



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, 23rd June, 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 - 12)

To confirm the Minutes of the Annual Meeting of the Council held on 24th May, 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. NOTICE OF MOTION - PENSIONS FUND –

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

“Ahead of the Hampshire Pension Fund (HPF) report on Responsible Investment, which will be considered by the HPF Panel and Board on 28th July, I would like to propose the following motion for the consideration of this Council.

The Council Leader will write to the Chair of the Board of the Hampshire Pension Fund, and request that HPF commits to transition it's entire investment portfolio to net-zero greenhouse emissions by 2030, where practical and financially viable, and completely by 2050 at the latest, to be consistent with a maximum temperature rise of 1.5 degrees Celsius above pre-industrial levels by the century's end. The Council also urges the Hampshire Pensions Fund to join the Net-Zero Asset Owner Alliance, which is the investor alliance doing the most robust work on aligning to 1.5C. Other County Council Pension Funds, such as Wiltshire Pension Fund Committee and South Yorkshire Pensions Authority, are members of this alliance.

This Council will also review its investment portfolio with a view to not investing in carbon intensive industries or companies which have NOT committed to 1.5C consistent portfolio alignment guarding the critical 1.5-degree Celsius target and will encourage other organisations in the Borough to do the same.”

5. REVIEW OF MEMBERS' ALLOWANCES SCHEME – (Pages 13 - 44)

To receive a report containing the recommendations of the Independent Remuneration Panel which undertook a Review of Rushmoor's Members Allowances Scheme (copy attached – Annex 1).

6. QUESTIONS FOR THE CABINET –

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

7. REPORTS OF CABINET AND COMMITTEES – (Pages 45 - 72)

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

Cabinet	26th April 2022 7th June 2022
Committees	
Development Management	13th April 2022
Corporate Governance, Audit and Standards	26th May 2022

A.E. COLVER
Head of Democracy and Community

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 15 June 2022

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BOROUGH OF RUSHMOOR

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

The Worshipful The Mayor (Mr B.A. Thomas) (In the Chair)
The Deputy Mayor (Cllr J.H. Marsh)

Cllr Gaynor Austin
Cllr Mrs. D.B. Bedford
Cllr J.B. Canty
Cllr Sue Carter
Cllr D.E. Clifford
Cllr Jules Crossley
Cllr K. Dibble
Cllr Christine Guinness
Cllr Peace Essien Igodifo
Cllr Prabesh KC
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr Calum Stewart
Cllr M.J. Tennant
Cllr S. Trussler

Cllr Jessica Auton
Cllr Jib Belbase
Cllr C.W. Card
Cllr M.S. Choudhary
Cllr P.I.C. Crerar
Cllr P.J. Cullum
Cllr C.P. Grattan
Cllr Michael Hope
Cllr L. Jeffers
Cllr Mara Makunura
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 Jacqui Vosper

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

Apologies for absence were submitted on behalf of Cllr A. Adeola and Cllr A.H. Gani.

Before the meeting was opened, the Mayor's Chaplain, the Reverend Malcolm Cummins, led the meeting in prayers.

1. **ELECTION OF THE MAYOR OF THE BOROUGH**

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2022/23. It was **MOVED** by Cllr Mrs. D.B. Bedford; **SECONDED** by Cllr K. Dibble - That Cllr John Henry Marsh be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2023.

RESOLVED: That Councillor **JOHN HENRY MARSH** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2023.

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

THE MAYOR (CLLR J.H. MARSH) IN THE CHAIR

The Mayor expressed his pride at the honour of being elected Mayor and first citizen of the Borough of Rushmoor. He thanked his proposer and seconder for their kind words and the Council for supporting his nomination. The Mayor signified the appointment of the Major Ted Benneyworth, as the Mayor's Chaplain. Major Benneyworth was from Salvation Army and the Mayor was looking forward to working together with him.

The Mayor announced that he would be supporting Parity for Disability and Phyllis Tuckwell as his charities for the year ahead.

2. VOTE OF THANKS

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr P.I.C. Crerar and

RESOLVED: That the Council place on record its appreciation of the excellent service rendered by Councillor Bruce Alfred Thomas as Mayor of the Borough and Mrs Tracey Thomas as Mayoress during the Municipal Year 2021/22.

The Mayor congratulated Mr Thomas and presented him with a framed, illuminated scroll, together with a Past Mayor's Badge and a Past Mayoress's Badge and bouquet to Mrs Thomas.

Other Councillors paid tribute to Mr Thomas' successful Mayoral Year.

In response, Mr Thomas thanked the proposer and seconder for their kind words. He referred to the amazing year that he and Mrs Thomas had experienced as Mayor and Mayoress and said that it had been an absolute honour for them both. Mr Thomas referred to some particular highlights of the Mayoral Year and was pleased to report that over £10,000 had been raised for his charities (Phyllis Tuckwell and The Vine Centre).

Mr Thomas thanked his Chaplain, Reverend Malcolm Cummins, who had been a great support to him and presented him with a gift in appreciation of his year as Mayor's Chaplain.

Mr Thomas thanked his wife, who had been his rock with her support and strength during his Mayoral Year.

3. ELECTION OF THE DEPUTY MAYOR

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was MOVED by Cllr Christine Guinness; SECONDED by Cllr Mrs. D.B. Bedford – That Cllr C.P. Grattan be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2023.

RESOLVED: That Councillor **CLIVE PATRICK GRATTAN** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2023.

Cllr Grattan then made his Declaration of Acceptance of Office.

The Deputy Mayor thanked his proposer and seconder for their kind words and the Council for the confidence placed in him. He pledged his support to the Mayor in the coming year.

4. **MINUTES**

It was **MOVED** by Cllr M.L. Sheehan; **SECONDED** by Cllr P.G. Taylor and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council on 28th April 2021 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

5. **RETURNING OFFICER'S REPORT**

The Returning Officer, Mr. P. Shackley, submitted his report on the results of the Borough Council Elections held on Thursday, 5th May 2022 (appended to these minutes).

The Mayor congratulated all Members who had been re-elected and extended a warm welcome to the new councillors: Cllrs Ade Adeola, Craig Card, Jules Crossley, Peace Essien-Igodifo, Akmal Gani, Stuart Trussler and the Deputy Mayor (Cllr Clive Grattan).

RESOLVED: That the report be noted.

6. **MAYOR'S COMMUNICATIONS**

The Mayor advised that he would be holding a Banquet on Friday, 10th March 2023 at Princes Hall and two Afternoon Tea events during his Mayoral Year. He also announced that he would be inviting the Borough's Ukrainian refugees and their sponsors to a formal welcome at the Council Offices in the near future.

The Mayor reminded Members and guests that a range of events would be taking place across the Borough the following week to celebrate the Queen's Platinum Jubilee. The two civic events were a Beacon Lighting Ceremony followed by firework display at the Wellington Statue in Aldershot on 2nd June and a Platinum Jubilee Thanksgiving Service at the Royal Garrison Church of All Saints on 5th June.

7. **APPOINTMENT OF THE LEADER OF THE COUNCIL**

It was **MOVED** by Cllr M.L. Sheehan; **SECONDED** by Cllr M.J. Tennant - That Cllr D.E. Clifford be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2023.

There voted **FOR:** 25; **AGAINST:** 0 and the Motion was **DECLARED CARRIED.**

8. APPOINTMENTS 2022/23

It was MOVED by Cllr D.E. Clifford and SECONDED by Cllr M.J. Tennant –

Appointment of Cabinet Portfolio Holders –

That it be noted that the following appointments of Cabinet Portfolio Holders and the Deputy Leader of the Council for the Municipal Year 2022/23 had been made by the Leader of the Council:

Cllr M.L. Sheehan – Deputy Leader and Operational Services
Cllr M.J. Tennant – Deputy Leader and Major Projects and Property
Cllr J.B. Canty – Customer Experience, Digital and Transformation
Cllr Sue Carter – Democracy, Strategy and Partnerships
Cllr A.R. Newell – Planning and Economy
Cllr P.G. Taylor – Corporate Services

Committees –

That the appointments to Committees for the 2022/23 Municipal Year be approved, in accordance with the allocations to achieve political balance indicated below:

DEVELOPMENT MANAGEMENT

Voting Members

Conservative: 8	Labour: 2	Liberal Democrat: 1
Cllr Mrs. D.B. Bedford	Cllr Clive Grattan	Cllr T.W. Mitchell
Cllr Jib Belbase	Cllr Sophie Porter	
Cllr P.I.C. Crerar		
Cllr Peace Essien-Igodofa		
Cllr Michael Hope		
Cllr L. Jeffers		
Cllr S.J. Masterson		
Cllr C.J. Stewart		

Standing Deputies

Conservative:	Labour:	Liberal Democrat
Cllr A.H. Gani	Cllr Nadia Martin	Cllr Craig Card

NOTE: The Portfolio Holder for Planning and Economy to be an ex officio non-voting member of the Development Management Committee.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Voting Members

Conservative: 8

Labour: 3

Cllr A. Adeola
Cllr Jessica Auton
Cllr M.S. Choudhary
Cllr P.J. Cullum
Cllr A.H. Gani
Cllr Nem Thapa
Cllr S. Trussler
Cllr Jacqui Vosper

Cllr K. Dibble
Cllr Christine Guinness
Cllr Sarah Spall

Standing Deputies

Conservative:

Cllr Mara Makunura

Labour:

Cllr C.P. Grattan

NOTE: The Independent Member (Audit) of the Corporate Governance, Audit and Standards Committee – Mr Tom Davies – is to be a non-voting Member of the Committee.

