



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 28th April, 2022 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES** – (Pages 1 - 10)

To confirm the Minutes of the Ordinary Meeting of the Council held on 24th February, 2022 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS** –

3. **STANDING ORDER 8 - QUESTIONS** –

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

4. **NOTICES OF MOTION –**

(1) **Fuel Poverty -**

To consider the following Notice of Motion, which has been submitted by Cllr Nadia Martin pursuant to Standing Order 9 (1):

“The Resolution Foundation think-tank’s research shows that over 3,000 Rushmoor households are in fuel poverty, which has been exacerbated since the price cap increase on the 1st April. The cost-of-living crisis is spiralling out of control for many in our Borough and hardworking families are now requiring intervention and support.

We call on Rushmoor Borough Council to support these families struggling by setting up a cross party Emergency Task & Finish Group to identify ways in which residents can be supported, including: review of available budget, amalgamating all charitable support, increasing awareness of all government funding and encouraging those who do not need their Winter Fuel Allowance to donate to those who are suffering the most from high fuel prices and offering a dedicated helpline to those in fuel & food poverty”

(2) **Ukraine -**

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

“Rushmoor Borough Council is saddened and disturbed by the unprovoked aggression against Ukraine, which has caused horrific devastation, and created an escalating humanitarian crisis with millions displaced or affected. In light of this, and as a way of expressing support for the people of Ukraine and members of our communities who are from or who have ties with Ukraine, this Council;

a. Condemns the unprovoked Russian invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to Rushmoor.

b. Stands ready to provide support and open our arms to innocent people displaced and affected by this unprovoked Russian aggression.

c. Will work with and support the efforts of our local communities to provide help, support and comfort to those in need.”

5. **MAYOR-ELECT AND DEPUTY MAYOR-ELECT 2022/23 –**

At its meeting on 28th March 2022, the Corporate Governance, Audit and Standards Committee considered the nominations for Mayor-Elect and the Deputy Mayor-Elect for 2022/23 and made the following recommendations:

- (i) That Cr. J.H. Marsh be selected as Mayor-Elect for the Municipal Year 2022/23; and
- (ii) That Cr. A.K. Chowdhury be selected as Deputy Mayor-Elect for the Municipal Year 2022/23

6. RECOMMENDATION OF THE CORPORATE GOVERNANCE AUDIT AND STANDARDS COMMITTEE –

To consider the recommendation of the Corporate Governance, Audit and Standards Committee in relation to the following item:

1) PAY POLICY STATEMENT – (Pages 11 - 22)

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached – Annex 1), which recommends approval of the Pay Policy Statement. Cllr Sue Carter, Chairman of the Corporate Governance, Audit and Standards Committee will introduce this item.

7. QUESTIONS FOR THE CABINET –

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

8. OVERVIEW AND SCRUTINY COMMITTEE - ANNUAL REPORT 2021/22 – (Pages 23 - 26)

To receive and ask questions on the Annual Report of the Overview and Scrutiny Committee (copy attached – Annex 2) for the 2021/22 Municipal Year. A procedure note for asking questions has been circulated to Members.

9. REPORTS OF CABINET AND COMMITTEES – (Pages 27 - 44)

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

Cabinet	15th March 2022
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Committees

Corporate Governance, Audit and Standards	15th February 2022
Development Management	16th February 2022
Corporate Governance, Audit and Standards	28th March 2022

10. REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE – (Pages 45 - 56)

To note the Reports of the following meetings (copy reports attached):

Overview and Scrutiny Committee	17th February 2022
Overview and Scrutiny Committee	7th April 2022

A.E. COLVER
Head of Democracy and Community

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 20 April 2022

BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 24th February, 2022 at 7.00 pm.

The Worshipful The Mayor (Cllr B.A. Thomas (Chairman))
The Deputy Mayor (Cllr J.H. Marsh (Vice-Chairman))

Cllr Gaynor Austin
Cllr Jib Belbase
Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr A.K. Chowdhury
Cllr R.M. Cooper
Cllr P.J. Cullum
Cllr Christine Guinness
Cllr Michael Hope
Cllr Prabesh KC
Cllr J.H. Marsh
Cllr S.J. Masterson
Cllr Marina Munro
Cllr Sophie Porter
Cllr M.L. Sheehan
Cllr Sarah Spall
Cllr P.G. Taylor
Cllr Nem Thapa

Cllr Mrs. D.B. Bedford
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr Sophia Choudhary
Cllr D.E. Clifford
Cllr P.I.C. Crerar
Cllr K. Dibble
Cllr A.J. Halstead
Cllr L. Jeffers
Cllr Mara Makunura
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr C.J. Stewart
Cllr M.J. Tennant
Cllr Jacqui Vosper

Honorary Alderman A. Gardiner
Honorary Alderman R.J. Kimber
Honorary Alderman D.M. Welch

Apologies for absence were submitted on behalf of Cllr K.H. Muschamp.

Before the meeting was opened, the Mayor's Chaplain (Reverend Malcolm Cummins) led the Council in a period of prayers.

39. **WAR IN UKRAINE**

The Mayor voiced the Council's support for the people of Ukraine in their plight to retain their freedoms and to live in a democracy where they could make their own political and economic decisions.

40. **MRS CAROL EDGOOSE**

The Council stood in silent tribute to the memory of former Mayor, Mrs Carol Edgoose, who had passed away in early January 2022 and whose funeral had been held on 8th February at the Holy Trinity Church in Aldershot.

39. **MINUTES**

It was MOVED by Cllr M.L. Sheehan; SECONDED by Cllr M.J. Tennant and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 2nd December 2021 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

40. **MAYOR'S ANNOUNCEMENTS**

- (1) The Mayor announced that his Charity Ball would be held on 11th March 2022 at Princes Hall.
- (2) The Mayor announced that the Mayoress' Afternoon Tea would be held on 6th April 2022 at the Council Offices. The previous Mayoress' Afternoon Tea event, which had been held on 10th December 2021, had raised £276 for the Mayor's Charities.
- (3) The Mayor announced that his Charity Golf Day would be held on 21st April 2022 at the Army Golf Club in Aldershot.
- (4) The Mayor advised Members that, on 8th December 2021, he had attended the Community Carol Service held at the Cathedral Church of St Michael and St George. This annual community event was organised jointly by the Aldershot Garrison, Aldershot Town Football Club, Aspire Defence and the Council.
- (5) The Mayor reported that he had attended a Holocaust Memorial Service at the Royal Garrison Church on 30th January 2022.
- (6) The Mayor reported that, 22nd February 2022 had been the 50th Anniversary of the bombing of the Headquarters of the 16th Parachute Brigade in Aldershot, where one padre and six civilian staff had been killed and 19 wounded. The Mayor had attended a service of commemoration and the unveiling of a new memorial in Pennefathers Road, together with a dedication of the new Memorial Square in recognition of the loss of life and injury to those who had been involved 50 years previously and to those who had come to their aid. The unveiling had been followed by a march past in Queen's Avenue. It had been a truly poignant and memorable day which had been organised by the Aldershot Parachute Regimental Association.

41. **STANDING ORDER 8 - QUESTIONS**

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

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

- (1) **Decision to opt into the National Scheme for Auditor Appointments managed by the Public Sector Audit Appointments as the 'Appointing Person'**

The Chairman of the Corporate Governance, Audit and Standards Committee introduced the Report of the Committee meeting held on 24th January 2022, which recommended that the Council should accept the Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1st April 2023.

It was **MOVED** by Cllr Sue Carter; **SECONDED** by Cllr P.J. Cullum – That the Council accept the invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1st April 2023.

There voted **FOR: 36; AGAINST: 0; ABSTAINED: 0** and the Recommendation was **DECLARED CARRIED**.

(2) Annual Capital Strategy 2022/23

Cllr Sue Carter introduced the Report of the Corporate Governance, Audit and Standards Committee meeting held on 15th February 2022, which recommended the approval of the Capital Strategy 2022/23 to 2024/25 and Prudential Indicators for 2022/23.

It was **MOVED** by Cllr Sue Carter; **SECONDED** by Cllr P.J. Cullum – That approval be given to the Capital Strategy 2022/23 to 2024/25 and Prudential Indicators for 2022/23.

There voted **FOR: 29; AGAINST: 0; ABSTAINED: 0** and the Recommendations were **DECLARED CARRIED**.

(3) Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2022/23

Cllr Sue Carter introduced the Report of the Corporate Governance, Audit and Standards Committee meeting held on 15th February 2022, which recommended the approval of: the Treasury Management Strategy 2022/23, Annual Borrowing Strategy 2022/23, the Annual Non-Treasury Investment Strategy 2022/23 and the Minimum Revenue Provision Statement. It was **MOVED** by Cllr Sue Carter; **SECONDED** by Cllr P.J. Cullum – That approval be given to the Treasury Management Strategy 2022/23 and Annual Borrowing Strategy 2022/23; Annual Non-Treasury Investment Strategy 2022/23; and, Minimum Revenue Provision Statement.

There voted **FOR: 29; AGAINST: 0; ABSTAINED: 0** and the Recommendations were **DECLARED CARRIED**.

(4) Revenue Budget, Capital Programme and Council Tax Level

Cllr P.G. Taylor, Corporate Services Portfolio Holder, introduced the Report of the Cabinet meeting held on 8th February 2022 which recommended the approval of the budget and Council Tax requirement for 2022/23 and the Council Tax Support Scheme 2022/23.

