rates as at 1<sup>st</sup> April 2021.

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

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

*See below for comments on each element*

### **Salary**

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

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

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

### **Other payments and allowances**

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

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

### **Progression within the salary scale**

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

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

## **Pension**

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

## **Severance Payments**

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

## **Remuneration of Chief Officers**

### **Pay framework**

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

This group of "Chief Officers" are paid on locally determined pay scales outside of the NJC agreement. These pay scales were created by extending the NJC spinal column points, and since the implementation of the Pay and Reward policy, these Chief Officers have received the same annual percentage pay award as all other employees within the Council.

### **Salary**

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

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

### **Other allowances or payments**

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

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



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

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

### **Progression within the salary scale**

Progression through the incremental scale appropriate to the grade is dependent upon performance being judged as satisfactory or higher at the end of the review year.

### **Pension**

All employees are eligible to join the Local Government Pension Scheme but the value of these benefits has been excluded from the figures used for pay comparison purposes.

### **Severance Payments**

Any severance payments will be in line with the Council's policy for Organisational Change or MARS scheme and further details are available on request.

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

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

The lowest, median and highest salaries as at 1<sup>st</sup> April 2021 are as follows:

Lowest:	£18,562
Median	£34,729
Highest	£124,125

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

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

An alternative approach would be to compare the Chief Executive's salary against the median salary. This equates to a ratio of **1:3.6** which is a slight change to the **1:3.8** ratio, which was previously reported.

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

**CORPORATE GOVERNANCE, AUDIT  
& STANDARDS COMMITTEE****MONITORING OFFICER  
REPORT NO: LEG2103****27TH MAY 2021****GRANTING DISPENSATION FROM PROVISIONS OF  
THE CODE OF CONDUCT FOR MEMBERS****SUMMARY:**

This Committee has the power to grant dispensations to Members from requirements relating to declarations of interests and the consequences of those declarations set out in the Code of Conduct. This Report seeks Dispensations from such requirements for those Members who have been appointed by the Council to be in a position of management or control of the Rushmoor Development Partnership (RDP) and Rushmoor Homes Limited (RHL) to enable those Members affected to take part in decision-making on any matter directly relating to those bodies or affecting the financial position of those bodies.

**RECOMMENDATION:**

1. That the Committee grant the dispensations for those Members who have been appointed by the Council to be in a position of management or control of the RDP and RHL to enable those Members affected to take part in decision-making on any matter directly relating to those bodies or affecting the financial position of those bodies.

**1. INTRODUCTION**

- 1.1 The Council is required to publish a Members' Code of Conduct that sets out the standards of behaviour expected of Members in undertaking their role and this includes a requirement for declarations of interests in relation to decision-making. The Council has recently adopted a new Code of Conduct which, for the purposes of providing better levels transparency in decision-making, extends the class of interests that must be declared. Such declarations as set out below would, save for any dispensation of the applications of that part of the Code, prevent a Member taking part in decision-making directly affecting those interests, and potentially prevents a Member from taking part in any decision-making which affects the financial position of the body.
- 1.2 From time to time the Council appoints members to the position of management or control of other bodies operating within the Borough or touching the interests or residents and organisations within the Borough. This includes bodies that the Council has itself established to deliver its objectives and deliver better outcomes for the residents of the Borough.

1.3 This Committee's role includes the grant of dispensations to Members from the requirements relating to interests set out in the Code.

## **2. DECLARABLE INTERESTS UNDER THE CODE OF CONDUCT**

2.1 Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority. The new Code of Conduct in Appendix B sets out the requirement to declare both 'Disclosable Pecuniary Interests' (as described in Table 1) which are prescribed by Regulations<sup>1</sup> and 'Other Registrable Interests' (as described in Table 2).

2.2 Table 2 explains that Members have a personal interest in any business of the Council where it relates to or is likely to affect:

A) any body of which you are in general control or management and to which you are nominated or appointed by your authority

B) any body exercising functions of a public nature; any body directed to charitable purpose or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

2.3 Where the matter for decision *directly relates* to the interests described the member *cannot* take part in the decision making *unless* they have been granted a dispensation. Where the matter for decision *affects* the financial interest of the bodies set out in Table 2 an interest must be disclosed and applying the test set out in Appendix B of the Code the Member *may* be prevented from taking part *unless* they have been granted a dispensation.

2.4 The registration of interests means that the public, local authority employees and fellow councillors know which interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects Members by allowing them to demonstrate openness and a willingness to be held accountable. It is clearly important that the public know about any interest that might have to be disclosed councillors when making or taking part in decisions.