OVERVIEW AND SCRUTINY COMMITTEE –

Voting Members

Conservative: 8

Labour: 3

Cllr A. Adeola
Cllr Mrs D.B. Bedford
Cllr L. Jeffers
Cllr Prabesh KC
Cllr Mara Makunura
Cllr Marina Munro
Cllr M.D. Smith
Cllr S. Trussler

Cllr Gaynor Austin
Cllr K. Dibble
Cllr Sophie Porter

Standing Deputies

Conservative:

Cllr Jib Belbase

Labour:

Cllr Nadia Martin

POLICY AND PROJECT ADVISORY BOARD

Voting Members

Conservative: 8

Labour: 2

Liberal Democrat: 1

Cllr Jessica Auton

Cllr Jules Crossley

Cllr C.W. Card

Cllr Jib Belbase

Cllr M.J. Roberts

Cllr M.S. Choudhary

Cllr P.I.C. Crerar

Cllr Peace Essien-Igodifo

Cllr Michael Hope

Cllr Marina Munro

Cllr Jacqui Vosper

Standing Deputies

Conservative:

Cllr P.J. Cullum

Labour:

Cllr Christine Guinness

Liberal Democrat:

Cllr T.W. Mitchell

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

Development Management

Chairman

-

Cllr C.J. Stewart

Vice-Chairman

-

Cllr L. Jeffers

Corporate Governance, Audit and Standards

Chairman

-

Cllr P.J. Cullum

Vice-Chairman

-

Cllr Jessica Auton

- (4) That the appointment of the Chairman of the Overview and Scrutiny Committee and the Policy and Project Advisory Board be approved as set out below:

Overview and Scrutiny Committee

Cllr M.D. Smith

Policy and Project Advisory Board

Cllr Marina Munro

- (5) That the appointments to the Management Boards for Council Trusts for the Municipal Year 2022/23 be approved as follows, and that each Management Board be authorised to make decisions on behalf of the Council by majority vote:

The Aldershot Recreation Ground Trust

Cllr Mrs. D.B. Bedford Cllr K. Dibble Cllr M.S. Choudhary

Standing Deputy: Cllr Nadia Martin

King George's Field, Farnborough Trust

Cllr C.J. Stewart Cllr Christine Guinness Cllr P.G. Taylor

Standing Deputy: Cllr Mara Makunura

The Alfred Henry Goode Will Trust

Cllr D.E. Clifford Cllr Nadia Martin Cllr Sophie Porter

There voted FOR: 34; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

The meeting closed at 8.10 pm.

ANNUAL COUNCIL MEETING – 24TH MAY 2022

RUSHMOOR BOROUGH COUNCIL ELECTIONS
5TH MAY 2022

REPORT OF THE RETURNING OFFICER

ALDERSHOT PARK

No. of Electors	No. of Ballots Completed	Percentage
5083	1413	27.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
ARMITAGE	David Anthony	562
CROSSLEY	Jules	840

Candidate Elected

JULES CROSSLEY

CHERRYWOOD

No. of Electors	No. of Ballots Completed	Percentage
5144	1743	34%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GRATTAN	Clive Patrick	1008
PUN	Suman	730

Candidate Elected

CLIVE PATRICK GRATTAN

COVE AND SOUTHWOOD

No. of Electors	No. of Ballots Completed	Percentage
5375	1672	31%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
JABBI	Madi	417
MITCHELL	Emily Rebecca	374
<i>TENNANT</i>	<i>Martin John</i>	869

Candidate Elected
MARTIN JOHN TENNANT

EMPRESS

No. of Electors	No. of Ballots Completed	Percentage
4582	1603	35%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CARD	Leola Jane	337
<i>SMITH</i>	<i>Mike</i>	739
WILLIAMS	Gareth Idris	514

Candidate Elected
MIKE SMITH

FERNHILL

No. of Electors	No. of Ballots Completed	Percentage
5232	1404	27%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GANI	Akmal Hussain	705
GARDNER	Janet	391
SWEET	Nat	293

Candidates Elected
AKMAL HUSSAIN GANI

KNELLWOOD

No. of Electors
5607

No. of Ballots Completed
2170

Percentage
38.7%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
<i>MAKUNURA</i>	<i>Mara Martha</i>	1077
SOUTHON	Colin Frederick	469
WHYMAN	Jill	602

Candidate Elected
MARA MARTHA MAKUNURA

MANOR PARK

No. of Electors
5542

No. of Ballots Completed
1900

Percentage
34.3%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
<i>ESSIEN IGODIFO</i>	Peace	867
RENARD	Brandon Zero Hindell	763
TROTTER	Mark	241

Candidate Elected
PEACE ESSIEN IGODIFO

NORTH TOWN

No. of Electors
4981

No. of Ballots Completed
1488

Percentage
29.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
PERKINS	Andrew James	449
<i>SPALL</i>	<i>Sarah Joanne</i>	1037

Candidate Elected
SARAH JOANNE SPALL

ROWHILL

No. of Electors
5015

No. of Ballots Completed
1759

Percentage
35.07%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
HILLIAR	Alan Richard	374
KOOHESTANI	Halleh	663
TRUSSLER	Stuart	707

Candidate Elected
STUART TRUSSLER

ST JOHN'S

No. of Electors
4966

No. of Ballots Completed
1580

Percentage
31.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
VOSPER	<i>Jacqui</i>	839
WARNER	Julia Louise	724

Candidate Elected
JACQUI VOSPER

ST MARK'S

No. of Electors
5208

No. of Ballots Completed
1760

Percentage
33.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CARD	Craig William	778
JONES	Barry	260
KOHER CHOWDHURY	Abul	710

Candidate Elected
CRAIG WILLIAM CARD

WELLINGTON**No. of Electors**
4277**No. of Ballots Completed**
1081**Percentage**
25.27%**RESULT OF POLL**

Surname	Other Names	Total No. of Votes
HARTLEY	Mary Ann	470
<i>MARTIN</i>	<i>Nadia Noelle</i>	608

Candidate Elected
NADIA NOELLE MARTIN**WEST HEATH****No. of Electors**
4821**No. of Ballots Completed**
1522**Percentage**
31.6%**RESULT OF POLL**

Surname	Other Names	Total No. of Votes
ADEOLA	Ade	790
O'DOWD-BOOTH	Olive Jane	291
THOMAS	Rebekkah	428

Candidates Elected
ADE ADEOLA

ANNEX 1

COUNCIL MEETING – 23RD JUNE 2022

AGENDA ITEM NO. 5

REVIEW OF MEMBERS' ALLOWANCES SCHEME

1. INTRODUCTION

- 1.1 Under Regulations relating to the preparation and review of members' allowances schemes, Rushmoor's Independent Remuneration Panel reviewed Rushmoor's scheme in October/November 2021. The remit of the Panel was to undertake a complete general review of the Scheme to ensure that it continues to be fit for purpose, including a review of the basic and special responsibility allowances in the context of the Council's financial position, and taking account of benchmarking information. In addition, the Remuneration Panel was asked to examine the relevance/applicability of the IT and telecommunications allowance, the implications of the evolving responsibilities of the Corporate Governance, Audit and Standards Committee and the new allowances for vice-chairmen and cabinet champions introduced at the last Review in 2018.
- 1.2 A copy of the Remuneration Panel's report is attached and set out below is a summary of the outcomes. The Council is being asked to adopt the recommendations of the Remuneration Panel in full.

2. INDEPENDENT REMUNERATION PANEL – PROPOSALS

(1) Background and Context

- 2.1 Rushmoor's Remuneration Panel has examined all parts of the current scheme and benchmarked the provisions against similar authorities regionally, locally and nationally through a range of indices. As in previous reviews, the Remuneration Panel recognised the importance of obtaining the views of Members and an essential part of this review was to receive this evidence.
- 2.2 In carrying out the review, the Remuneration Panel was also conscious of the need to take account of the Council's current financial position, its savings and transformation programme, and current economic conditions.

(2) Review of Main Elements of the Allowances

- 2.3 The Remuneration Panel noted that the Basic Allowance had not been fundamentally revised for many years and tested the robustness of the current allowance with a recalibration calculation and with benchmarking information as described in the Report. The outcome from this exercise is

that the Panel is proposing that an adjustment is needed to the basic allowance to make it more equitable.

2.4 Overall, the Remuneration Panel did not see a strong case to alter the Special Responsibility Allowances but has recommended the application of a cost-of-living indexation to each category. The Panel also considered the SRA issues requested for attention by the Council:

- The Remuneration Panel considered the case for paying a Special Responsibility Allowance (SRA) to Members of the Corporate Governance, Audit and Standards Committee, arising from a change of focus for the Committee with an enhanced requirement for governance training. However, the Panel considered that training and development was a matter of course and did not recommend the payment of an additional SRA.
- The Panel also reviewed the case for paying SRAs for the roles of the cabinet champions and the vice-chairmen of the Policy and Project Advisory Board and Overview and Scrutiny Committee. In both cases, the Panel was content that the roles were above and beyond what was required from an ordinary Member, and with discrete tasks.