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

- (i) approval be given to the following recommendations set out in the Budget Booklet:
 - (a) The Executive Head of Finance’s report under Section 25 of the Local Government Act 2003, as set out in Appendix 1;
 - (b) the General Fund Revenue Budget Summary, set out in Appendix 2;
 - (c) the Savings and Transformation items for inclusion in the budget, set out in Appendix 2 (CAB);
 - (d) the Council Tax Requirement of £7,195,943 for this Council;
 - (e) the Council Tax level for Rushmoor Borough Council’s purposes of £219.42 for a Band D property in 2022/23 (an increase of £5);
 - (f) the Capital Programme, set out in Appendix 3;
 - (g) the Strategy for the Flexible Use of Capital Receipts, set out in Appendix 4(CAB); and
 - (h) the proposed transfers to and from earmarked reserves in 2022/23 and the holding of reserves, as set out in Table C3; and
- (ii) approval be given to the following, as detailed in Report No. FIN2206:
 - (a) following the review of Council Tax Support by the Task and Finish Group, the current scheme for working age customers continue for 2022/23 with the usual alignment to Housing Benefit Rates (this would mean that the minimum contribution would remain at 12%); and
 - (b) the Council Tax Support Task and Finish Group be requested to undertake a detailed review of the Council Tax Support Scheme in early 2022/23 to take into account the continuing impact of the Covid-19 pandemic and the increasing cost of the Scheme and its local impact on Scheme recipients and other local Council Tax payers.

Following debate, the Recommendations were put to the meeting. On a Recorded Vote, there voted FOR: Cllrs Jessica Auton, Mrs. D.B. Bedford, J. Belbase, J.B. Canty, Sue Carter, M.S. Choudhary, Sophia Choudhary, A.K. Chowdhury, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, M. Hope, L. Jeffers, Prabesh KC, Mara Makunura, S.J. Masterson, Marina Munro, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, P.G. Taylor, M.J. Tennant, N. Thapa, Jacqui Vosper and the Deputy Mayor (Cllr J.H. Marsh) (27); AGAINST: Cllrs Gaynor Austin, T.D. Bridgeman, K. Dibble, Christine Guinness, A.J. Halstead, Nadia Martin, Sophie Porter, M.J. Roberts and Sarah Spall (9); and ABSTAINED: Cllr T.W. Mitchell and

the Mayor (Cllr B.A. Thomas) (2) and the Recommendations were **DECLARED CARRIED**.

(5) Council Business Plan Update 2022-2025

Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder, introduced the Report of the Cabinet meeting held on 8th February 2022, which recommended the approval of the updated three-year Council Plan 2022-25. It was **MOVED** by Cllr A.R. Newell; **SECONDED** by Cllr M.L. Sheehan – That approval be given to the updated three-year Council Plan 2022-25.

Following debate, the Recommendation was put to the meeting. On a Recorded Vote, there voted **FOR**: Cllrs Jessica Auton, Mrs. D.B. Bedford, J. Belbase, J.B. Canty, Sue Carter, M.S. Choudhary, Sophia Choudhary, A.K. Chowdhury, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, M. Hope, L. Jeffers, Prabesh KC, Mara Makunura, S.J. Masterson, Marina Munro, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, P.G. Taylor, M.J. Tennant, N. Thapa, Jacqui Vosper and the Deputy Mayor (Cllr J.H. Marsh) (27); **AGAINST**: Cllrs Gaynor Austin, T.D. Bridgeman, K. Dibble, Christine Guinness, A.J. Halstead, Nadia Martin, M.J. Roberts and Sarah Spall (8); and **ABSTAINED**: Cllr T.W. Mitchell and the Mayor (Cllr B.A. Thomas) (2) and the Recommendations were **DECLARED CARRIED**.

(6) Rushmoor Homes Limited – Business Plan Update 2022-2027

Cllr D.E. Clifford, Leader of the Council, introduced the Report of the Cabinet meeting held on 8th February 2022 which set out a five-year business plan for the Council's local housing company, Rushmoor Homes Limited for approval. It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr M.J. Tennant – That approval be given to

- (i) the updated Business Plan 2022-2027;
- (ii) the amendment of the Shareholder Agreement to enable Rushmoor Homes Limited to purchase leasehold property where this supports its primary aim of providing market rented homes; and
- (iii) in the event of the Government introducing a requirement to provide 'Minimum Revenue Provision' on loans to wholly owned Housing Companies, Rushmoor Homes Ltd be required to review the Business Plan in co-operation with the Council.

There voted **FOR**: 32; **AGAINST**: 0; **ABSTAINED**: 0 and the Recommendations were **DECLARED CARRIED**.

NOTE: Cllr K. Dibble declared a personal and prejudicial interest in this item in respect of his involvement as a Director of Rushmoor Homes Limited and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

43. **THE COUNCIL TAX 2022/23**

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

- (i) it be noted that the Council calculated the amount of 32,795.29 as its Council Tax Base for the year 2022/23 in accordance with Section 31B(3) of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the 'Act');
- (ii) the following amounts be calculated by the Council for the year 2022/23 in accordance with Sections 31 and Sections 34 to 36 of the Act:
 - (a) £82,641,531 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act
 - (b) £75,445,589 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £7,195,943 being the amount by which the aggregate at (ii)(a) above exceeds the aggregate at (ii)(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year
 - (c) £219.42 being the amount at (ii)(c) above, all divided by the amount at (i) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year.

(d)

Valuation Band	Rushmoor Borough Council
A	£146.28
B	£170.66
C	£195.04
D	£219.42
E	£268.18
F	£316.94
G	£365.70
H	£438.84

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

- (iii) it be noted that for the year 2022/23 Hampshire County Council, the Police and Crime Commissioner for Hampshire, and Hampshire and Isle of Wight Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Precepting Authority	Precept Amount
Hampshire County Council (HCC)	£45,613,657.05
Police and Crime Commissioner for Hampshire (PCCH)	£7,754,774.27
Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA)	£2,473,748.72

Valuation Band	HCC	PCCH	HIWFRA
A	£927.24	£157.64	£50.29
B	£1,081.78	£183.91	£58.67
C	£1,236.32	£210.19	£67.05
D	£1,390.86	£236.46	£75.43
E	£1,699.94	£289.01	£92.19
F	£2,009.02	£341.55	£108.95
G	£2,318.10	£394.10	£125.72
H	£2,781.72	£472.92	£150.86

- (iv) having calculated the aggregate in each case of the amounts at (ii)(e) and (iii) above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below:

Valuation Band	TOTAL
A	£1,281.45
B	£1,495.02
C	£1,708.60
D	£1,922.17
E	£2,349.32
F	£2,776.46
G	£3,203.62
H	£3,844.34

- (v) the Council determines that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

Following debate, the Motion was put to the meeting. On a Recorded Vote, there voted FOR: Cllrs Jessica Auton, Mrs. D.B. Bedford, J. Belbase, J.B. Canty, Sue Carter, M.S. Choudhary, Sophia Choudhary, A.K. Chowdhury, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, M. Hope, L. Jeffers, Prabesh KC, Mara Makunura, S.J. Masterson, Marina Munro, A.R. Newell, M.L. Sheehan, C.J. Stewart,

P.G. Taylor, M.J. Tennant, N. Thapa, Jacqui Vosper and the Deputy Mayor (Cllr J.H. Marsh) (26); AGAINST: Cllrs Gaynor Austin, T.D. Bridgeman, K. Dibble, Christine Guinness, A.J. Halstead, Nadia Martin, Sophie Porter, M.J. Roberts and Sarah Spall (9); ABSTAINED: Cllr T.W. Mitchell and the Mayor (Cllr B.A. Thomas) (2) and the Recommendations were **DECLARED CARRIED**.

44. **QUESTIONS FOR THE CABINET**

The Mayor reported that three questions had been submitted for response by Members of the Cabinet.

The first question had been submitted by Cllr P.J. Cullum for response by the Operational Services Portfolio Holder regarding the next stage for the roll-out of the food waste collection service.

In response, Cllr M.L. Sheehan stated that the introduction of the first stage of the food waste service had been a success and that the Council was building on this for Phase Two. The Chief Executive's news email to Members would provide an update on progress and further arrangements for the roll-out of the service. It was noted that the Contracts Team would be contacting Ward Councillors with details of properties and sites in Phase Two.

The second question had been submitted by Cllr S.J. Masterson for the Major Projects and Property Portfolio Holder on the next steps for developing the visitor centre and café at Southwood Woodland.

In response, Cllr M.J. Tennant stated that good progress was being made with the visitor centre and the project was on target in terms of timescales and budgets. Discussions were on-going with the proposed tenant for the café. A planning application for the visitor centre and café would be submitted in the near future, with the aim of work starting on site in late summer.

The third question had been submitted by Cllr Jacqui Vosper for the Planning and Economy Portfolio Holder on the Council's plans to celebrate the Queen's Platinum Jubilee and to commemorate the 40th anniversary of the Falklands War.

In response, Cllr Marina Munro stated that the Parachute Regimental Association was co-ordinating the commemoration of the 40th anniversary of the Falklands War on 18th June 2022, with an event to be based around Princes Gardens in Aldershot which would include a parade. In respect of events to celebrate the Queen's Platinum Jubilee, Cllr Munro stated that the Council would be joining in the national Beacon Lighting event on 2nd June and that it was proposed to organise a Mayor's Big Picnic during the Bank Holiday for the Queen's Platinum Jubilee. Cllr Munro also referred to other events being organised by individuals and organisations around the Borough.

45. **REPORTS OF CABINET AND COMMITTEES**

RESOLVED: That the Reports of the following meetings be received:

Cabinet	14th December 2021
Cabinet	18th January 2022
Cabinet	8th February 2022
Corporate Governance, Audit and Standards Committee	22nd November 2021
Development Management Committee	8th December 2021
Development Management Committee	19th January 2022
Corporate Governance, Audit and Standards Committee	24th January 2022

46. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD**

RESOLVED: That the Reports of the Policy and Project Advisory Board meetings held on 24th November 2021 and 26th January 2022 and the Overview and Scrutiny Committee meeting held on 9th December 2021 be noted.

The meeting closed at 10.00 pm.

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COUNCIL MEETING – 28TH APRIL, 2022**AGENDA ITEM NO. 6 (1)****PAY POLICY STATEMENT**

A report from the meeting of the Corporate Governance, Audit and Standards Committee held on 28th March 2022.

SUMMARY AND RECOMMENDATIONS:

Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the council is required to publish gender pay gap calculations annually; this information is for noting.