## **3. COUNCIL BODIES**

3.1 The Council has established a wholly owned Housing Company, Rushmoor Homes Limited (RHL) to deliver good quality market rent housing within the Borough for residents. The Council is in partnership with Hill Investment Partnership Limited within the Rushmoor Development Partnership (RDP) to deliver major regeneration for the towns of Farnborough and Aldershot. The Council has appointed members of the Council including the Executive to positions of management or control of these bodies.

---

<sup>1</sup> The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

3.2 As such those Members will have a personal interest in any matters directly relating to these council bodies and potentially an interest where the financial interests of those bodies are affected.

#### **4. DISPENSATION**

4.1 It is submitted that for the proper conduct of Council business it is not appropriate or proportionate for the Members appointed by the Council to the control and management of the RDP and RHL to be prevented from taking part in the decision making relating to those bodies. This is on the basis that these bodies have been set up by the Council to deliver its objectives and to deliver positive outcomes for residents of the borough. The aims of the bodies align to the aims of the Council in that regard. Furthermore, if the Members of the executive were to be barred from taking part the Executive would not be quorate. It is therefore imperative that these Dispensations be granted.

4.2 This Committee is authorised to grant dispensations to the class of Members described.

#### **5. CONCLUSION**

**5.1 It is recommended that the dispensations be granted.**

#### **BACKGROUND DOCUMENTS:**

Rushmoor Borough Council – Code of Conduct for Councillors

#### **CONTACT DETAILS:**

Ian Harrison, Monitoring Officer  
[ian.harrison@rushmoor.gov.uk](mailto:ian.harrison@rushmoor.gov.uk)

Catriona Herbert, Corporate Manager - Legal and Deputy Monitoring Officer  
[catriona.herbert@rushmoor.gov.uk](mailto:catriona.herbert@rushmoor.gov.uk)

This page is intentionally left blank



**RUSHMOOR BOROUGH COUNCIL  
MEMBERS' CODE OF CONDUCT 2021**

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person



- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest

### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- You misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- At face-to-face meetings
- At online or telephone meetings
- In written communication
- In verbal communication
- In non-verbal communication
- In electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer or your two Deputy Monitoring Officers on any matters that may relate to the Code of Conduct.

### **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### ***General Conduct***

#### **1. Respect**

**As a Councillor:**

- 1.1 I treat other councillors and members of the public with respect
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

**2. Bullying, harassment and discrimination****As a Councillor:**

- 2.1 I do not bully any person
- 2.2 I do not harass any person
- 2.3 I promote equalities and do not discriminate unlawfully against any person

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

#### **As a Councillor:**

**3.1** I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

#### **As a Councillor:**

**4.1** I do not disclose information:

- a) Given to me in confidence by anyone
- b) Acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. The disclosure is:
    1. Reasonable and in the public interest; and
    2. Made in good faith and in compliance with the reasonable requirements of the local authority; and
    3. I have consulted the Monitoring Officer prior to its release.

**4.2** I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests

**4.3** I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that

discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

### **As a Councillor:**

**5.1** I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

### **As a Councillor:**

**6.1** I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

### **As a Councillor:**

**7.1** I do not misuse council resources.

**7.2** I will, when using the resources of the local authority or authorising their use by others:

- a) act in accordance with the local authority's requirements; and
- b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- Office support
- Stationery
- Equipment such as phones, and computers
- Transport
- Access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

- 8.1** I will undertake Code of Conduct training provided by my local authority
- 8.2** I will cooperate with any Code of Conduct investigation and/or determination
- 8.3** I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings
- 8.4** I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer or the Deputy Monitoring Officers.

Protecting your reputation and the reputation of the local authority.

## **9. Interests**

**As a Councillor:**

- 9.1** I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open

and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

### **As a Councillor:**

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer or Deputy Monitoring Officers for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable pecuniary interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1** below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### Disclosure of other registerable interests

6. Where a matter arises at a meeting which ***directly relates*** to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and



must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### **Disclosure of non-registerable interests**

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
8. Where a matter arises at a meeting which ***affects*** –
  - a) your own financial interest or well-being;
  - a) A financial interest or well-being of a friend, relative, close associate; or
  - b) A body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter ***affects*** your financial interest or well-being:
  - a) To a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b) A reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council –</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the Council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) Anybody of which you are in general control or management and to which you are nominated or appointed by your authority
- b) Anybody
  - (i) Exercising functions of the public nature
  - (ii) Exercising functions of a public nature
  - (iii) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