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

- the overall basic allowance be set at £6,200 for 2022/23
- the Information Technology & Telecommunications allowance be discontinued from the start of the 2022/23 municipal year
- the special responsibility allowance for the Leader be set at £17,200, and the allowance for the Deputy Leader role be set at £9,900 for 2022/23
- the special responsibility allowance for Cabinet Members be set at £8,550 for 2022/23
- the special responsibility allowance for the Chairmen of the Development Management and Corporate Governance, Audit and Standards Committee be set at £5,800 for 2022/23 with the provision for an additional payment for Members attending four or more licensing sub-committee meetings in one municipal year being £500 in 2022/23
- the special responsibility allowance for the Chairmen of the Policy and Project Advisory Board and the Overview and Scrutiny Committee be set at £4,300 for 2022/23

- the special responsibility allowance for the vice-chairmen of the Policy and Project and Advisory Board, and the Overview and Scrutiny Committee be set at £1,300 for 2022/23
- the allowance for Cabinet Champions is re-set at £1,750 for 2022/23
- the allowance for opposition group leaders be set at £3,500 subject to groups having a minimum of four Members
- the Mayor to receive a special responsibility allowance of £1,650 for 2022/23
- the co-optees allowance is reset at £550 for 2022/23

(3) IT and Telecommunications Allowance

2.6 The Remuneration Panel considered the justification for a separate IT and phone allowance, and the broader context in which a common and standardised approach to Members IT equipment is needed that meets the Council's protocols and security standards. Further to this, the Remuneration Panel is recommending that the current IT and Telecommunications Allowance is discontinued.

(4) Travel and Subsistence and Dependent Carers Allowances

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

- no revisions to the travel and subsistence scope, terms and conditions and maximum rates – except that an update should be made to take into account travel by hybrid/electric vehicles at mileage rates equal to those set by HMRC Approved Mileage Allowance Payment (AMAP) rates.
- the dependant carers' allowance continue to be paid in respect of childcare at the National Living Wage or, for other care, capped at the hourly wage charged by Hampshire County Council Social Services for a carer.

(5) Parental Leave Policy

2.8 The issue was raised with the Remuneration Panel there was a lack of clarity regarding allowances payable if and when a Member had to take maternity or paternity leave. The Panel recommended that an amendment be made to the allowances scheme that clarified the continued right of remuneration for a Member when they are required to take maternity, paternity or adoption leave for up to a period of 12 months, subject to the legal attendance requirements.

(6) **Indexation**

- 2.9 The current arrangements where members allowances are reviewed each year using indices applied nationally or through the local government system are to be retained for the four-year period until the end of March 2026.

3. **FINANCIAL IMPLICATIONS**

- 3.1 If the Council accepts the recommendations as set out in the Remuneration Panel's Report, the costs of Members Allowances will increase by 5.3% overall. In addition, the Council is moving towards supporting all members with the provision of Rushmoor IT equipment. The cost implications set out in the Report have been included in the Council's budget.
- 3.2 The Remuneration Panel is of the view that the new arrangements should be backdated to the Annual Meeting on 24th May, 2022 and any future uplifts will be implemented from the Annual Meeting date.

4. **CONCLUSIONS**

- 4.1 Rushmoor's Independent Remuneration Panel's review of the Members' Allowances Scheme has involved a fundamental examination of each element of the scheme. The new scheme reflects the Remuneration Panel's view in light of the information provided, the representations made by Members and the benchmarking data from other authorities.

5. **RECOMMENDATIONS**

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

A Review of Members' Allowances

For

Rushmoor Borough Council

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

**Owen Durrett
Dr Declan Hall (Chair)
Darren Nicholl**

January 2022

Executive Summary: Recommendations 2022/23

Rushmoor BC Review 2021	Basic Allowance and SRAs: Recommended Maximum Payable 2022/23			
POSITION	Nos. Paid	Basic Allowance	Total P/Member (BA+SRA)	Sub Total Per Category
BASIC ALLOWANCE	39	£6,200	£6,200	£241,800
Special Responsibility Allowances		SRAs 2022/23		
Leader of Council	1	£17,200	£23,400	£17,200
Deputy Leader of Council	1	£9,900	£16,100	£9,900
Cabinet Members	5	£8,550	£14,750	£42,750
Chairman Development Management Committee	1	£5,800	£12,000	£5,800
Chairman Corporate Governance, Audit & Standards Committee	1	£5,800	£12,000	£5,800
Chairman Overview & Scrutiny	1	£4,300	£10,500	£4,300
Vice-Chairmen Overview & Scrutiny	2	£1,300	£7,500	£2,600
Chairman Policy & Project Advisory Board	1	£4,300	£10,500	£4,300
Vice-Chairmen Policy & Project Advisory Board	2	£1,300	£7,500	£2,600
Cabinet Champions	3	£1,750	£7,950	£5,250
Chairman of Council (Mayor)	1	£1,650	£7,850	£1,650
Main Opposition Group Leader	1	£3,500	£9,700	£3,500
Other Opposition Group Leader[s] If have >3 Members	0	£3,500	NA	
Licensing Members serving > 4 Sub-Committees per year	Variable	£500	NA	Variable
Sub Total - Basic Allowance	39			£241,800
Sub Total - Standing SRAs	20			£105,650
Total (BA + SRAs)				£347,450

Other Recommendations: The IRP also recommends that:

The Information & Telecommunications Allowance

The IRP recommends that the current Information Technology & Telecommunications (ITT) Allowance of £392 is discontinued from start of 2022/23 municipal year.

Other SRAs considered – Group Secretaries/Whips

The Group Secretaries/Whips are not paid an SRA.

Other SRAs considered – Other Committee Vice-Chairmen

The Vice-Chairmen of other Committees/Boards are not paid an SRA.

Maintaining the 1-SRA only rule

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

Co-optees' Allowances

The Co-optees Allowance is reset at £550 for 2022/23.

Travel and Subsistence Allowances

The conditions and maximum rates under the Travel and Subsistence Allowances are maintained for 2022/23 with the exception of adding a clarification to the scheme by including travel by hybrid/electric vehicles at mileage rates equal to those set by HMRC AMAP rates.

The Dependants' Carers' Allowance (DCA)

The DCA is maintained at the current rates and terms and conditions.

Issues arising – Adopting a Parental Leave Policy

The allowances scheme is amended to include a statement that clarifies the continued right of remuneration for a Member when they are required to take maternity, paternity or adoption leave for up to a period of 12 months, subject to the legal attendance requirements.

Confirmation of Indexing

The following allowances are indexed for three years from 2023/24 to 2025/26, on the grounds that the Basic Allowance has been reset for 2022/23 and the SRAs pre-emptively indexed for the same year, without reference to the IRP as follows:

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

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

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

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

Implementation

The new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 24th May 2022 except for the implementation of indexation which should be from the date of the Annual Meeting of the Council 2023.

Independent Remuneration Panel:
The Seventh Report of Members' Allowances
For
Rushmoor Borough Council
January 2022

Introduction: The Regulatory Context

1. This report contains the recommendations arising out of the independent review, October/November 2021, of Members' Allowances for Rushmoor Borough Council by the Council's statutory Independent Remuneration Panel ('IRP' or 'Panel'). It also lays out the deliberations of the IRP to show elected Members, Officers and the public the rationale for the Panel's recommendations.
2. The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby the Council retains powers to determine the scope and levels of Members' Allowances.
3. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. They must 'pay regard' to their IRP's recommendations before setting a new or amended Members' Allowances Scheme. On this particular occasion, the IRP has been reconvened under the 2003 Regulations [10. (5)], which states:

Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.

4. It is this mechanism, known as the '4 year rule', that ensures IRPs are convened at least every four years if a council wishes to continue indexing their allowances. It

also provides an opportunity for IRPs to publicly scrutinise their councils' allowances schemes and enhance public accountability.

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

Terms of Reference

6. In accordance with the requirements of 2003 Members' Allowances Regulations Rushmoor Borough Council has reconvened its statutory Independent Remuneration Panel (IRP) to review the Council Members' Allowances Scheme. Specifically the Panel has been asked to make recommendations to the Council on the following:

- a) The amount of the Basic Allowance that should be payable to elected Members;
- b) The responsibilities or duties for which should lead to the payment of a Special Responsibility Allowance (SRA) and as to the amount of such an allowance;
- c) The responsibilities or duties for which a travelling and subsistence allowances can be paid and as to the amount of such allowances;
- d) whether a Co-optees' Allowance should be paid and as to the amount of such an allowance;
- e) Whether Dependants' Carers' Allowance should be payable to elected Members, and as to the amount of such an allowance;
- f) Whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
- g) Whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

7. In addition the IRP has been asked to consider a number of Rushmoor Borough Council Specific requirements, namely:

- a) To consider the level of allowances within the Scheme in the context of:

- The Council’s medium term financial strategy and budgetary issues (e.g., Cost Reduction and Efficiencies Programme (CREP))
 - The changing environment for local authorities
 - The Council’s Business Plan
- b) To review the scope and structure of special responsibility allowances particularly in light of the recommendations in the 2018 Report.
- c) To benchmark the existing allowances scheme including special responsibility allowances.
- d) To review the allowance provision for IT and telecommunications and to consider the implications for the Members’ Allowances scheme if the Council introduces an arrangement to provide Members with IT equipment.
- e) To consider any implications for the Members’ Allowances scheme of the evolving responsibilities of the Corporate Governance, Audit and Standards Committee, particularly in light of the recent review and the request made by the Committee.

The IRP

8. Rushmoor Borough Council reconvened its IRP and the following Members were appointed to carry out the independent review of allowances, namely:
- Owen Durrett: Formerly Head of IT, BT International Global Division and a JP, currently Chair of Parity for Disability, a local charity.
 - Dr Declan Hall (Chair): A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in Members’ Allowances and support with experience of reviews across the United Kingdom
 - Darren Nicholl: Warrant Officer, 1st Class (Payments) at Aldershot Garrison
9. Logistical and practical support to the Panel was provided by Jill Shuttleworth, Service Manager – Democracy at Rushmoor Borough Council.