RECOMMENDATION:

The Council is recommended to approve the Pay Policy Statement for 2022/23 as set out in Appendix A.

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 2022/23 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.

- 1.4 Under the Equality Act 2021 (Specific Duties and Public Authorities) Regulations 2017, the council are required to publish gender pay gap calculations annually. The Council's Gender Pay Gap Report is set out in Appendix B.

2. DETAILS OF THE PAY POLICY 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 2022/23 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. The ratio for 2022/23 is 3.7:1, this is a slight change to last year when it was 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.

3. DETAILS OF THE GENDER PAY GAP REPORT

- 3.1 The Gender Pay Gap Report contains the following: Gender Pay Gap (mean and median values), Gender Bonus Gap (mean and median values), Proportion of men and women receiving bonuses, proportion of men and woman in each quartile of the organisations pay structure. The council does not pay Bonus payments and therefore there is nothing to report in those categories.
- 3.2 The mean gender pay gap equates to 11.7 % with the female average salary being lower than the male average salary. The gap has reduced from 13.9% in the previous year.
- 3.3 The median gender pay gap equates to 11.3% with the female median rate being lower than the male median rate. The gap has increased slightly from 10.7% reported in the previous year.
- 3.4 The proportion of men and women in each quartile has remained the same as the previous year in the lower and mid lower quartile, however in the mid upper quartile and the upper quartile there has been a slight increase in the proportion of women on the previous year.

SUE CARTER
CHAIRMAN OF CORPORATE GOVERNANCE
STANDARDS AND AUDIT COMMITTEE

Rushmoor Borough Council
Pay Policy Statement for the Financial Year 2022-2023

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 2022-23, 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 under the NJC agreement. 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. However in April 2021, the pay award negotiated and agreed was

different, with Chief Officers being awarded 1.5% and those covered by the NJC Agreement 1.75%.

It should be noted that on 3rd September 2013, Cabinet made a decision to adopt the Foundation Living Wage Scheme, and hence the minimum wage in Rushmoor has reflected this. From 1st 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 1st April 2022.

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, up until 1st April 2021 these Chief Officers have received the same annual percentage pay award as all other employees within the Council.

In the financial year 2021/22 the pay award for Chief Officers was agreed at 1.5% and for the those covered by the NJC agreement the award was agreed at 1.75%.

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 FTE salaries as at 1st April 2022 are as follows:

Lowest:	£18,887
Median	£34,373
Highest	£125,924

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 **6.7:1** 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 **20:1**. 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 **3.7:1** which is a slight change to the **3.6:1** 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.

Rushmoor Borough Council Gender Pay Gap Report 2021

Background

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, requires employers with 250 or more employees to publish statutory gender pay gap calculations annually. This includes the following:

- Gender pay gap (mean and median values)
- Gender bonus gap (mean and median values)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the organisation's pay structure.

The Council is required to publish this data on its website and the governments dedicated page for Gender Pay Gap reporting - <https://gender-pay-gap.service.gov.uk>. The report must be published by 30th March 2022.

The legislation requires the organisation to choose a 'snapshot' data and base the Gender Pay Report on all relevant employees employed at that date. Rushmoor Borough Councils Gender Pay Gap is based on analysis of data as at 31st March 2021.

Using a common calculation formula, organisations can determine whether there is a difference in pay for its male employees when considered against its female employees. The calculation takes account of all allowances paid to staff as recommended under the regulations, but excludes all overtime pay, whether at flat or enhanced rates.

This exercise provides organisations with an opportunity to consider whether they have a gap in the average pay rates for male and female employees and allows the organisation to consider how that has occurred and to action plan to address this if need be. The difference between the pay rates for male and female employees is referred to as the 'Gender Pay Gap'.

Rushmoor Data

Based on the data snapshot date of 31st March 2021, there were 281 permanent employees and 72 casual employees included in the data. Therefore, the total number of 353 records were used for the data source.

The gender breakdown of Rushmoor's workforce is 224 female employees (63.5%) and 129 male employees (36.5%).

Average Pay Calculations:

The average female hourly rate is £16.96 per hour. The average male hourly rate is £19.21 per hour. This means that on average male employees within Rushmoor Borough Council earn £2.25 per hour more than female employees.

The common calculation method that is used to calculate Gender Pay Gap is as follows:

$$\frac{(\text{£highest rate}) - (\text{£lowest rate})}{\text{£highest rate}} \times 100 = \text{Gender Pay Gap \%}$$

For Rushmoor Borough Council the following applies:

$$\frac{\text{£19.21 (male average)} - \text{£16.96 (female average)}}{\text{£19.21}} \times 100 = 11.7\% \text{ difference between male salaries \& female salaries}$$

This equates to a 11.7% difference (or 'gap') in pay rates, with the female average salary being lower than the male average salary.

Comparison with 2020 data:

In 2020, the average female hourly rate was £15.59 per hour and the average male hourly rate was £18.11 per hour.

This equated to a percentage difference of 13.9%, with the average female salary being lower than the male average salary.

We can therefore see the difference / gap has reduced from the previous year.

Median Pay Calculations:

The female median hourly rate is £15.22 per hour.

The male median hourly rate is also £17.15 per hour.

Using the above method, the difference in mean wages is:

$$\text{£17.15} - \text{£15.22} = \text{£1.93}$$

$$\text{£17.15} \times 100 = 11.3 \%$$

Comparison with 2020 data:

In 2020, the median female hourly rate was £15.35 per hour and the median male hourly rate was also £17.19. This year we see a decrease in both of these figures. However the gap has increased slightly from 10.7% to 11.3%

Distribution of male & female employees within Rushmoor Borough Council across 4 quartiles:

	Total Count	Female Actual	Male Actual	Female %	Male %
Quartile 1 – Lower	89	60	29	67% <i>(67%)</i>	33% <i>(33%)</i>
Quartile 2 - Mid Lower	88	58	30	66% <i>(66%)</i>	34% <i>(34%)</i>
Quartile 3 - Mid Upper	88	61	27	69% <i>(66%)</i>	31% <i>(34%)</i>
Quartile – Upper	88	45	43	51% <i>(48%)</i>	49% <i>(52%)</i>
Total Workforce	353	224	129	63% <i>(62%)</i>	37% <i>(38%)</i>

*(*figures shown in blue italics are the % figures for 2020 to enable easier comparison).*

Bonus Pay:

Rushmoor Borough Council does not have payments such as performance related pay, one off incentive payments for recruitment and retention or monetary payments for long service awards, therefore within the guidelines for Gender Pay Gap reporting there are no payments within the “bonus” categorisation.

No bonuses were paid in Rushmoor Borough Council during this period, so there is no pay gap to report in relation to bonus payments.

ANNEX 2

COUNCIL MEETING – 28TH APRIL 2022

AGENDA ITEM NO. 8

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL REPORT 2021/22

1. INTRODUCTION

- 1.1 In accordance with the Council's procedures for monitoring the overview and scrutiny process, this report reviews the work that has been undertaken by the Overview and Scrutiny Committee in 2021/22. The Committee's focus has been to keep a watching brief on the Council's activities and local facilities, performance and providing comments and ideas, which would help to shape the Council's future policy and services. The Report covers the issues discussed, the processes followed, and the outcomes achieved during the year.

2. RESPONSIBILITIES AND WORK PLAN

- 2.1 The Committee was established as part of the review of the decision making structure which took effect from May, 2018. The Committee's breadth of activity includes all Council services and services provided by other organisations which impact on the Borough and its inhabitants.
- 2.2 The progress meeting (consisting of Cllrs. Gaynor Austin, Diane Bedford, Stephen Masterson and, myself) has been used for discussion and consideration of processes and priorities. It also monitors the work plan and undertakes agenda planning.

3. COMMITTEE ISSUES

- 3.1 Over the year, the Committee has endeavoured to ensure that it has kept the Council's activities under review. One particular area of focus over the year is to develop the Committee's role in carrying out external scrutiny. Training for the Committee on scrutiny has taken place remotely with South East Employers. It has also been important to ensure that there is no duplication of work with the Policy and Project Advisory Board and this issue will continue to be monitored during the 2022/23 Municipal Year.

- 3.2 The main areas of focus in 2021/22 were:

Registered Providers – Through the Task and Finish Group (consisting of Cllrs. Diane Bedford, Terry Bridgeman, Rod Cooper, Keith Dibble, Nem Thapa and myself) the Committee has continued the review of registered during the 2021/22 Municipal Year. It was agreed that the scrutiny of performance and

activities should be limited to three registered providers (VIVID, Stonewater and Metropolitan Thames Valley for 2021/22) per year and that the areas for questions should focus on strategic issues including, climate change, deprivation and the impacts of the pandemic. The 2021/22 annual report was considered by the Committee at its last meeting of the Municipal Year at which the recommendations were endorsed to continue with the review programme in 2022/23.

Community Safety and Policing – at the meeting in July, 2021 the Committee heard from Police representatives and the Safer North Hampshire team on current issues across the Borough. Specific queries raised by Members were also addressed. A watching brief on community safety and policing matters will be maintained during 2022/23.

Food Waste – Communications and Education Plan – at its meeting in August, 2021 the Committee received a presentation on the communications and education plan for the new food waste service. The plans were endorsed, and a watching brief has been kept on the roll out and this will be maintained during 2022/23. A briefing note on progress has recently been shared with the Committee and it is intended that a full review will be included in the Work Plan for 2022/23.

Community Service Organisations – at the October, 2021 meeting of the Committee, Citizens' Advice Rushmoor and Rushmoor Voluntary Services provided a report on service provision, governance arrangements, impacts on services during the pandemic, future work and challenges. In order to measure the performance of both organisations effectively, service level agreements will be established over the next 6-9 months and the Committee will consider the provisions set out, in the agreements, during 2022/23.

Supporting Communities Strategy and Action Plan – a review was undertaken of the Council's Supporting Communities Strategy and Action Plan at its meeting in December, 2021. Current work and past achievements were outlined and noted. Following the refresh, scheduled to take place during Summer, 2022, the Committee will be requesting that the Strategy and Action Plan is reviewed again.