This page is intentionally left blank

## NOMINATIONS FOR COUNCIL REPRESENTATION ON OUTSIDE BODIES 2021/22

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

**Shaded rows show vacancies or where nominations exceed seats.**

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2020/21	MEMBERSHIP	NOMINATED REPRESENTATIVES 2021/22
1	Age Concern, Farnborough	Venue - RVS Offices, Elles Hall Frequency - Every 2 months Day – Monday Time – Mornings	Cr. C.P. Grattan Cr. Jacqui Vosper	Two Members	It is understood that this Group no longer meets.
2	Aldershot & Farnborough Festival of Music & Art	Venues – Schools and Church Halls in Rushmoor Frequency - (i) Weekends in April and May for competitions (ii) AGM in November (iii) 3 committee meetings during the year	Cr. Gaynor Austin Cr. K.H. Muschamp Cr. T.W. Mitchell	Three Members (Cross – Group representation)	Cr. Gaynor Austin Cr. Mara Makunura Cr. T.W. Mitchell
3	Aldershot Military Museum Strategic Local Agreement Meeting	Venue – Aldershot Military Museum Frequency – Once a year Time – daytime	Cr. Mrs. D.B. Bedford Cr. Sophie Porter	Two Members	Cr. Mrs. D.B. Bedford Cr. Sophie Porter

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
Page 58	Aldershot Town Centre Business and Retailers Group	Venue – Princes Hall, Aldershot Frequency - Twice a year Day – Weekday evenings Time - 6.30 p.m.	Cr. M.S. Choudhary Cr. Gaynor Austin Cr. Christine Guinness Cr. Sophia Choudhary Cr. Prabesh KC	Up to five Aldershot Members (cross-party representation)	Cr. M.S. Choudhary Cr. Gaynor Austin Cr. Christine Guinness Cr. Sophia Choudhary Cr. Prabesh KC
5	Basingstoke Canal Joint Management Committee	Venue - Canal Centre, Mytchett Frequency - Twice a year Day - Friday Time - 10.00 am	Cr. J.H. Marsh Cr. Veronica Graham Green  Standing Deputies: Cr. C.P. Grattan	Two Members  and a Standing Deputy for each Member (requested by the Management Committee)	Cr. J.H. Marsh Cr. P.G. Taylor Cr. A.J. Halstead
6	Blackbushe Airport Consultative Committee	Venue - British Car Auction Frequency - 2 per year Day - 1st Wednesday in March and October Time - 7.30 pm	Cr. P.J. Cullum  Standing Deputy: Cr. Veronica Graham Green	One Member and one Standing Deputy  (Standing Deputy requested by the Consultative Committee)	Cr. P.J. Cullum  Standing Deputy: Vacancy
7	Blackwater Valley Advisory Panel for Public Transport	Venue – RBC offices Frequency - 4 times per year (Mar, June, Sept, Dec) Time - 3.30 pm	Cr. M.L. Sheehan and Cr. M.J. Roberts  Standing Deputies: Cr. Rod Cooper Cr. T.D. Bridgeman	Cabinet Member with responsibility and one Member  (maximum of two standing deputies)	Cr. M.L. Sheehan and Cr. M.J. Roberts  Standing Deputies: Cr. Rod Cooper Cr. T.D. Bridgeman

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
8	Blackwater Valley Countryside Partnership	Venue – RBC Offices Frequency – Annually Day- Various days in Sept/Oct Time- Afternoon	Cr. Mrs D.B. Bedford Cr. P.G. Taylor  Standing Deputies Cr. A.J. Halstead Cr C.P. Grattan	Two Members and up to two Standing Deputies	Cr. Mrs D.B. Bedford Cr. Christine Guinness Cr. A.J. Halstead Cr. P.G. Taylor
9	Brickfield Country Park, Friends of	Venue - Various Frequency - Every 3 months Day - 1st Tuesday of the month Time - 8.00 pm	Cr. D.E. Clifford Cr. P.I.C. Crerar Cr. B.A. Thomas	Three Manor Park Ward Members	Cr. D.E. Clifford Cr. P.I.C. Crerar Cr. B.A. Thomas
10	Cove Brook Greenway Group	Venue - Blunden Hall, Farnborough Frequency - Quarterly Time – Evenings	Cr. L. Jeffers Cr. Veronica Graham-Green	Two Members	Cr. L. Jeffers Cr. Jessica Auton
11	District Council's Network (DCN)	Venue – AGM Birmingham	Cr. D.E. Clifford	Leader of the Council	Cr. D.E. Clifford
12	Enterprise M3 Joint Leaders Board	Venue – Various Frequency – 6 a year Time – daytime	Cr. D.E. Clifford	Leader of the Council	Cr. D.E. Clifford