Process and Methodology - Evidence Reviewed by the IRP

10. The IRP met at the Council Offices, Farnborough on 13th and 14th October 2021. The meetings were in private session to enable the IRP to meet with Members and

Officers and conduct deliberations in confidence. In accordance with the terms of reference, in arriving at its recommendations, the IRP took into account a wide range of evidence, both oral and written. All Members who wished to meet with the IRP were accommodated as far as practically possible. In addition all Members were sent a short questionnaire so that no Member was denied a voice in the course of review. The IRP received five written responses. The questionnaire was also used as the template for Member interviews to ensure a common set of questions were being asked.

11. The IRP met with relevant Officers for factual briefings on the Council, governance structures and challenges facing the Council.
12. The IRP also reviewed relevant written information, such as council and committee meetings schedules, relevant reports and information on the new governance arrangements, the 2006 Statutory Guidance on Members' Allowances, etc.
13. For full details of whom the IRP met and full range of information reviewed see:
 - Appendix 1: for Members who met with the IRP
 - Appendix 2: for Officers who provided factual briefings to the IRP
 - Appendix 3: for a list of the full range of evidence considered by the IRP
 - Appendix 3: for more details on the Basic and Special Responsibility Allowances (2020/21) paid in the 11 Hampshire District Councils and the three District Councils adjacent to Rushmoor BC referred to by the IRP for benchmarking purposes, referred to as the benchmarking group.¹

Key Messages and Observations – Case for change - limited

14. By and large the IRP did not receive a great deal of feedback that the allowances scheme was in need of fundamental reform. The broad view was that the recommendations of the IRP regarding the new roles at the time of the 2018 review were appropriate. Where there was a distinctive view, albeit not overwhelming, was regarding the Basic Allowance and also the Leader's SRA. In general, these two allowances were seen as being on the low side and not reflective of the demands placed on them. The IRP also received the message that even where there was a case for change now was not the time to do so due to the budgetary constraints facing the Council, and the need to find savings going forward.

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

15. The IRP has not completely accepted this argument. To do so would automatically lead to recommending lower allowances which would undermine the whole purpose of a Members' Allowances scheme, which is to support the roles that all elected Members are required to undertake.

Questioning the roles in place

16. The IRP did receive a number of comments that questioned the necessity of certain posts and therefore their respective remuneration. It is beyond the remit of the IRP to comment on how the Council has set up its political governance structures. All it can do is make recommendations regarding the posts that are in place.

Parity with peers

17. Another key theme emerging from the representations received was the allowances paid in Rushmoor Borough Council should be on a par with those paid in peer councils. It is noted that benchmarking shows the only noticeable area where Rushmoor Borough Council is paying less than peers is in regards to the Basic Allowance; generally this is not the case regarding SRAs. As such, this has led the IRP to concentrate on revising the Basic Allowance with only marginal changes in the levels and scope of SRAs payable.
18. Nonetheless, despite the recommendations leading to an increase on the total spend on Members' Allowances, the IRP feels that it is justifiable, defensible and fair and equitable which in turn was another key message emerging from the representations received.
19. As such the main task of the IRP has been not to fundamentally restructure the allowances scheme but to address anomalies.

Recommendations – recalibrating the Basic Allowance

20. To test the robustness of the 2021/22 Basic Allowance (£5,425) the IRP has recalibrated the Basic Allowance by replicating the original methodology that forms the basis of the current Basic Allowance. This methodology is laid out in the 2006 Statutory Guidance (paragraph 67) which states:

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

21. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables for Panels to consider in arriving at a recommended Basic Allowance, namely time, an element of public service to be recognised in the Basic Allowance and a rate of remuneration. The IRP has

recalibrated the Basic Allowance by bringing the three operative variables up to date as set out below.

Time required in carrying out duties associated with the Basic Allowance

22. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). Obviously Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members in the first instance so the time assessment is typically taken that which is deemed necessary at a minimum to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.
23. In the last review (June 2018) for the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the IRP adopted 12.5 hours per week, or 650 hours per year, as the expected time input from Members in return for the Basic Allowance. The LGA 2018 Councillor Census shows that on average Members of district councils who hold no positions of responsibility put in 14.3 hours per week on "Council business". The IRP has decided to maintain the expected time input at 12.5 hours per week as the Councillors Census figure of 14.3 would be bumped up by those individuals who choose to put in more time than was necessarily required. Thus, this average figure is inflated by those who have the capacity and wherewithal to put in more time than demanded.
24. Thus, for the purposes of recalibrating the Basic Allowance the IRP has maintained the time assessment of 12.5 hours per week as the required minimum input per week on average for a Member to fulfil all duties associated with the Basic Allowance. This equates to 650 hours per year.

The Public Service Discount (PSD)

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

26. Thus, of the expected time input of 650 hours per year 40% of that time, or 260 hours per year, are deemed to be public service and not paid, leaving 390 remunerated hours per year.

The rate for remuneration

27. This variable refers to the worth of a Councillor's time. The IRP has historically based the rate for remuneration on the average earnings of the full time employed residents of the Borough as the figure that is the most robust and readily defensible. The most recent data available shows that in 2020 the median hourly earnings (excluding overtime) of Borough residents who are in full time employment is £16.49.²
28. Following the methodology as set out in the 2006 Statutory Guidance with the updated variables produces the following recalibrated Basic Allowance:
- 650 annual hours minus 40% PSD (260 hours)
 - = 390 remunerated hours multiplied by £16.49 per hour
 - = £6,431

Benchmarking the Basic Allowance

29. The IRP in its reviews of 2016 and 2018 highlighted that the Rushmoor Basic Allowance was falling behind peers when benchmarked. Benchmarking for this review shows that this is still the case with a mean Basic Allowance in the benchmarking group of £6,181 and a median Basic Allowance of £6,286 (2020/21).³
30. A Basic Allowance below that paid to peers is not necessarily a compelling reason to recommend an increase to the Basic Allowance but the case is reinforced by recalibration. It is also noted that the Basic Allowance has not been fundamentally revisited for a number of years and with three fewer Members since May 2012 and extra costs imposed on eligible Members through closure of the Local Government Pension Scheme (LGPS) in 2014 then the case for revision becomes more persuasive. The IRP did not revise the Basic Allowance in 2016 or 2018 despite the case to do so arising from recalibration and benchmarking. No change was made because representations received made it clear that there was no appetite to increase the Basic Allowance at the time.

² This is based on median weekly earnings of £659.40 which equates to £16.49 per hour when divided by 40 working hours in a week. See Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 2020. The ONS advises that the median rather than the mean figure is a better measure of the average due handful of very high earners which skews the statistical mean.

³ For benchmarking purposes the allowances schemes for 2020/21 have been used as the latest figures available when the IRP met. However, the allowances quoted for Rushmoor refer to 2021/22 figures as they have already had indexation applied despite the pay agreement for staff for 2021/22 not yet being finalised. .

31. However, the gulf in value between the current Rushmoor BC Basic Allowance and the recalibrated (£6,431) and benchmarked (£6,181/£6,286) Basic Allowance has increased over the years, to the point that the IRP has decided that the Basic Allowance needs to be adjusted to make it more equitable.
32. As such the IRP has decided not to recommend the recalibrated Basic Allowance but rather it has taken the mid-point between the mean and median benchmarked Basic Allowance, which is £6,200. By opting for the lower figure the IRP feels that it has addressed the low Basic Allowance yet balanced it to some extent against the representation received while also being cognisant of cost implications.
33. **The recommended Basic Allowance for 2022/23 is £6,200.**

Discontinuing the Information Technology & Telecommunications (ITT) Allowance

34. Currently all Members receive an annual Information Technology & Telecommunications (ITT) Allowance of £392 as a contribution to cover such council related costs incurred by Members such as
 - Use of personal landline and mobile telephones
 - Broadband
 - IT hardware, peripherals and consumables
 - Other ICT related costs
35. The rationale behind this approach is to allow freedom of choice and give Members independence. It also reduces the resource implications for the Council. However, it can now be questioned whether this level of support in an era when it is commonplace to have mobile phones, PCs and broadband can still be justified. This questioning of the ITT Allowance is even greater with the recommended enhanced Basic Allowance. Benchmarking shows that such an allowance is identifiable in only two other comparator Councils (Hart and Havant).
36. Moreover, the IRP was informed that taking account of the restoration process from the pandemic, for the foreseeable future there will be a hybrid approach to meetings. Those meetings that legislation requires to be carried out in person will be done so but most others are likely to be carried out remotely. As such, this increases the need for a common and consistent approach to IT equipment that meets the Council protocols and security standards. In turn, this has led to discussions by the Council to provide a solution for Members to develop a standardised solution for IT equipment for all Members. This will help ensure the Council meets the necessary and emerging security/protection requirements around information governance. As part of the current ITT Allowance pays for IT equipment again the rationale for its continuation is lessened. Consequently, the IRP has decided to discontinue a separate ITT Allowance.