Primary Care Networks – In February, 2022 the Committee received a report from the Clinical Directors for both Aldershot and Farnborough on services provision, impacts of the pandemic, future working and collaborative working with the Council. The Committee felt the engagement was successful and will consider this further in due course.

Council Tax Support Scheme – A Task and Finish Group (consisting of Cllrs. Diane Bedford, Jonathan Canty, Christine Guinness, Lee Jeffers, Mike Roberts and myself) has carried out a review of the Council Tax Support Scheme. A report was submitted to the Cabinet and the Council in January 2021 and February, 2022 respectively, where it was agreed that the existing level of support should be retained for 2021/22 with a fundamental review to be carried out in 2022/23.

Educational Improvement – A Task and Finish Group was set up at the start of the 2021/22 Municipal Year (consisting of Cllrs. Gaynor Austin, Diane Bedford, Charles Choudhary, Nadia Martin and Steve Masterson and myself). Even though the Group hasn't met during the year, due to the pandemic, a full Committee meeting was held with the County Council Executive Lead for Children's Services (Cllr Roz Chadd) in February, 2022. At the meeting an update on attainment levels for 2021 and prospects for 2022, skills issues/gaps and collaboration with districts were discussed. Moving forward a meeting will be scheduled with specific local head teachers.

Cabinet Champions – The Committee received a presentation from the three Cabinet Champions at its meeting in March, 2022. Each Champion detailed the work/activities they had undertaken during 2021/22. The work and activities of the Champions would continue to be scrutinised during 2022/23 when the Committee are keen to establish a more robust process.

Climate Change Action Plan - at its meeting in March 2022, the Committee received a presentation on progress with the Climate Change Action Plan. The Action Plan was currently undergoing a review and a watch brief would be maintained during 2022/23.

3.4 Other items considered during the year are Rushmoor Housing Limited Shareholders Report and the Council's Pay Policy Statement.

4. **CONCLUSIONS**

4.1 The Committee has worked well during the year and carried out a range of activities, which have a significant impact on the Borough and the Council. The work of the Committee will be reviewed at the start of the 2022/23 Municipal Year to ensure that the Work Plan is realistic, and the focus is on issues where it can make a difference.

4.2 Finally, and importantly, I feel that the Committee has worked effectively together during the year. All Members have contributed at meetings, and I would like to express my thanks for their support and especially the two Vice-Chairman. In addition, I am also grateful for the support given by the officers to the Committee and myself as Chairman.

5. **RECOMMENDATION**

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

CLLR. M. SMITH
CHAIRMAN - OVERVIEW AND SCRUTINY COMMITTEE

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CABINET

Report of the Meeting held on Tuesday, 15th March, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement Portfolio Holder

Cllr Marina Munro, Planning and Economy Portfolio Holder
Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder
Cllr M.L. Sheehan, Operational Services Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **28th March, 2022**.

72. MINUTES –

The Minutes of the meeting of the Cabinet held on 8th February, 2022 were confirmed and signed by the Chairman.

73. DECLARATIONS OF INTEREST –

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

74. ADOPTION OF BASINGSTOKE CANAL AND MANOR PARK CONSERVATION AREA CHARACTER APPRAISALS AND MANAGEMENT PLANS – (Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2210, which set out proposed character appraisals and management plans, following a review of the Basingstoke Canal and Manor Park Conservation Areas.

Members were informed that consultation exercises had been carried out on the draft appraisals and management plans and ten responses in respect of the draft Basingstoke Canal document and eleven in respect of the draft Manor Park document had been received. Taking into account the comments received, it was now considered that the boundary amendments proposed in the draft documents should be implemented.

The Cabinet RESOLVED that

- (i) the Basingstoke Canal Conservation Area Character Appraisal and Management Plan, as set out in Appendix 1 of Report No. EPSH2210, be approved; and

- (ii) the Manor Park Conservation Area Character Appraisal and Management Plan, as set out in Appendix 3 of Report No. EPSH2210, be approved.

75. REGENERATING RUSHMOOR PROGRAMME - THE GALLERIES PROGRESS UPDATE AND NEXT STEPS –

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG2202, which set out an update on the Galleries regeneration scheme in Aldershot town centre.

Members were informed that an opportunity had arisen to provide a public car park on the site of the former Conservative Club on Little Wellington Street. It was proposed that officers should explore a land transfer option to allow for this to take place, as an alternative to a new car park being provided on a long lease basis within the Galleries scheme, as had previously been agreed. The advantage of this solution would be that the new car park would be provided prior to the planned closure of the High Street Multi-Storey Car Park.

The Cabinet RESOLVED that

- (i) in principle, the disposal of the existing High Street Multi-Storey Car Park freehold to the developer of the Galleries scheme, in return for the transfer of the freehold interest of the former Conservative Club site at Little Wellington Street, Aldershot to the Council, on the basis that a new, purpose-built public car park of at least 250 spaces would be constructed by the developer prior to handover, subject to planning permission being granted, as set out in Report No. REG2202, be approved; and
- (ii) the above transaction being subject to due diligence, with further reports to be presented to the Cabinet for consideration in due course, be noted.

76. REGENERATING RUSHMOOR PROGRAMME - FARNBOROUGH PROJECTS FUNDING REQUIREMENT –

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG2203, which set out a proposal for the release and allocation of grant and capital funding to enable the completion of key stages of projects relating to the Farnborough Civic Quarter and the wider Farnborough town centre area.

Members were informed that the three areas requiring additional funding to enable robust progression to the next stage of project delivery were the production of a business case for the Leisure Centre/Leisure and Civic Hub, the Leisure Centre demolition and the production of a town centre strategy for Farnborough. Members heard that a bid to the One Public Estate (OPE) fund, to support the work in relation to the preparation of the leisure centre business case, had been successful and that £300,000 had been received. It was reported that further asbestos had been discovered during the demolition of the Leisure Centre and that this had increased the cost of the demolition project overall.

The Cabinet RESOLVED that

- (i) the allocation of £103,000 of revenue funding to the ongoing delivery of the Leisure and Civic Hub detailed business case, as set out in Report No. REG2203, be approved;
- (ii) the allocation of £627,514 of capital funding from the current capital programme, following the discovery of significant asbestos in the existing Leisure Centre over and above that provided for in the approved demolition budget, as well as the provision of a further contingency to address any additional asbestos finds prior to completion, be approved, including a total of £10,000 to provide additional hoarding and anti-climb paint at the Leisure Centre demolition site; and
- (iii) the allocation of £35,000, for the development of a town centre strategy for Farnborough, be approved.

77. URGENT REPAIRS - PARTY WALL AT NOS. 35-39 HIGH STREET, ALDERSHOT-

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet received Report No. ED2201 and a Record of Executive Decision, which set out an urgent decision made on 22nd February, 2022 by the Executive Director in relation to urgent works required to a party wall between Nos. 35-39 High Street, Aldershot. The matter had been reported previously to the Cabinet in December, 2021. Members were informed that, since that time, the cost of the repairs had increased and now stood at £294,000 plus VAT.

The Cabinet RESOLVED that the action taken, as set out in the Record of Executive Decision dated 22nd February, 2022, be noted and endorsed.

The Meeting closed at 7.21 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Special Meeting held on Tuesday, 15th February, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

Cllr Jessica Auton
Cllr Jib Belbase
Cllr A.K. Chowdhury
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr Prabesh KC
Cllr Sarah Spall
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Sophia Choudhary and Mr Tom Davies (Independent Member – Audit).

35. MINUTES

The Minutes of the Meeting held on 24th January 2022 were agreed and signed as a correct record of the proceedings.

36. TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2021/22

The Committee received the Executive Head of Finance Report No. FIN2211, which set out the main activities of the treasury management and non-treasury investment operations during the first half of 2021/22.

The Committee was advised that the Council's treasury team had continued to concentrate on the security of investments, taking due regard for the returns available. It was noted that, with increased levels of borrowing, the treasury team continually reviewed the borrowing strategy, weighing up interest rate levels and risk of refinancing. During the first half of the 2021/22 financial year, short-term interest rates had remained at 0.10% and had been forecast to remain low. Borrowing levels had remained the same during the year, although the increase in short-term borrowing did increase the refinancing risk.

The Report stated that total borrowing at 30th September 2021 had been £102 million, which represented no change from the 2020/21 year-end position. Year-end borrowing was forecast to be below the estimated levels due to timing capital expenditure (service loans) on Housing Matters. The lower level of borrowing and lower interest rates had resulted in the forecast interest cost of borrowing reducing

by £0.495 million. The Council was forecast to have non-treasury investments risk exposure of £137 million, of which £93.7 million would be funded via external loans.

During discussion, Members raised questions regarding the General Fund and the loan to Farnborough International Limited, which were answered by the Executive Head of Finance.

RESOLVED: That

- (i) the reported current pace of change in economies and markets be noted; and
- (ii) the Executive Head of Finance Report No. FIN2211 be noted.

37. **ANNUAL TREASURY MANAGEMENT STRATEGY AND ANNUAL NON-TREASURY INVESTMENT STRATEGY 2022/23**

The Committee considered the Executive Head of Finance Report No. FIN2212, which set out the proposed Treasury Management Strategy and Non-Treasury Management Strategy for 2022/23, including the borrowing and investment strategies and treasury management indicators for capital finance for 2022/23 and the Minimum Revenue Provision Statement.

It was noted that the Council was required to approve a Treasury Management Strategy and Non-Treasury Investment Strategy (Investment Strategy) for 2022/23 before 1st April 2022. The Treasury Management Strategy Statement (TMSS) for 2022/23 and Non-Treasury Investment Strategy were prepared in accordance with the Prudential Code (2017 edition) and the Treasury Management Code of Practice (2017 edition) and the Ministry of Housing, Communities and Local Government revised guidance on Local Government Investment.