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
Page 60	Farnborough Aerodrome Consultative Committee	Venue - BA Park Centre, Farnborough Frequency - Twice a year Day - Thursday Time - 2.00 pm	Cr. M.L. Sheehan Cr. P.G. Taylor  Cr. Martin Tennant as Standing Deputy	Cabinet Member and one Member from a ward that adjoins the site (and one standing deputy).	Cr. M.L. Sheehan Cr. P.G. Taylor  Cr. Martin Tennant as Standing Deputy
14	Farnborough and Cove War Memorial Hospital Trust Ltd	Venue - Devereux House Frequency - 6-8 weeks Day - Monday Time - 8.00 pm	Cr. C.J. Stewart	One Member	It is understood that this is now defunct.
15	457 Farnborough Squadron	Venue – Squadron HQ, St. Christophers Road, Cove Frequency – 6 each year Day - Wednesday Time – 7.30 p.m.	Cr. J.H. Marsh	One Member	Cr. J.H. Marsh
16	Hampshire and Isle of Wight Local Government Association	Venue - Rota of Association authorities Frequency - 6 per year Day – Friday Time - Day-time	Cr. D.E. Clifford Cr. P.G. Taylor	Two Cabinet Members, one of whom is the Leader	Cr. D.E. Clifford Cr. P.G. Taylor
17	Hampshire Districts Health and Wellbeing Forum	Venue – rotation around Hampshire Frequency – 3 per year Time – daytime	Cr. Marina Munro	Cabinet Member	Cr. Marina Munro



	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
18	Hampshire Police and Crime Panel	Venue – venues around Hampshire Frequency – 4 times a year Time – 10.00 a.m. weekdays	Cr. K.H. Muschamp	Leader or Cabinet Member	Cr. K.H. Muschamp
19	Hampshire Buildings Preservation Trust AGM	Venue – Various Frequency – Annually (AGM) Day - Friday in November Time - 10.30 am	Cr. Veronica Graham-Green Cr. Marina Munro	Two Members	Cr. Jess Auton Cr. Marina Munro
20	Local Government Association - General Assembly	Venue - London and Conference venues Frequency – Annually Time – Daytime	Cr. D.E. Clifford	Leader of the Council	Cr. D.E. Clifford
21	North Hampshire Area Road Safety Council	Venue – Hart/RBC/BDBC Frequency – 3 times a year Time – daytime	Cr. Mara Makunura Cr. P.G. Taylor as Standing Deputy	One Member and one standing deputy	Cr. Mara Makunura Cr. P.G. Taylor as Standing Deputy
22	North Hampshire Community Safety Partnership	Venue – RBC/Hart/Basingstoke Offices Frequency – 3 times a year Time – daytime	Cr. M.L. Sheehan	Cabinet Member with responsibility for Community Safety	Cr. M.L. Sheehan

	NAME OF ORGANISATION	FREQUENCY AND TIME OF MEETINGS/VENUE	REPRESENTATIVE(S) 2020/21	MEMBERSHIP	NOMINATED REPRESENTATIVES 2021/22
Page 62	Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Venue – RBC/Hart/Basingstoke Offices Frequency – once a year Time – daytime	2 representatives from Chairman and Vice-Chairmen of the Overview and Scrutiny Committee  Cr. A.H. Crawford  Nominated Substitutes: Cr. K. Dibble Remaining Scrutiny Chair or Vice-Chairman	Three non-executive Members including Chairman and Vice-Chairman of OSC  To reflect proportionality: 2 Conservatives 1 Labour  Nominated substitutes.	Two from: Cr. Mike Smith Cr. Steve Masterson Cr. Diane Bedford and Cr. Keith Dibble  Nominated Substitute Cr. Gaynor Austin
24	PCC Hampshire Gypsy and Traveller Community Support Panel	Venue – Winchester Twice a year with additional meetings as required	Cr. Marina Munro	Cabinet Member  and Cabinet Member Standing Deputy	Cr. Marina Munro
25	Parity for Disability	Venue - Day Centre, Whetstone Road Frequency - 2nd Tuesday of every month Time - 7.30 pm - 9.30 pm	Cr. S.J. Masterson  Cr. Sue Carter as Standing Deputy	One Member and one standing deputy	Cr. S.J. Masterson  Cr. Sue Carter as Standing Deputy
26	Project Integra Strategic Board	Venue - Various Authorities Frequency - Quarterly Day - Friday Time - 9.30 am	Cr. M.L. Sheehan	Cabinet Member with responsibility for waste management	Cr. M.L. Sheehan