37. **The IRP recommends that the current Information Technology & Telecommunications (ITT) Allowance of £392 is discontinued from start of 2022/23 municipal year.**

Special Responsibility Allowances – Pre-empting Indexation

Leader of the Council

38. There was a consensus in the representations to the IRP that there has been a change in the style of leadership at the Council during the last four or five years. In particular, there was agreement that the Leader is now more involved in taking the Council in a new direction and being more pro-active. For example the Leader along with the Deputy Leader and other leading Members where relevant have driven the Council Business Plan 2021- 2024 which sets out the priorities of the Council to ensure it makes best use of resources in the delivery of services and progress towards meeting the Council's long term objectives.
39. The IRP discussed whether being the Leader of Rushmoor Borough Council was a full time role, for which there was some support in the representations received. Clearly it could be made into a full time role, with the current Leader at times putting in the equivalent of a full time working week. Being Leader certainly precludes having full time employment in the normally accepted sense. However, while recognising that being Leader is a significant role that requires a substantial time commitment the IRP concluded it does not demand a full time professional Leader. In turn this has impacted on the recommended SRA for the Leader of the Council.
40. In considering the SRA for the Leader, the IRP noted that it had reset it at the 2018 Review to place it at the median SRA paid to Leaders in the benchmarking group. Benchmarking shows that the current SRA (£16,861) was not so far out of line with peers to justify any significant revision, with a mean Leaders SRA in the benchmarking group of £17,510 and a median SRA of £16,964.
41. However, as the IRP had reset the recommended Basic Allowance for 2022/23, with indexation only applicable from the following year the IRP has decided that in order to be consistent to apply 'pre-emptive' indexation to the Leader's SRA. There is precedent for this as the current Basic Allowance and SRAs payable in Rushmoor were 'pre-emptively' indexed for 2021/22. The applicable index, namely the annual percentage salary increase for local government staff as agreed each year by the National Joint Council for Local Government Staff (known as the 'NJC' index) has not yet been agreed, as is often the case. However, as the likely increase will be 1.75 per cent (based on the latest employers offer) the Council has decided to take that as the applicable index for this year. Thus the current Basic Allowance and SRAs have already by indexed by 1.75 per cent for 2021/22 despite the actual index to be yet settled upon.

42. The IRP has taken the view that indexation for 2022/23 will be at least the same, 1.75 per cent, and has applied that index to the Leader's current SRA to arrive at the recommended SRA for 2022/23, and rounded it up to the nearest £50. In turn this places the Leader's SRA more close to the benchmarked mean and median Leaders' SRAs. Uplifting the current SRA (£16,861) by 1.75 per cent increases it to £17,156, and rounded up to the nearest £50 equals £17,200.
43. **The IRP recommend Leader's SRA for 2022/23 is reset at £17,200.**

Other SRAs – applying pre-emptive indexation

44. Similarly, the IRP has after taking into account representation received and the benchmarking picture that there was not a strong case to alter the rest of the SRAs payable. As such, to be consistent the IRP has applied pre-emptive indexation to all the other SRAs payable as set out below. Where there was a great deal of discussion surrounding a particular SRA, the IRP has discussed it and set out its rationale for the recommended SRA.

Recommended SRAs with pre-emptive indexation applied

SRA	Current SRA	Uplifted by 1.75%	Rounded up to nearest £50
Deputy Leader	£9,712	£9,882	£9,900
Other Cabinet Members (x5)	£8,372	£8,519	£8,550
Chair Overview & Scrutiny Committee	£4,215	£4,289	£4,300
Chair Development Management Committee	£5,655	£5,754	£5,800
Chair Corporate Governance, Audit & Standards Committee	£5,655	£5,754	£5,800
Chair Policy & Project Advisory Board	£4,215	£4,289	£4,300
Main Opposition Group Leader	£3,398	£3,457	£3,500
Other Opposition Group Leaders (if have 4 Members)	£3,398	£3,457	£3,500

Cabinet Champions (X3)

45. In December 2017 the Council was subject to a Peer Challenge Review which highlighted the importance of revising scrutiny arrangements (see below) and changes in cabinet working arrangements to better meet the objectives of the Council. Alongside the Peer Review recommendations, the Cabinet was also keen

that there were development opportunities for Members not on Cabinet. As a result, three Cabinet Champions were appointed at a Cabinet Meeting on 29th May 2018.

46. In the 2018 Review the IRP recommended that these roles were paid an SRA set at 20 per cent of the SRA paid to Other Cabinet Members, currently their SRA is £1,674. The IRP specifically noted in 2018 that it would revisit these roles at the time of the next review.
47. The IRP did receive some representations challenging the SRA for Cabinet Champions, questioning whether their role was significant enough to merit an SRA. Moreover, it is noted that similar roles are only remunerated in one of the other comparator Councils (East Hampshire - £3,000).
48. Cabinet Champions have been established to drive forward initiatives that are cross cutting or do not naturally sit within a Cabinet portfolio. Each year there are three Cabinet Champions appointed to lead work on issues identified by the Cabinet. In 2021/22 these remits are Military, Health and Wellbeing and Equality/Diversity.
49. While they have no decision making powers they do as a general rule feed back into Cabinet and much of their work is in the day. They also make annual reports through the Council structure regarding their activities. There is also an element of succession planning involved. It is recognised that in practice there appears to be some variation in the work carried out by Cabinet Champions but the IRP views this as more of a political management issue rather than a fundamental problem with the concept.
50. The IRP is content the role of Cabinet Champion is above and beyond what is required from an ordinary Member and merits an SRA. Moreover, the current SRA while relatively low is still appropriate (except for pre-emptive indexation) as there is no decision making powers and the role contains an element of succession planning. Consequently, the IRP has decided to retain the SRA for the three Cabinet Champions and apply the pre-emptive indexation of 1.75 per cent (£1,703) and round up to the nearest £50, which equates to £1,750.
51. **The IRP recommends that the SRA for the three Cabinet Champions is reset at £1,750 for 2022/23.**

Vice-Chairmen of the Overview and Scrutiny Committee (X2) and the Policy and Project Advisory Board (x2)

52. Currently, there is a somewhat unusual arrangement regarding Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board in that each have two Vice-Chairmen who each receive an SRA of £1,265, set at 30 per cent of their respective Chair's SRA. There were questions raised in the representations to the IRP regarding the validity of paying SRAs to these Vice-Chairmen, particularly considering no other Vice-Chairmen are paid an SRA.

53. It is noted that the establishment of the single Overview and Scrutiny Committee and a Policy and Project Advisory Board replaced a more extensive set of scrutiny and policy development arrangements so the new structure actually worked out cheaper than the structure in place prior to 2018. Nevertheless, the IRP recommended that the Vice-Chairmen of Overview and Scrutiny Committee and the Policy and Project Advisory Board were to be paid an SRA on the grounds that, unlike other Vice-Chairmen, they had discrete tasks to undertake. The Rushmoor Borough Council Constitution (Part 3 – Section 7 and 8) specifically assigns to these Vice-Chairmen the responsibility to “lead on specific projects and to chair task and finish groups.” Each Vice-Chairman is expected to present reports of their task and finish groups to their respective committee and support their Chairman in preparing and presenting reports from their Committee/Board to Council and Cabinet. In addition, the Vice-Chairmen are responsible along with their respective Chairman in co-ordinating their committee’s work programme.
54. Again it is noted that, in practice, there is some variation in the extent to which each of the Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board actually carry out these discrete tasks assigned to them. However, the IRP views this more of a political management issue and remains of the view that the principle is sound.
55. The responsibilities of the Vice-Chairmen of the Overview and Scrutiny Committee and Policy and Project Advisory Board clearly provide sufficient basis to continue to recommend paying them an SRA. The IRP has not received any evidence that the current SRA of £1,265 is no longer appropriate, subject to pre-emptive indexation of 1.75 per cent (£1,287) and rounding up to the nearest £50, which equates to £1,300.
56. **The IRP recommends SRA for the two Vice-Chairmen of the Overview and Scrutiny Committee and two Vice-Chairmen of the Policy and Project Advisory Board is reset at £1,300 for 2022/23.**

Other Committee Vice-Chairmen

57. There was some representation received that argued the Vice-Chairmen of the other committees merited an SRA. Historically, the IRP has not recommended SRAs for the Vice-Chairmen of the other committees and boards on the basis that the role has largely been a traditional one. In particular, these vice-chairmen’s duties have largely been limited to standing in for their respective chairman when required, attending agenda setting meetings with their respective chairman and relevant Officer[s] and generally supporting chairs. At Rushmoor, other Committee Vice-Chairmen have not been assigned specific additional discrete responsibilities for which an SRA would be paid. The IRP remains of the view that there is not a strong case to recommend an SRA be paid to Vice-Chairmen of other Committees/Boards.