The Report covered the Council's treasury management and investment activities. The funds invested consisted of short-term cash available due to timing of income and expenditure, prudential borrowing and the Council's capital receipts. Arlingclose's advice continued to indicate that the Council should diversify investment risk wherever possible.

The Committee RECOMMENDED THE COUNCIL

- (i) to approve the Treasury Management Strategy 2022/23, Annual Borrowing Strategy 2022/23, as set out in the Executive Head of Finance Report No. FIN2212;
- (ii) to approve the Annual Non-Treasury Investment Strategy 2022/23;
- (iii) to approve the Minimum Revenue Provision (MRP) Statement.

RESOLVED: The Prudential Indicators for 2022/23 be reviewed by the Council's treasury management advisers, Arlingclose, for completeness, with any update included in the Report to the Council on 24th February 2022.

NOTE: The recommendations to the Council were dealt with at its meeting on 24th February 2022.

38. **ANNUAL CAPITAL STRATEGY 2022/23**

The Committee considered the Executive Head of Finance Report No. FIN2213, which set out the proposed Capital Strategy for 2022/23, including the prudential indicators for capital finance for 2022/23.

The Report covered the Council's capital management activities and set out a summary of treasury management and commercial investments and the Council's borrowing requirements to fund the Capital Strategy. It was noted that prudential indicators were identified to set measures for affordability, prudent and sustainable. The funds invested consisted of short-term cash available due to timing of income and expenditure, prudential borrowing and the Council's capital receipts.

The Committee was advised that the Council had incurred prudential borrowing of £102 million in relation to its capital expenditure. Further borrowing to support the financing of its approved Capital Programme in 2021/22 would also be required. The Council would therefore commence the financial year 2022/23 in a position where its investment holdings continued to remain significant, but it also carried some accumulating debt. There would be an inevitable requirement to incur some further borrowing to service capital expenditure in future years.

It was noted that, in November 2020, the Public Works and Loan Board (PWLB) had issued new lending terms that had been subject to further clarification in August 2021. This made it a condition of access to the PWLB funding that local authorities had no intention to buy investment assets primarily for yield in the current and following two financial years. No expenditure had been incurred on the acquisition of such assets since November 2020 and the Council did not plan to incur expenditure on investment assets primarily for yield within the capital programme. The Section 151 Officer was required on application to the PWLB to submit strategic capital and financial plans covering a three-year period. The Committee was advised that careful observation of the 'gross debt v capital financing requirement' indicator would need to be undertaken progressively throughout the financial year. It was noted that, where a material change occurred to the Capital Strategy 2022/23, a revised Strategy would be presented to the Council before the change was implemented.

The Committee RECOMMENDED TO THE COUNCIL that

- (i) approval be given to the Capital Strategy for 2022/23 to 2024/25 and Prudential Indicators for 2022/23 (subject to (ii) below); and
- (ii) the Prudential Indicators for 2022/23 be reviewed by the Council's treasury management adviser, Arlingclose, for completeness with any update included in the report to Council on 24th February 2022.

NOTE: The recommendations to the Council were dealt with at its meeting on 24th February 2022.

The meeting closed at 8.35 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 16th February, 2022 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr C.J. Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr P.I.C. Crerar
Cllr Michael Hope
Cllr J.H. Marsh
Cllr Nadia Martin
Cllr S.J. Masterson
Cllr T.W. Mitchell
Cllr Sophie Porter

An apology for absence was submitted on behalf of Cllr Nem Thapa.

Non-Voting Member

Cllr Marina Munro (Planning and Economy Portfolio Holder) (ex officio)

56. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declarations of interest were made. Members with a non-registerable interest left the meeting during the debates and voting on the relevant agenda items:

Member	Application No. and Address	Interest	Reason
Cllr T.W. Mitchell	22/00026/FULPP	Non-registerable	Public speaker is an acquaintance

57. MINUTES

Subject to the following amendment, the Minutes of the Meeting held on 19th January, 2022 were approved and signed as a correct record of the proceedings:

- amend paragraph 2 to read Section "106"

It was also noted that an extension of time had been agreed until 28th February, 2022, in regards to Planning Application No. 21/00171/FULLPP.

58. **PETITION**

RESOLVED: That the petitions received in respect of the following application be noted, as set out in the Head of Economy, Planning and Strategic Housing's Report No. EPSH2206:

Application No.	Address
20/00508/FULPP	The Galleries, High Street, Aldershot

59. **REPRESENTATIONS BY THE PUBLIC**

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

Application No.	Address	Representation	In support of or against the application
22/00026/FULPP	Land at "the Haven" No. 19 York Crescent, Aldershot	Mr H Pietrzak	Against
		Mr H Sandhu	In support

60. **PLANNING APPLICATIONS**

RESOLVED: That

(i) in accordance with the resolution of the Committee, the following application, be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman

* 22/00026/FULPP Land at "The Haven" 19 York Crescent, Aldershot

(ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Head of Economy, Planning and Strategic Housing's Report No. EPSH2206, be noted

(iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP	Block 3, Queensmead, Farnborough
20/00400/FULPP	Land at former Lafarge Site, Hollybush Lane, Aldershot
22/00029/FULPP	Aldershot Bus Station, 3 Station Road, Aldershot

* The Head of Economy, Planning and Strategic Housing's Report No.

EPSH2206 in respect of these applications was amended at the meeting.

61. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

**Enforcement
Reference No.**

Description of Breach

21/00132/AERIAL
&
21/00134/AERIAL

Satellite dishes installed on the front elevations of Nos. 18 & 20 Albuhera Road, Wellesley, Aldershot. Due to the Article 4 Direction placed on the Wellesley development in January 2021, planning permission was required. However, considering the size, position and absence of visible external cables, the development was considered acceptable if a planning application had been submitted. It was noted that the owners had been invited to submit applications but, to date, had not done so.

No further action be taken.

21/00062/RESWRK

An outbuilding erected in the rear garden of No. 50 Ayling Lane, Aldershot, which required planning permission as it was over 2.5m high and within 2m of the boundary.

Due to the position, design of the outbuilding, and the lack of harmful impact on the neighbours from the mass/bulk or overlooking, the development would have been deemed acceptable if a planning application had been submitted.

No further action be taken.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2207 be noted.

62. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER - DECEMBER 2021**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2208 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st October to 31st December 2021.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2208 be noted.

63. **ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave an update to the Committee on the position regarding the agreement of all outstanding legal

agreements including the Environmental Improvement Plan pursuant to the Development Consent Order for the renewal and partial realignment of the Southampton to London Esso fuel pipeline which crossed the Borough of Rushmoor.

It was noted that the Council had been liaising with Esso to ensure the works were implemented in line with the Development Consent Order (DCO). It was reported that the work had now been undertaken and agreed on the methodology of how the pipeline would be laid beneath the two veteran oak trees. It was noted that vegetation clearance marking was also underway and this would be monitored closely.

In response to a query regarding the new play area, it was noted that no date had been fixed at this time for the installation. It was also noted that it was hoped that the car park levelling at Farnborough Road would be complete by March, 2022.

RESOLVED: that the Head of Economy, Planning and Strategic Housing Report No. EPSH2209 be noted.

The meeting closed at 8.51 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the meeting held on Monday, 28th March, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

Cllr Jib Belbase
Cllr A.K. Chowdhury
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr Prabesh KC
Cllr Jacqui Vosper

Cllrs. J. Canty and K. Dibble attended the meeting as Standing Deputies

Non-Voting Member

Mr Tom Davies – Independent Member (Audit)

Apologies for absence were submitted on behalf of Cllr Jessica Auton, Cllr Sophia Choudhary and Cllr Sarah Spall.

39. MINUTES

The Minutes of the Special Meeting held on 15th February 2022 were agreed and signed as a correct record of the proceedings.

40. SELECTION OF THE MAYOR AND DEPUTY MAYOR

The Head of Democracy and Community reported on the outcome of the selection process for the Mayor-Elect and the Deputy Mayor-Elect for 2022/23. The appropriate Members on the seniority list had been contacted and Cllr A.K. Chowdhury was the next Member able to accept the nomination for Deputy Mayor. Through normal progression, Cllr J.H. Marsh, currently Deputy Mayor, would progress to the position of Mayor for 2022/23.

It was noted that, in order to secure a nomination for the position of Deputy Mayor, it had been necessary to break one of the criteria for selecting the Mayor and Deputy Mayor, which had been adopted as part of the Council's Constitution. The criterion that had not been met in respect of Cllr A.K. Chowdhury for the position of Deputy Mayor was that he was standing for election in 2022. In view of the difficulties

experienced in 2022 in meeting the requirements, it was proposed to review the criteria and report back to the Committee in due course following informal engagement with Members. This was considered necessary to ensure that the provisions continued to be effective and to reflect the changing composition of the Council's membership which comprised a greater number of newer councillors.

The Committee

(i) **RECOMMENDED TO THE COUNCIL** that:

(a) Cllr J.H. Marsh be appointed as Mayor-Elect for the 2022/23 Municipal Year; and

(b) Cllr A.K. Chowdhury be appointed as Deputy Mayor-Elect for the 2022/23 Municipal Year; and

(ii) **RESOLVED** that the criteria for the selection of Mayor and Deputy Mayor be brought back for consideration in due course following informal engagement with Members

NOTE: Cllr A.K. Chowdhury declared a personal and prejudicial interest in this item and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

41. **PAY POLICY STATEMENT/GENDER PAY GAP REPORT**

The Committee considered the Executive Director Report No. ED2202, which sought approval for a Pay Policy Statement for 2022/23. The Pay Policy Statement set out the framework within which pay was determined within the Council and provided an analysis comparing the remuneration of the Chief Executive with other employees of the authority. The Report also set out the calculations of the gender pay gap, which the Council was required to publish annually under the Equality Act 2021 (Specific Duties and Public Authorities Regulations 2017).