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
27	Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Frequency – As required Time - 7.45 pm	Cr. Mrs D.B. Bedford	One Member	Cr. Mrs D.B. Bedford
28	Citizens' Advice Rushmoor Trustee Board	Venue - Alternates: Farnborough CAB/Aldershot CAB Frequency - 6 per year Day - Monday Time - 7.00 pm	Cr. C.J. Stewart Cr. Nadia Martin	Two Members (representatives of different Political Groups).	Cr. C.J. Stewart Cr. Nadia Martin
29	Rushmoor Development Partnership LLP (RDP) Board	Venue – RBC Offices	Cr. D.E. Clifford Cr. M.J. Tennant Executive Director (KE)	Two Cabinet Members Executive Director	Cr. D.E. Clifford Cr. M.J. Tennant Executive Director (KE)
30	Rushmoor Homes Company – Board of Directors	Venue RBC Offices	Cr. K. Dibble Cr. K.H. Muschamp Cr. P.G. Taylor	By Appointment	Cr. K. Dibble Cr. K.H. Muschamp Cr. P.G. Taylor
31	Rushmoor In Bloom Forum	Venue - RBC Offices Frequency - 6 per year Time - 7.00 pm	Cr. Mrs. D.B. Bedford Cr. M.S. Choudhary C. T.W. Mitchell Cr. Sophie Porter Cr. C.P. Grattan	Five Members (politically balanced. Last year, political balance was 3 Conservative, 2 from other Groups)	Cr. Mrs. D.B. Bedford Cr. M.S. Choudhary Cr. Sophia Choudhary Cr. Sophie Porter Cr. Nadia Martin

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
Page 64	Rushmoor Partners Network	Venue - RBC Offices Frequency - Quarterly Time - 4.00 pm	Cr. D.E. Clifford Cr. K.H. Muschamp Cr. Marina Munro	Leader, Deputy Leader and Cabinet Member	Cr. D.E. Clifford Cr. K.H. Muschamp Cr. Marina Munro
33	Rushmoor Voluntary Services Board	Venue – Community Centre Frequency – 8 per Year and AGM and Awayday Time – Thursday Evening at 7.15 p.m.	Cr. S.J. Masterson	One Member	Cr. S.J. Masterson
34	Rushmoor Youth Forum (Currently a virtual forum )	Business is exchanged electronically only	Cr. J.B. Canty Cr. Sue Carter Cr. A. J. Halstead	Three Members (one from each Political Group)	Cr. J.B. Canty Cr. Sue Carter Cr. A. J. Halstead
35	South East Employers – Full Meeting	Venue – London & Winchester Frequency - 2 per year – next meeting Wednesday, 11th July, 2018	Cr. P.G. Taylor	Cabinet Member with responsibility for HR and one Member as Standing Deputy	Cr. P.G. Taylor Cr. P.J. Cullum
36	South East England Councils (SEEC) All Member Meeting	Venue – London Frequency - Quarterly Time – Daytime	Cr. D.E. Clifford	Leader of the Council	Cr. D.E. Clifford

	<b>NAME OF ORGANISATION</b>	<b>FREQUENCY AND TIME OF MEETINGS/VENUE</b>	<b>REPRESENTATIVE(S) 2020/21</b>	<b>MEMBERSHIP</b>	<b>NOMINATED REPRESENTATIVES 2021/22</b>
37	Thames Basin Heaths Joint Strategic Partnership Board	Venue – South East area	Cr. Marina Munro	Cabinet Member	Cr. Marina Munro
38	Wellesley Residents Trust Ltd	Venue – Wellesley	Cr. Prabesh KC	One Member	Cr. Prabesh KC Cr. Nadia Martin
39	West End Centre Management Committee	Venue - West End Centre Frequency - Every 2/3 months Day - Varies Time - 7.00 pm	Cr. M.S. Choudhary Cr. Sophie Porter	Two Members	Cr. M.S. Choudhary Cr. Sophie Porter

This page is intentionally left blank