58. **The IRP does not recommend that SRAs are paid to Vice-Chairmen of other Committees/Boards.**

Members of the Licensing Sub-Committee (Alcohol and Entertainments)

59. Currently there is provision in the allowances scheme to pay an SRA (£453) to Members of the Licensing Sub-Committee (Alcohol and Entertainments) (excluding the Chairman) if they serve on four or more hearings in a municipal year. This SRA was recommended on the basis that sitting on four or more Licensing Sub-Committee hearings constituted a workload above and beyond that of the ordinary Member.
60. It is noted that due to rotation of Members appointed to Licensing Sub-Committee (Alcohol and Entertainments), drawn from the membership of the parent Corporate Governance, Audit and Standards Committee, that this SRA is rarely paid in practice. However, there remains the potential that a Member could be appointed to four or more to Licensing Sub-Committee hearings in a municipal year and therefore the SRA remains valid, subject to the pre-emptive 1.75 per cent indexation (£461) and rounded up to the nearest £50, which equates to £500.
61. **The IRP recommends that the SRA for Members excluding the Chairman of the Corporate Governance, Audit and Standards Committee who sit on four or more Licensing Sub-Committee (Alcohol and Entertainments) hearings in a municipal year is reset at £500 for 2022/23.**

Mayor/Chairman of the Council

62. The IRP notes that the current SRA (£1,579) paid to the Chairman of the Council is below that paid in the comparator councils, with a mean SRA of £3,616 and median SRA of £3,709. However it is difficult to accurately benchmark this SRA. It is not paid in all the comparator councils, 10 Council Chairmen are paid such an SRA out of a comparator group of 14. This SRA is paid specifically for chairing Council.
63. As such the IRP received no evidence to revise the current SRA (£1,579) paid to the Mayor (Chairman of the Council), subject to applying the 1.75 per cent pre-emptive indexation (£1,607) and rounded up the nearest £50 which equates to £1,650.
64. **The IRP recommends that the SRA for the Chairmen of the Council is reset at £1,650 for 2022/23.**

Members of the Corporate Governance, Audit & Standards Committee

65. In accordance with the terms of reference, the IRP considered whether there was a case to recommend a SRA for members of the Corporate Governance, Audit & Standards Committee. The case presented to the IRP for recommending such an SRA was that there was additional training required on the part of members appointed to the Corporate Governance, Audit & Standards Committee. This is largely around the Audit (external and internal) function of the reorganised Committee – previously being the Licensing and General Purposes Committee.
66. However, the IRP notes that members of the Development Management Committee are required to undergo training and development and there is a wider expectation on all Members to undertake relevant training and development as a matter of course. The IRP does note that members of the Corporate Governance, Audit & Standards Committee do have a role description but was informed that a key function of this role description was to help ensure Members with relevant interests and skills are appointed to the Corporate Governance, Audit & Standards Committee.
67. As such, **the IRP is not recommending an SRA to be paid to members of the Corporate Governance, Audit & Standards Committee.**

Other SRAs considered – Group Secretary/Whip

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

Maintaining the 1-SRA only rule

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

Co-optees' Allowances

73. Currently there is a Co-optees' Allowance of £523 per year. This is an allowance specifically permitted by the 2003 Regulations paid to non-voting independent members appointed specific committees, normally for adding an external expertise. Currently the only Co-optee eligible for the Co-optees' Allowance is the one appointed to the Corporate Governance, Audit and Standards Committee, who has made the personal decision to decline accepting this allowance. Regardless, the IRP received no evidence to revise the Co-optees' Allowance subject to the pre-emptive 1.75 per cent indexation (£532) and rounded up to the nearest £50, which equates to £550.
74. **The IRP recommends that the Co-optees Allowance is reset at £550 for 2022/23.**

The Allowances for expenses: Travel and Subsistence Allowances

75. The Panel received no evidence that the current scope, terms and conditions and maximum rates that are reimbursed under the Travel and Substance Allowances require revision except in one regard – the mileage allowances should be updated to take into account where a Member travels by a hybrid/electric vehicle. Although this scenario has yet to arise it is probably only a matter of time before it does and as such the mileage allowances should be clarified to future proof the mileage allowances. The Office of Low Emission Vehicles states that when business mileage is being claimed when driving hybrid/electric vehicles then the HMRC AMAP (Approved Mileage Allowance Payment) rates are applicable without attracting a tax liability.
76. **The IRP recommends that the conditions and maximum rates under the Travel and Subsistence Allowances are maintained for 2022/23 with the exception of adding a clarification to the scheme by including travel by hybrid/electric vehicles at mileage rates equal to those set by HMRC AMAP rates.**

The Dependants' Carers' Allowance (DCA)

77. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependant Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on the Council. The IRP notes that the vast majority of councils now pay a DCA. Although it is rarely claimed in Rushmoor, in the representations received there was overwhelming support to maintain the DCA largely on the grounds that it helps to reduce barriers to public service for traditionally underrepresented groups. No evidence was received to recommend any amendments to the DCA which is paid at two rates: a childcare element paid at the National Living Wage and other care element paid at the hourly rate charged by Hampshire Adult Services for a carer.
78. **The IRP recommends that the DCA is maintained at the current rates and terms and conditions.**

Issues arising – adopting a Parental Leave Policy

79. Finally, the issue was raised with the IRP that there was lack of clarity regarding allowances payable if and when a Member had to take maternity leave. It is noted that as Members are not legally classified as employees they have no statutory maternity (or paternity or adoption) leave rights.
80. However, there is nothing to stop a Council voluntarily agreeing to pay allowances for when a Member is required to take maternity leave. As long a Member abides by the requirement of the six month rule (which requires them to attend an approved duty at least once every six months unless given an exception by the Council) they can continue to be paid their Basic Allowance and if applicable their SRA. The IRP supports such a policy and it should also be extended to include not just maternity leave but also paternity and adoption leave.
81. **The IRP recommends that the allowances scheme is amended to include a statement that clarifies the continued right of remuneration for a Member when they are required to take maternity, paternity or adoption leave for up to a period of 12 months, subject to the legal attendance requirements.**

Confirmation of Indexing

82. **The IRP confirms and recommends that the following allowances are indexed for three years from 2023/24 to 2025/26, on the grounds that the Basic Allowance has been reset for 2022/23 and the SRAs pre-emptively indexed for the same year, without reference to the IRP as follows:**

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

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

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

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

Implementation

83. **The IRP recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 24th May 2022 except for the implementation of indexation which should be from the date of the Annual Meeting of the Council 2023.**

Appendix One: Members who met with the IRP

Cllr J. Canty:	Chairman of Policy & Advisory Project Advisory Board (Conservative)
Cllr S. Carter:	Chairman of Corporate Governance, Audit & Standards Committee and Licencing Sub-Committee Member (Conservative)
Cllr D. Clifford:	Leader of Council and Conservative Group
Cllr K. Dibble:	Deputy Leader of Main (Labour) Opposition Group
Cllr C. Guinness:	Leader of Main (Labour) Opposition Group
Cllr S. Masterson:	Vice-Chairman of Overview and Scrutiny Committee
Cllr A. Newell:	Cabinet Portfolio Holder – Democracy & Community (Conservative)
Cllr S. Porter:	Labour Group Member
Cllr C. Stewart:	Chairman of Development Management Committee (Conservative)

Written Submissions - Elected Members

The IRP received five written submissions

Appendix Two: Officers who provided factual briefings to the IRP

Paul Shackley:⁴ Chief Executive
Andrew Colver: Head of Democracy and Community
Jill Shuttleworth: Services Manager – Democracy

⁴ Due to other commitments the Chief Executive briefed the IRP Chair via MS Teams on 5th October 2021 and the Chair then updated the IRP on the Chief Executive’s briefing when it met in person at Farnborough.

Appendix Three: Information Pack Index

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

1. IRP Terms of Reference
2. Rushmoor Borough Council Members' Allowances Scheme 2021
3. Rushmoor Borough Council, statutory publication of allowances and expenses paid to Members, including sub-totals for each category 2020/21
4. "A Review of Members' Allowances for Rushmoor Borough Council" the Sixth Report by the Independent Remuneration Panel, June 2018, including minutes of RBC meeting 21st June 2018 where report was considered and accepted by Council
5. Rushmoor Borough Council, relevant sections of Part 3 of Constitution showing roles and responsibilities, functions and terms of reference of main committees, namely Sections 6, 7 and 8
6. Rushmoor Borough Council Business Plan 2021 to 2024
7. Rushmoor In Numbers paper
8. Flow Diagram of Rushmoor Borough Council Committee Structure and decision making process
9. Calendar of Meetings 2021/22 including
 - Meetings that were cancelled in 2020/21
 - Licensing Sub-Committee meetings for the last 4 years including who chaired
10. Membership of Cabinet, Committees and Panels 2021/22 including who chairs
11. 2021 IRP Briefing Paper summarising main governance changes and issues for the IRP to consider
 - a. Future of LAGP Committee – March 2021
 - b. LGAP Committee Minutes - March 2021
12. Hard copies of written submissions by Members (x4)
13. South East Employers (SEE), Annual Survey of Members Allowances 2021 final version:
 - a. Basic Allowances
 - b. SRAs
 - c. Other Allowances

d. Extra Information

14. Power point presentation by Panel Chair (Dr Declan Hall), "Reviewing Members' Allowances: Patterns, Approaches and Issues to Consider"
15. National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.
16. National Employers for Local Government Services: Local Government Pay July 2021, National Employers pay offer of 1.75% (on all NJC Pay points 2 and above, 27th July 2021
17. Office for Low Emissions Vehicles, Ultra Low Emission Vehicles Tax Benefits, 2018
18. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government (extract)
19. The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)
20. Hard copies of allowances schemes from 13 other district councils included in the benchmarking group - Other Hampshire and adjacent District Councils, 2020/21
21. Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 2020, showing median weekly salary of £659.40 or £16.49 per hour (on a 40 hour week)
22. Rushmoor Borough Council Constitution, Article 2 – Councillors and Role Descriptions for all Members and post holders
23. Armed Forces Champion role description
24. Equality and Diversity Champion role description
25. Cabinet Champions Reports to Overview and Scrutiny Committee 25th March 2021
26. Overview and Scrutiny Committee Vice-Chairman Activities since May 2020