The Committee noted that the comparisons looked 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 2020/23 was 6.7:1. The second ratio included within the analysis looked at the relationship between the median remuneration of all staff compared to the Chief Executive. It was noted that the ratio for 2022/23 was 3.7:1 which represented a slight change to the previous year when it had been 3.6:1.

The Committee noted that mean gender pay gap equated to 11.7% with the female average salary being lower than the male average salary. The gap had reduced from 13.9% in 2021/22. The median gender pay gap equated to 11.3% with the female median rate being lower than the male median rate. The gap had increased slightly from 10.7% in the previous year.

The Committee

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to the Pay Policy Statement 2022/23, as set out in the Executive Director Report No. ED2202; and
- (ii) **RESOLVED** that the Gender Pay Gap report, as set out in the Report, be noted.

42. **RISK MANAGEMENT 2021/22**

The Committee received the Assistant Chief Executive Report No. ACE2203, which provided an update on the Council's risk management activity which had taken place during 2021/22 in line with the Council's Risk Management Policy (2021) and outlined work planned for 2022/23.

The Report advised that, over the past twelve months, the focus with risk had been to review and then embed the risk management process consistently across the Council. This work had begun in January 2021 with the roll-out of a revised Risk Management Policy and associated training and briefing for staff and Members of the Committee. The key changes and amendments implemented had included:

- The introduction of three types of risk onto the Corporate Risk Register (strategic risks; corporate standing risks; and, escalated service risks) with a consistent approach to identifying these.
- Setting the expectation that, whilst risks might be managed by a number of people across the Council, there should be a single risk owner identified for risk management purposes.
- A clear expectation that risk registers should be reviewed on a monthly basis by each service.
- The Council's risk management process would be overseen by the Assistant Chief Executive, with the day-to-day management and maintenance of the risk management system being the responsibility of the Corporate Risk Manager.
- Risk would be on the Council's Corporate Management Team agenda at least every two months to ensure that regular, routine, collective oversight was given to risk at a senior level.

It was noted that, in light of these changes and to bring risk management more closely to corporate planning and performance management, responsibility for the management of risk had been moved in July 2021 to the Democracy, Strategy and Partnerships Portfolio Holder.

The Committee was advised that, over the course of 2021/22, the Risk Management Policy had been adhered to and the arrangements had been subject to an internal audit, which had concluded in February 2022. The Internal Audit Manager's Report No. AUD2205 had recognised the improvements in the risk management process since 2017 and that the current Policy was being applied. The Internal Audit Update Report (AUD2205) made six recommendations following the risk management audit,

which would be addressed as set out in the management responses over the course of 2022/23, with a view to all six identified actions being addressed by the end of June 2022. It was felt that addressing these actions would further strengthen the risk management processes across the Council and allow for greater alignment between performance and risk management and more real-time reporting of the Corporate Risk Register. The Risk Management Policy would be updated later in 2022 and a training session had been scheduled for September 2022 for the Committee.

It was noted that, as set out in the Risk Management Policy, reports on risk had been presented to the Council's Corporate Management Team on a regular basis and presented to the Cabinet alongside the quarterly performance reports. In addition, risk was discussed with greater frequency outside these meetings, with regular discussions and risk register reviews taking place across projects and programmes and with risk being discussed by the Policy and Project Advisory Board as the new Council Plan 2022-2025 had been developed.

During discussion, Members raised questions regarding: how financial risk was managed; what steps the Council had taken to increase training on risk; the sharing with the Committee of the Corporate Risk Register; the review of project risk; and, the need for a risk guidance document to assist managers.

RESOLVED: That the Assistant Chief Executive Report No. ACE2203 be noted.

43. **INTERNAL AUDIT - AUDIT OPINION 2020/21 REVISED**

The Committee received the Interim Audit Manager's Report No. AUD2202 which set out the revision to the Internal Audit overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment for 2020/21 following external advice and guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA), which had been issued on 19th November 2020. This guidance had been issued in acknowledgement that the Covid-19 pandemic might have an adverse impact on the delivery of Audit Plans for local government bodies for 2020/21 and so issued guidance on the risks of issuing a "Limitation of Scope" for the annual internal audit opinion, where an insufficient amount of assurance work had been undertaken in the audit year.

It was noted that the recommendation for a revision of the internal audit opinion included splitting the opinion into three governance, risk management and internal control (GRC) elements with CIPFA assessing that the governance and risk management elements were stronger than the internal controls element. However, Internal Audit had given its original assurance opinion based on a holistic assessment of GRC across the Council, as all audit reviews were conducted on an appraisal of all three elements. The splitting of the GRC elements would have contradicted the Council's Internal Audit methodology. The Audit Opinion 2020/21 had now been revised following consideration of external advice from CIPFA with a "Limitation of Scope" over all three elements of GRC.

The Committee was advised that, whilst the Internal Audit Opinion has been assessed as a "limitation of scope", some audit work had been completed and other

governance work had been carried out with the involvement of Internal Audit during the year. Where weaknesses had been identified through Internal Audit review, Internal Audit had worked with management to agree appropriate corrective actions and a timescale for improvement. The Report also set out the reasons for key areas of non-compliance with the public sector internal audit standards (PSIAS).

During discussion, the Independent Member (Audit) expressed his opinion that the steps the Council had taken to secure independent advice from CIPFA had enabled the Council to put things in order and had provided a good platform going forward. The Committee also acknowledged the work that had been undertaken by Internal Audit to move the Council forward in terms of corrective actions for improvement.

RESOLVED: That the Audit Manager's Report No. AUD2202 be noted.

44. **ANNUAL GOVERNANCE STATEMENT - 2020/21 UPDATE**

The Committee received the Audit Manager's Report No. AUD2203, which set out the updated Annual Governance Statement 2020/21 following the revision to the Internal Audit Opinion 2020/21.

RESOLVED: That the Audit Manager's Report No. AUD2203 be noted.

45. **INTERNAL AUDIT - AUDIT UPDATE**

The Committee received the Audit Manager's Report No. AUD2205, which set out: an overview of the work carried out by Internal Audit in Quarter 3 2021/22 to date; an update on progress on the 2021/22 Audit Plan; a schedule of work expected to be delivered in Quarter 4; and, an update on the outstanding audit issues from Internal Audit reports covering 2019/20 and 2020/21 focusing on the high-risk issues.

During discussion, Members raised questions regarding the decision-making process for work to be postponed to 2022/23. The Interim Audit Manager advised Members that the Audit Plan was fluid and could change priority based on risks. With the internal resource gap of five months in 2021/22, the Plan had been re-prioritised with Executive approval and the Committee had been informed and approval sought and obtained in the meetings since the Interim Audit Manager had been appointed.

RESOLVED: That the Audit Manager's Report No. AUD2205 be noted.

46. **ANNUAL GOVERNANCE STATEMENT - UPDATE**

The Committee received the Audit Manager's Report No. AUD2204, which gave details of the work carried out towards the implementation of the actions defined within the Annual Governance Statement which had been presented to the Committee in July 2021.

RESOLVED: That the Audit Manager's Report No. AUD2204 be noted.

47. **INTERNAL AUDIT - AUDIT PLAN**

The Committee considered the Audit Manager's Report No. AUD2206, which set out the Audit Plan for 2022/23, providing a framework to ensure that audit resources were focused on activities to enable the Interim Audit Manager to provide the Council with an overall assurance of the governance, risk management and internal control (GRC) environment.

The Report set out the methodology for compiling audit coverage, encompassing the areas of audit risk universe and criteria, input from the Executive Leadership Team and Heads of Service, developing the Audit Plan and the communication and monitoring of the Plan. It was noted that a rolling programme for communicating and monitoring the Plan meant that the Plan could be set for each quarter, allowing greater flexibility of audit coverage to meet the changing environments faced by the Council.

The Report also gave details of the Internal Audit budget for 2022/23, as approved by the Council in February 2022, which had included an increase of £52,780 for the year to ensure a smooth transition of the internal audit function following the return to work of the Audit Manager from maternity leave. It was noted that the Audit Plan, as set out in the Report, would require a further increase in the budget for 2022/23 of £37,835 as a result of the increased number of audits in the Plan (including audits postponed from 2021/22). A proposal for additional budget would be prepared by the Executive Head of Finance for consideration by the Cabinet and would include a review of other options that would reduce this budget pressure over the medium term. In order to deliver the Audit Plan, the Interim Audit Manager would assist the Audit Manager and contract auditors would continue to be utilised during 2022/23.

The Report set out the first six months' work of the 2022/23 Audit Plan, which had been selected from the higher risk areas and the five audits that had been postponed from 2021/22. The list of audits was subject to review due to the changing needs of the organisation or resource availability.

During discussion, the Independent Member (Audit) gave his support for the Audit Plan for 2022/23 as it covered the four key areas of financial systems, value for money, operations and IT. He also stated that internal control work was strengthened by the Committee and that the purpose of audit was to effect improvement.

RESOLVED: That approval be given to the Audit Plan for 2022/23, which would be monitored and updated on a rolling, quarterly basis.

The meeting closed at 8.27 pm.

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OVERVIEW AND SCRUTINY COMMITTEE

Report of the Meeting held on Thursday, 17th February, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr S.J. Masterson (Vice-Chairman)

Cllr Gaynor Austin
Cllr Jib Belbase
Cllr M.S. Choudhary
Cllr R.M. Cooper
Cllr K. Dibble
Cllr L. Jeffers
Cllr Mara Makunura

Apologies for absence were submitted on behalf of Cllr Nem Thapa

22. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting held on 9th December, 2021 were **AGREED** as a correct record.

23. PRIMARY CARE NETWORKS

The Committee welcomed Dr Alice Earl and Dr Louise Payne, Clinical Directors for Farnborough and Aldershot respectively, who were in attendance to report on local primary care services, impacts of the pandemic, future working arrangements and how the Primary Care Networks (PCN) and the Council were working together.

Dr Payne, provided an overview on Primary Care Networks and it was noted that a PCN was a group of doctors' practices working together with other healthcare providers and appropriate organisations to deliver integrated services to residents. It was noted that the Aldershot PCN covered 48,000 patients and Farnborough PCN covered 60,000 patients.