Appendix Four: Rushmoor BC Benchmarking 2020/21

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BM1 Rushmoor - Other Hants/adjacent DCs: BA + Exec + Scrutiny SRAs (20/21)										
Comparator Council	Basic Allowance	Leader	Leader Total Package	Deputy Leader	Exec Mbrs	Deputy Execs or Lead Mbrs	Chair Main O&S	V/Chr Main O&S	Chairs or Lead Scrutiny	Vice Chairs Scrutiny
Basingstoke & Deane	7,299	24,312	31,611	16,200	12,159		6,075	612	6,075	612
East Hants	5,200	18,000	23,200	10,000	6,000	3,000	2,000			
Eastleigh	7,012	20,765	27,777	9,602	8,229				2,742	686
Fareham	7,278	21,834	29,112	12,130	12,130				7,581	910
Gosport	6,701	14,853	21,554	NA	committee system				4,757	
Guildford*	7,405	15,994	23,399	8,663	5,924		5,924			
Hart	4,875	17,067	21,942	8,532	7,680		3,193			
Havant	5,430	14,800	20,230	10,018	8,425		5,692			
New Forest	6,602	20,948	27,550	10,474	10,474				5,238	
Surrey Heath	5,288	13,749	19,037	8,249	5,500		3,712		3,712	
Test Valley	7,036	13,339	20,375	9,118	8,499		7,036	1,408		
Waverley	5,014	14,729	19,743	10,197	6,798				3,399	1,701
Winchester	5,970	17,892	23,862	9,762	8,133		8,133		1,629	
Rushmoor	5,425	16,861	22,286	9,712	8,372	1,674	4,215	1,265		
Mean	6,181	17,510	23,691	10,204	8,333		5,109		4,392	977
Median	6,286	16,964	22,743	9,762	8,229		5,692		4,235	798
Highest	7,405	24,312	31,611	16,200	12,159		8,133		7,581	1,701
Lowest	4,875	13,339	19,037	8,249	5,500		2,000		1,629	612
Mean Ratios	mean Leaders SRA 2.83 X mean BA	100%		58%	48%		29%		25%	

* Guildford Leader & Deputy Leaders' SRA includes group leader variable SRA estimation

BM2 Rushmoor - Other Hants/adjacent DCs: Planning & Licensing/Regulatory SRAs (2020/21)										
Comparator Council	Chair Planning	Vice Chair Planning	Planning Members	Chair Lic'ng &/or Regulatory	Lic'ng V/Chair	Chair Audit	Vice Chair Audit	Chair HR or Employment	V/Chair HR or Employment	Chair Standards
Basingstoke & Deane	7,299	726		6,075	612	6,075	576	6,075	612	6,075
East Hants	6,000	3,000	250	2,000		2,000		2,000		2,000
Eastleigh	Area Based			1,717		2,742	686			
Fareham	10,917	910		7,581	910	4,549				
Gosport	4,757			4,757		4,757				4,757
Guildford	5,924			3,703						3,703
Hart	5,121	1,705		1,708		2,561		1,708		1,662
Havant	5,009			1,116		6,831		3,643		
New Forest	7,331			2,158		2,158				
Surrey Heath	4,812	2,640		3,712		3,712		3,712		
Test Valley	5,291	1,070		4,235	847			2,308	450	
Waverley	3,399	1,701		3,399	1,701	3,399	1,701			3,399
Winchester	8,133	2,439		3,255		2,439		3,255		1,629
Rushmoor	5,655			5,655		*Note 1		*Note 1		*Note 1
Mean	6,127	1,774		3,648	1,018	3,748		3,243		3,318
Median	5,655	1,703		3,551	879	3,399		3,255		3,399
Highest	10,917	3,000		7,581	1,701	6,831		6,075		6,075
Lowest	3,399	726		1,116	612	2,000		1,708		1,629
Mean Ratios	35%			21%		21%		19%		19%

*Note 1: In Rushmoor some of these functions are undertaken by the Chairman of the Corporate Governance, Audit and Standards Committee

BM3 v1 Rushmoor - Other Hants + adjacent DCs: Group & Misc. SRAs (2020/21)						
Comparator Authority	Main Opposition Group Leader	Minor Opposition Group Leader	Chairs Areas or Local Forums	Chair Council	Council V/Chair	Other or Comment
Basingstoke & Deane	7,299	3,642		4,851	1,401	<i>Vice Chair Standards £408</i>
E. Hants	3,000			3,000		<i>Chair Development Policy £2,000, Licensing Members £250 each, BA inc IT allowance</i>
Eastleigh	5,487		3,430			<i>Area Vice Chairs £856, ICT provided direct</i>
Fareham	7,278	3,634		4,859	910	<i>Opposition Spokespersons £303</i>
Gosport	6,108	873				
Guildford	£74 p/group Mbr	£74 p/group Mbr		5,924	3,703	<i>All Group Leaders get £74 p/group Mbr., Chairs Executive Advisory Boards + Guildford Joint Committee £3,703, Vice Chair Guildford Joint Committee £1,481, Licensing Sub Chairs £280 p/meeting</i>
Hart	2,561	£107 /group Mbr		4,266		<i>IT Allowance £250 p/yr</i>
Havant	2,732	£911-£1,822				<i>"Modernisation" (IT & Tel) Allowance £461</i>
New Forest	7,857	1,114				<i>Main Opposition Group Deputy Leader £1,114, BA includes ICT Allowance automatic uplift of £435</i>
Surrey Heath	4,812	3,712		5,500	1,650	
Test Valley	3,151			3,151	620	<i>2 Area Planning Committees ea Chair £5,291 & V/Chair £1,070, BA inc ICT & Tel costs</i>
Waverley	3,399			594		<i>2 Area Planning Committees ea Chair £3,399 & V/Chairs £1,701, Vice Chair Standards £1,701</i>
Winchester	8,133	2,439	1,629	2,439		<i>Group Manager £1,629, Chairs T&F £1,629</i>
Rushmoor	3,398	3,398		1,579		<i>If Chair >4 Licensing Panels £453, ICT Allowance £392, If Other Opposition Group has ≥4 Members Leader gets SRA £3,398, Chair & Vice Chair Project Advisory Board £4,215 + £1.265</i>
Mean	5,017	2,687		3,616	1,657	
Median	4,812	3,398		3,709	1,401	
Highest	8,133	3,712		5,924	3,703	
Lowest	2,561	873		594	620	
Mean Ratio	29%	15%		21%		

CABINET

Report of the Meeting held on Tuesday, 26th April, 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 **10th May, 2022**.

78. **DECLARATIONS OF INTEREST –**

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

79. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 15th March, 2022 were confirmed and signed by the Chairman.

80. **P3 REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING DRAFT OUTTURN REPORT 2021/22 –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2220, which set out the anticipated financial position for 2021/22, based on the monitoring exercise carried out with budget officers during March, 2022 and actual spend data from 1st April, 2021 to 28th February, 2022. Members were informed that the Covid-19 pandemic had continued to have a widespread impact on local authority budgets, particularly in relation to a significant loss of income from services and an uncertain income recovery during the current financial year. It was noted that the forecast variation of £0.392 million would be funded from reserves in the short term but that, with the Council committed to several significant projects, such as the Union Yard regeneration scheme, the future utilisation of reserves would need to be addressed in the Budget Strategy for 2023/24 to ensure balances and reserves would remain adequate. Members were informed that the achievement of the Savings Plan was integral to the Medium Term Financial Strategy forecast and would need to be reviewed in terms of savings profile and whether the savings could be delivered in the current economic climate.

The Cabinet RESOLVED that

- (i) the draft outturn report and anticipated financial position for the 2021/22 financial year, as set out in Report No. FIN2201, be noted, with regard to the risks highlighted within the Report, the latest revenue forecasts and the impact on reserve balances;
- (ii) the update on in-year savings achieved, as set out in Section 5 of the Report, be noted;
- (iii) the £250,000 assumed level carry forwards included in the draft outturn forecast for 2021/22 be noted, with a detailed list of budget carry forwards to be presented for approval by the Cabinet, along with the final outturn report for the year, subject to external audit;
- (iv) the addition to the Medium Term Financial Strategy Equalisation Reserve of any unspent budgets from 2021/22 that contributed positively to the Council's General Fund be approved, in order to contribute positively to the Council's financial stability; and
- (v) the latest Capital Programme position, as set out in Section 9 of the Report, be noted.

81. SUPPORT FOR ENERGY BILLS - THE COUNCIL TAX REBATE 2022/23 –
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2219, which set out the Council's Council Tax Rebate 2022/23, which was part of the Government's announced package of support known as the Energy Bills Rebate.

Members were informed that the Government had provided funding of £5,077,200 to allow households in the Borough in Council Tax bands A to D to receive a £150 non-repayable rebate. A further £134,550 had been provided to allow the Council to set up a discretionary fund which was required to be distributed by 30th November, 2022. The Cabinet was informed that residents that made Council Tax payments by direct debit had already received this rebate and that an exercise to seek bank account details for the remaining residents that paid by other methods was in progress. Members were informed that, in an amendment to the published recommendations in the Report, approved below as resolutions (ii) and (iii), authority would be delegated to either the Executive Director and Deputy Chief Executive or the Executive Head of Finance to carry out the actions listed.

The Cabinet RESOLVED that

- (i) the Council Tax Rebate Scheme, as set out in Report No. FIN2219, be noted and endorsed;
- (ii) the Executive Director and Deputy Chief Executive or the Executive Head of Finance, in consultation with the Corporate Services Portfolio Holder, be authorised to develop a discretionary Council Tax Rebate Scheme and associated policy and to make the necessary arrangements to assess eligibility and determine the award of funding to eligible households; and

- (iii) the Executive Director and Deputy Chief Executive or the Executive Head of Finance be authorised to make any further technical amendments to the Scheme where further Government advice is issued and to ensure that the Corporate Services Portfolio Holder is kept informed of any such amendments required.