In Aldershot, there were four practices involved in the PCN, Princes Gardens Surgery, The Border Practice, The Cambridge Practice and The Wellington Practice. The executive, and leadership and strategic management structure included, the four Practice Managers alongside the Clinical Director (Dr Payne) and a PCN Manager. Below that, additional roles within the structure included medicine management, mental health and wellbeing, care co-ordination, first contact physio and paramedic practitioners. These roles were provided through the Additional Roles Reimbursement Scheme (ARRS) a fund established to support GP practices to address the needs of their patients.

In response to the pandemic, it was noted that the PCNs had had to suspend contracts on some services to ensure patients were supported throughout. However, some services continued to be provided such as general medical services to patients and screening/immunisation services. Collaborative working had played a part in many responses to the pandemic, including the setting up of the vaccination sites in both towns (99,323 vaccines administered to date), working together across Aldershot and Farnborough PCN's on addressing mental health matters resulting in the recruitment of a care co-ordinator funded through pooled resources, working with the Council and other partners with the aim to reduce health inequalities across the Borough and forging and building on relations within the community, in particular with the Nepali community.

Dr Earl reported on the situation in Farnborough and it was noted that, by offering more digital services throughout the pandemic, patient appointments had risen by 20%. In addition, patients had got used to seeing appropriate specialists under the additional roles scheme to address their needs. With the return to business as usual, it was noted that the PCNs would continue to develop on the experiences learnt during the height of the pandemic. However, it was advised that "return to normal" would require an element of catch up, through the management of patients whose care had been affected by the pandemic. Priority cohorts would also be targeted, with a particular drive around those with mental health issues and learning difficulties, hypertension and diabetes, amongst others. The Committee also noted that each of the six practices within the Farnborough PCN had a Mental Health Support Practitioner working within the practice to help support and improve people's mental health. The care co-ordinator helped to guide people to who was best placed to support their needs, freeing up the doctors to treat those with more complex issues.

The Committee discussed the presentation and raised a number of issues. These included:

- Face to face appointments – it was noted that face to face appointments had not stopped during the pandemic. However, they were not freely available to be booked by patients and were issued via a triage system based on need/demand. Currently 60% of appointments were carried out face to face compared to around 80% before the pandemic. Many patients had embraced the virtual/telephone consultations on offer. Moving forward it was noted that the PCN were using and would continue to use internet/phone-based appointment systems to address capacity issues. Nevertheless, it was considered important to offer choice to patients but not allow them to dictate/demand how they would be seen.
- Patient lists/demand – it was noted that demand outweighed the provision across the Borough, but the PCNs were working with the Clinical Commissioning Group (CCG) on the building and projected population plans to address the issue and expand as required moving forward.
- Care Homes – it was noted that care homes had suffered during the height of the pandemic and during May 2020 a local GP had stayed over, at a

particular site, on a number of occasions, to address the needs of extremely unwell patients. Once the vaccination programme had commenced in January 2021, admissions to hospital had reduced and outbreaks had become more contained.

- Cancer patients – it was noted that there had been no backlog in cancer care; throughout the pandemic cancer care had always been a priority, with referral through to diagnosis/commencement of treatment generally being achieved within a four week period.
- Young peoples’ mental health – It was noted that schools were starting to work jointly with Mental Health Integrated Care Services to address mental health issues within the education setting. In addition, through the additional roles opportunity, the local PCNs were looking to employ mental health practitioners, but it was noted that there was currently a national shortage of qualified practitioners to fill these roles.

From the Council’s perspective, Mr Colver advised that health was now a very important part of the Council’s work and suggested that, where the Council was adding value, was working with the PCNs and the CCG on the wider determinants impacting on health.

The Chairman thanked Drs Earl and Payne for their presentation.

24. EDUCATION SERVICES IN RUSHMOOR

The Committee welcomed County Councillor (CC) Roz Chadd, Executive Lead Member for Education and Skills, who was in attendance to provide an update on attainment levels in 2021, prospects for 2022, skills issues/gaps and collaboration with district authorities.

CC Chadd, gave an overview of the primary schools in the Borough, of which there were 30, four of which were academies. In relation to the OFSTED ratings, 83% rated as “good” locally compared to 85% nationally and 43% were rated “outstanding” compared to 21% nationally. Four schools “required improvements”, one of which was an academy, the three maintained schools were being supported by Hampshire County Council (HCC) and it was hoped that each would achieve a “good” OFSTED rating when next reviewed. It was noted that no schools were rated “inadequate” in the Borough.

With regard to the attainment levels in the primary schools, it was noted that no formal examinations had taken place during the pandemic, however key stages (KS) 1&2 levels were strong in comparison to national data. Across Hampshire, Rushmoor had out performed all districts with the exception of Hart and Winchester at KS1&2 in 2019.

With regard to the secondary schools, it was noted that there were three secondaries and one all through school. Fernhill was currently receiving support as the last OFSTED rating had been “requires improvement”. A lot of work had been put in by the school and HCC officers and the school were currently awaiting another

inspection where they hoped to gain a “good” rating. In 2020, Alderwood, the local all through school, had achieved a “good” OFSTED rating alongside Cove and Wavell schools.

The attainment levels in the secondary schools was noted and it was advised that an improvement had been realised between the 2018 and 2019 results. The pass rate of grade 4 or above for English and Maths had been 58% compared to the national average of 63%. Attainment 8, which is used to measure how well children were doing at KS4, was currently at 4.2 compared to a 4.6 national average.

The Committee reviewed the specialist school provision in the Borough, which included Samuel Cody, Henry Tyndale and Rowhill Schools. It was noted that Samuel Cody, which achieved a “good” rating from OFSTED in 2017, was due to expand in September 2022, offering an additional 90 places over a phased three year period. The school supported children with moderate learning disabilities. Henry Tyndale, the specialist school for children aged 2-19 with more complex learning disabilities had 155 pupils and had achieved an “outstanding” OFSTED rating in 2016. The Henry Tyndale early years setting operated out of Cherrywood School under a joint headship with shared knowledge and expertise. Rowhill School was the setting for the Pupil Referral Unit (PRU). PRU catered for secondary aged children who had been permanently excluded, were at risk of exclusion, were medically unwell or suffered from high levels of emotional needs. It was advised that referrals could be made from Rushmoor, Hart and East Hampshire. The unit offered intensive short term interventions to help pupils return to mainstream schooling. The most recent OFSTED report in 2018 had considered the school “good”.

The Committee was advised of the mental health support provision in schools. It was noted that mental health issues in young people had increased during the pandemic and, to help address the rising issues, an initiative had been implemented to provide mental health support teams within schools. HCC had been successful in the bidding process for Rushmoor and secured funds to recruit mental health professionals to work within the Borough’s schools although recruitment had been a challenge. It was noted that currently there was a team based in one school in the Borough which supported other schools through engagement with pupils and headteachers. It was also advised that schools could use their funding to engage outside organisations to address mental health issues within their settings through various methods such as plays and workshops.

The Committee discussed the wider impacts of the pandemic and noted that the focus for curriculum catch up within schools was primarily on the transition years (Years 2-3 and 6-7). It was also noted that HCC continued to advise schools to follow Department of Education guidelines on COVID measures, where appropriate.

It was explained that HCC continued to look for additional provision for Special Educational Needs (SEN) settings and it was noted that a consultation was underway for a satellite provision at Park Primary for Henry Tyndale. An autism unit at Pinewood Infants which would follow through to Guillemont Junior School.

The Committee noted what Rushmoor could do to support schools and skills within the Borough. CC Chadd recommended that Rushmoor could join the newly

established Hampshire Regeneration and Growth Partnership, encourage staff and councillors to take up roles as school governors and ensure local businesses engage with the community by offering apprenticeships which could now be supported by the HCC apprenticeship levy.

CC Chadd also gave an overview of Children's Services. It was noted that Children's Services had seen a 15-20% increase in initial contact since the start of the pandemic, this however had not been reflected in the numbers of children moving into care, which had remained static. In response to a query, it was advised that a social worker's workload depended on experience. With regard to Children's Homes it was noted that only one had been closed during the pandemic with a small number of children being moved around to ensure safety. In addition, there was a national push on the recruitment of foster carers which were in short supply across the country.

The Committee discussed the presentation and in response to a query regarding home learning during the pandemic it was indicated that as children from deprived areas had generally been in school during the pandemic it was felt that it had been children from middle income families, who may be time poor, that had suffered more. As teachers understood best what pupils needed most, intervention would be led by them. Further queries regarded children crossing borders to attend school in some areas, it was advised that this was balanced with similar numbers coming into Rushmoor to attend school from adjoining counties. It was explained that SEN schools had no catchment areas and could be attended by pupils from outside the Borough.

The Chairman thanked CC Chadd for her presentation and stated that the Committee would welcome an update following the 2022 examinations on attainment levels in Rushmoor's schools.

25. **WORK PLAN**

The Committee **NOTED** the current Work Plan.

A request was made for a report on performance data for the Property Services team within the Council at a future meeting.

The meeting closed at 9.30 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Report of the Meeting held on Thursday, 7th April, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr S.J. Masterson (Vice-Chairman)

Cllr Gaynor Austin
Cllr Jib Belbase
Cllr M.S. Choudhary
Cllr R.M. Cooper
Cllr K. Dibble
Cllr L. Jeffers
Cllr Mara Makunura
Cllr Nem Thapa

26. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting held on 17th February, 2022 were **AGREED** as a correct record.

27. REGISTERED PROVIDERS TASK AND FINISH GROUP - ANNUAL REPORT 2021/22

Cllr Mrs D.B. Bedford, Chairman of the Registered Providers Task and Finish Group and Ms Zoe Paine, Strategy and Enabling Manager, introduced Report No. EPSH2211 on the work of the Group during 2021/22.

Cllr Bedford, advised that no major problems had been identified with the three Registered Providers (RP) that had been scrutinised during the year; VIVID, Stonewater and Metropolitan Thames Valley. However, site visits continued to be restricted due to the pandemic and the Group had had to put trust in the views of the RPs, Officers and residents. It was also noted that, when issues did arise or complaints were made by residents, they were generally dealt with quickly.

In addition to the programmed reviews, it was noted that a number of issues had arisen with A2 Dominion during the year and the Group had requested a meeting with them before the end of April, 2022 to address the issues.

A request was made to review the option of site visits moving into the 2022/23 Municipal Year and to consider the option of drop in visits. It was also noted that Members should be encouraged to feed any issues from residents raised with them directly into the Group.

Ms Paine, commented on the direct access reporting system for councillors, which gave councillors the option to report issues directly on behalf of their residents. This system was now available with both VIVID and Metropolitan Thames Valley. The contact details would be circulated to all Members.

The Committee **ENDORSED** the work of the Registered Providers Task and Finish Group during 2021/22 and **APPROVED** the preparation of a programme of reviews for the 2022/23 Municipal Year.

The Chairman thanked Cllr Bedford and Ms Paine for their report.

28. **CABINET CHAMPIONS**

The Committee welcomed the three Cabinet Champions, Cllr Abul Chowdhury (Equalities and Diversity Champion), Cllr Jacqui Vosper (Armed Forces Champion) and Cllr Mara Makunura (Health and Wellbeing Champion) who had been invited to give reports on their work during the 2021/22 Municipal Year.

(1) Equalities and Diversity Champion – Cllr Chowdhury gave an overview of some of the work he had been carrying out during the year, to help build relations with the Borough's diverse communities, increase access to services and instil trust.

- A range of meetings with different community groups had been undertaken to hear their stories and experiences about living locally and accessing local services. Groups represented were from the Nepalese, Fijian, the Cameroon, Pakistani, Bangladeshi and Muslim communities and several local church groups representing other BAME communities.
- Issues identified at these meetings were generally around funding and grant assistance to carry out activities within the different communities, Cllr Chowdhury had been able to signpost groups to funding and grant schemes through the Council's networks.
- More complex issues had also emerged for some individuals within these diverse communities, including suitable housing – large enough properties to house large families and understanding of the English language to access services digitally. Cllr Chowdhury reported that he had frequently been called on to assist members of the communities with day to day tasks relating to language or digital access and was in discussion with Officers on how the community could be supported more with these issues.
- It was also noted that several cases of discrimination had been reported during the Municipal Year via the Champion and, with Officer support, those affected had been guided and supported.

(2) Armed Forces Champion – Cllr Vosper reported on the activities carried out as part of her role:

- It was noted that the Armed Forces Act had received Royal Assent which enshrined the Armed Forces Covenant in law. Cllr Vosper had been involved in the development of the provisions contained in the Act through her work in the All Party Armed Forces Covenant Legislation Parliamentary Group.
- A review was underway of the structure and working arrangements of the North Hampshire Covenant Partnership. It was felt that a conference could be held 1-2 times a year which would be attended by a range of stakeholders within the military and civilian communities.
- Through the response to the pandemic, joint working between the Military, Council and NHS had enabled improved engagement with service personnel and their dependents.
- It was reported that the Veterans' Hubs in both Aldershot and Farnborough had recently reopened. Through working with the Veteran's Hub in Camberley lessons had been learnt to help improve attendance and identify activities to be carried out locally. Cllr Vosper advised that veterans were often difficult to locate as they didn't want to be found. Work was underway to identify service personnel coming up to retirement/leaving the armed forces to allow for early engagement.
- The Garrison Community Hub had recently been refurbished, the idea for the hub was to become a centre for local civilian and military communities to come together.
- Cllr Vosper reported on the school examination achievements of military children. It was noted that, at secondary school, achievement levels were in line with children from non-military backgrounds, with the exception of GCSE English grades, which were lower and at A-level, grades dropped by 10-15% overall. It was also noted that military children attending state schools were less likely to go on to university than their non-military counterparts. Cllr Vosper felt that these statistics should be better understood.

The Committee were also advised of an initiative to introduce "Pupil Passports" for military children which would detail their education to assist when moving between schools.

- Cllr Vosper had attended a number of events during the year, these included:
 - The Cameroon Festival
 - The Bula Festival
 - Remembrance Sunday events
 - The Community Carol Services – an event organised jointly between the Council and the Garrison
 - The 50th Anniversary on the IRA bombing of the Officers' Mess in Aldershot

(3) Health and Wellbeing Champion – Cllr Makunura advised on the focus of her role:

- A range of initiatives had been worked on, in conjunction with Council Officers and key organisations such as Citizens' Advice and Rushmoor Voluntary Services. These included:
 - Health and wellbeing signposting
 - The Grub Hub
 - Increased physical activity
 - Community gardens and Men's Shed

- Cllr Makunura reported on the work undertaken to establish the Rushmoor Accessibility Access Group. Working with key community groups, the Group had been established to raise the profile and awareness of access and inclusion. The Group's aim would be to represent the views of people with disabilities and accessibility issues in order to provide support and advice on key work areas such as planning, and regeneration. Cllr Makunura had been keen to develop the work of the Group further to deliver improvements for people with disabilities. A number of initiatives had been identified for 2022/23, should the role continue, these were:
 - Accessibility at polling stations
 - Increased interaction and communication about access issues with local organisations and businesses
 - Improved local environment to ensure equal access for all

- In response to the pandemic, joint working with the NHS and local Primary Care Networks had enabled improved engagement and partnership working.

- A number of events have been held throughout the year, these included:
 - Delivery of the Heritage Trails and promotion of community walks
 - The "We Can Do It" campaign to promote physical activity
 - Wellness walks to encourage social interaction and reduce loneliness

- Forthcoming activities included The Garrison Community Health Fair on 26th May, 2022 and a project within schools to help address mental health issues supported by B&Q

The Committee discussed the activities of the Champions and a number of suggestions were made, including:

- Consideration be given to attendance at the first meeting of the Committee in the new Municipal Year, to outline plans for the forthcoming year to assist Members to measure effectiveness of the roles and set performance - these would then be reviewed at the last meeting of the Municipal Year
- Consideration be given to change the name to "Council Champion"
- More liaison between Champions and Shadow Champions
- Greater communication with all Members on the work being undertaken, in particular with Ward Members when work impacted their Ward

In response to a query regard the Rushmoor Accessibility Access Group it was agreed that elected Members be given the opportunity to attend and raise awareness of the Group. It was noted that the Head of Economy, Planning and Strategic Housing had also been approached to add the Group to the list of consultees for planning matters.

The Chairman thanked the Cabinet Champions for their reports And it was agreed that the arrangements would be discussed at the next meeting of the Progress Group.

29. **CLIMATE CHANGE ACTION PLAN**

The Committee received a presentation from Andrew Colver, Head of Democracy and Community, on progress with the Climate Change Action Plan and proposals for the future.

The Committee was apprised of the background to the work on the Climate Change Emergency declared in 2019, and the philosophy and development of the Strategy Statement and Action Plan. It was noted that, the Action Plan was currently being reviewed in view of the Council's Carbon Footprint findings and new Government policies. The process being undertaken to carry out the review had been to establish a programme of projects that were then assessed by assessing: projects versus business as usual, ranking into achievable deliverables and impacts, assigning projects against budget/resource and prioritising top actions by service. It was also advised that the Climate Change Action Plan would be closely aligned with the emerging Green Infrastructure Plan currently being developed.

The Action Plan highlighted five priority areas with 90 actions spread over three different time frames (2020/21, 2021/22 and 2023 onwards). The priorities included, energy performance, community engagement, planning and delivery of adaptation and mitigation measures in regeneration projects, introduction of a food waste service and waste minimalisation scheme and, supporting the Council's new ways of working project.

The Committee was advised on actions that had been delivered to date, these included:

- Development of a climate change funding stream database
- Provisions within the Procurement Strategy established to ensure sustainable and ethical procurement
- Introduction of food waste scheme
- Participation in schemes such as the iChoser solar panel scheme and the LAD2 funding scheme
- Webpage update
- Schools outreach – Eco Schools and young people competition
- Southwood tree planting and edible hedgerow planting on the Blackwater Valley Path
- Membership of the Sustainable Business Network
- Joint working with Hart District Council

The Committee reviewed the reserve fund spend to date and it was noted that currently about half of the fund had been allocated. It was noted that a Climate Change apprentice had been employed within the Democracy and Community Team and this role had been funded through the reserve fund. Other spend to note was the work within schools and pump priming resources for EV Infrastructure projects.

The Committee noted that Rushmoor was to join an EV Charging Infrastructure trial with Hampshire County Council. The scheme was currently operating in Winchester and Eastleigh and the trial covered both on street and car park EV charging points. It was hoped that the trial would commence in Rushmoor later in the year.

A number of green events were scheduled to take place in the coming months, this included a Tour de Moon event in June, which was an initiative aimed at young people and consisted of a convoy of electric vehicles and floats housing, amongst others, a pop up cinema and recording studio. A sustainability fair and big green week were also planned for September, 2022.

In response to a query regarding the “on hold” and “removed” items that had been identified in the Action Plan, it was advised that officers had gone through a process of identifying projects within the programme that were resource intensive and/or had a low impact, the main focus for projects were ones that achieved the greatest carbon emission reduction. Details of the identified projects would be shared and discussed with the Climate Change Working Group, in the first instance.

The Chairman thanked Mr Colver for his presentation and it was agreed that the Progress Group should consider any specific areas in the Climate Change Action Plan for further scrutiny.

30. **WORK PLAN**

The current Work Plan was **NOTED**.

The Committee thanked the Chairman for the opportunity to scrutinise a wide range of issues during the year and the way the meetings had been handled.

As this was the last meeting of the Municipal Year it was also noted that the Annual Report would be drafted and shared with the Chairman in advance of the Council Meeting on 28th April, 2022.

The meeting closed at 9.28 pm.

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