82. **STRATEGIC ECONOMIC FRAMEWORK –**
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2215, which set out the Council’s Strategic Economic Framework.

Members were informed that the purpose of the Framework was to help to grow the local economy and assist local businesses in recovering from the Coronavirus pandemic. It had been developed in consultation with key delivery partners and businesses. In discussing the document, the Cabinet expressed strong support for the approach taken in developing the Strategic Economic Framework. It was confirmed that areas of concern for Members, including local youth unemployment rates and local public transport services, were addressed in the Framework.

The Cabinet RESOLVED that the Strategic Economic Framework and Action Plan 2022 – 2025, as set out in Report No. EPSH2215, be approved.

83. **VOTE OF THANKS - CLLR K.H. MUSCHAMP –**

It was confirmed that Cllr K.H. Muschamp was standing down at the forthcoming Borough elections and the Cabinet wished to place on record its thanks for his excellent service to the Council and to the Cabinet, for many years as the Deputy Leader of the Council.

84. **EXCLUSION OF THE PUBLIC –**

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

Minute No.	Schedule 12A Para. No.	Category
85	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

85. **NO. 168 HIGH STREET, GUILDFORD - INVESTMENT PROPERTY PORTFOLIO - AGREEMENT OF REVISED RENTAL OFFER –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. PETS2203, which set out details of a revised rental offer in relation to No. 168 High Street, Guildford, which was owned by the Council.

Members were informed that, following a difficult trading period, a series of discussions had taken place with the tenant of the property. The tenant had built up rent arrears since September, 2019. Officers had worked with Lambert Smith Hampton Investment Management (LSHIM), the Council's Asset Managers, and had negotiated a further revised rental offer that represented a good solution for both the tenant and the Council, considering the continuing difficult trading environment.

The Cabinet was supportive of the suggested approach and considered this to be the best available option.

The Cabinet RESOLVED that, in order to secure an income stream to the Council from 1st March, 2022 for the longest period possible, the package of changes to the existing lease, agreed in principle with the tenant and set out in the Summary and Recommendations box of Exempt Report No. PETS2203, and the associated budgetary adjustments resulting from the reduced rent, be approved.

The Meeting closed at 7.56 pm.

CABINET

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

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Digital and Transformation Portfolio Holder
Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder
Cllr A.R. Newell, Planning and Economy Portfolio Holder
Cllr P.G. Taylor, Corporate Services 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 **20th June**.

86. **DECLARATIONS OF INTEREST –**

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

87. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 26th April, 2022 were confirmed and signed by the Chairman.

88. **COUNCIL BUSINESS PLAN AND RISK REGISTER QUARTERLY UPDATE AND END OF YEAR 2021/22 –**

(Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ACE2203, which set out progress in delivering the Council Business Plan projects during the fourth quarter of 2021/22 and included an end of year report. Members were informed that progress against eighteen key projects was included in the Report, along with the Council's business performance monitoring information and the Council's Corporate Risk Register. It was reported that, at the end of the fourth quarter, 71% of live projects were on track, with the remainder showing an amber status.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ACE2203.

89. **INTRODUCTION OF A PUBLIC SPACE PROTECTION ORDER IN ALDERSHOT TOWN CENTRE –**

(Cllr Maurice Sheehan, Operational Services Portfolio holder)

The Cabinet considered Report No. OS2207, which proposed the adoption of a Public Spaces Protection Order (PSPO) for Aldershot town centre, following a period

of public consultation. Members were informed that the purpose of the Order was to assist in managing ongoing antisocial behaviour related to the consumption of alcohol in a public space and other associated behaviours, including public urination and defecation.

The Cabinet was strongly supportive of this approach, which would enable swift action to be taken to deal with the identified antisocial behaviour in Aldershot town centre, for the benefit of local residents and businesses and visitors to the town. In response to a question, it was confirmed that there was a process in place to vary the Order, if required, in the future.

The Cabinet RESOLVED that

- (i) the implementation of a Public Space Protection Order and proposed conditions in Aldershot town centre, as set out in Report No. OS2207, be approved; and
- (ii) the issuing of a £100 fixed penalty notice for a breach of the PSPO be approved, with an early payment discount of £25.

90. **REPORT OF URGENCY DECISION - UNION YARD - EXTENSION OF TIME CLAIM –**

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

The Cabinet received Report No. ED2203 and a Record of Executive Decision, which set out an urgent decision made on 31st May, 2022 by the Executive Director to agree a commercial settlement with the Council's Union Yard contractor, Hill Partnerships Limited, in relation to an Extension of Time (EOT) claim. The claim had been made in relation to delays caused by the repairs to the party wall at Nos. 35-39 High Street, Aldershot, which had been considered by the Cabinet at its meetings in December, 2021 and March, 2022. Members were informed that the cost of the commercial settlement was £783,000. It was explained that this action had minimised the risk of further delays and potential costs and financial loss due to the late delivery of the student accommodation, which was scheduled for handover in July, 2024.

The Cabinet RESOLVED that the action taken, as set out in the Record of Executive Decision dated 31st May, 2022, be noted and endorsed.

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

The Cabinet RESOLVED that

- (i) the following appointments be made to groups for the 2022/23 Municipal Year, subject to each group reviewing its Terms of Reference at its first meeting of the municipal year:

Budget Strategy Working Group

Corporate Services Portfolio Holder -	Cllr P.G. Taylor
Chairman of Corporate Governance, Audit and Standards Committee -	Cllr P.J. Cullum
Chairman/Vice-Chairman of Policy and Project Advisory Board -	Cllr Jessica Auton
Conservative Group (2) -	Cllrs A.H. Gani and S. Trussler
Labour Group (2) -	Cllrs Gaynor Austin and K. Dibble
Liberal Democrat Group (1) -	Cllr C.W. Card

Climate Change Working Group

Climate Change Cabinet Champion -	Cllr S.J. Masterson
Deputy Leaders of the Council (2) -	Cllrs M.L. Sheehan and M.J. Tennant
Chairman/Vice-Chairman of Policy and Project Advisory Board -	Cllr Jessica Auton
Conservative Group (1) -	Cllr P.I.C. Crerar
Labour Group (2) -	Cllrs Jules Crossley and M.J. Roberts
Liberal Democrat Group (1) -	Cllr C.W. Card

Member Development Group

Democracy, Strategy and Partnerships Portfolio Holder -	Cllr Sue Carter
Additional Cabinet Member (1) -	Cllr P.G. Taylor
Conservative Group (2) -	Cllrs Jessica Auton and Calum Stewart
Labour Group (2) -	Cllrs Nadia Martin and Sophie Porter
Liberal Democrat Group (1) –	Cllr T.W. Mitchell

Strategic Housing and Local Plan Working Group

Planning and Economy Portfolio Holder - Cllr A.R. Newell

Chairman of Development Management Committee - Cllr C.J. Stewart

Chairman/Vice-Chairman of Policy and Project Advisory Board - Cllr P.I.C. Crerar

Conservative Group (1) - Cllr Peace Essien Igodifo

Labour Group (2) - Cllrs Sophie Porter and M.J. Roberts

Liberal Democrat Group (1) - Cllr C.W. Card

Waste and Recycling Options Working Group

Operational Services Portfolio Holder - Cllr M.L. Sheehan

Chairman of Policy and Project Advisory Board - Cllr Marina Munro

Conservative Group (2) - Cllrs P.J. Cullum and S.J. Masterson

Labour Group (2) - Cllrs Gaynor Austin and Sophie Porter

Liberal Democrat Group (1) - Cllr C.W. Card

Union Yard Project Board

Major Projects and Property Portfolio Holder - Cllr M.J. Tennant

Corporate Services Portfolio Holder - Cllr P.G. Taylor

Labour Group Leader - Cllr Christine Guinness

- (ii) the Head of Democracy and Community, in consultation with the Leader of the Council, be authorised to make appointments to these groups during the 2022/23 municipal year, in order to fill vacancies.

The Meeting closed at 7.27 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 13th April, 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
Cllr Nem Thapa

Non-Voting Member

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

64. 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 Sophie Porter	22/00159/FULPP – White Lion Public House, No. 20 Farnham Road, Aldershot	For noting	No interest to declare under the Code of Conduct for Councillors, however has been closely involved in supporting the community group campaigning to save The White Lion and promoting their

efforts in this regard.

Therefore Cllr Porter felt that it would not be appropriate to take part in the debate or decision making to avoid any suggestion of bias or predetermination.

65. MINUTES

The Minutes of the Meeting held on 16th February, 2022 were approved and signed as a correct record of the proceedings subject to the following amendment:

- Add the following wording to para 60 (i) "... subject to completion of a planning obligation by 26th March, 2022."

66. 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
22/00159/FULPP	White Lion Public House, No. 20 Lower Farnham Road, Aldershot	Mr Justin Coll	Against

67. PLANNING APPLICATIONS

RESOLVED: That

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

21/00926/FULPP Station House, No. 37 Farnborough Street,
Farnborough

(ii) planning permission/consent be refused in respect of the following applications as set out in Appendix "A" attached hereto for the reasons mentioned therein:

- * 21/00947/FULPP No.101 Victoria Road, Aldershot
- 22/00159/FULPP White Lion Public House, No. 20 Lower Farnham Road, Aldershot

(iii) planning permission/consent be deferred to a future meeting in respect of the following applications as set out in the Amendment Sheet attached hereto for the reasons mentioned therein:

- * 21/00980/FULPP No. 63 Cambridge Road East, Farnborough

(iii) 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. EPSH2212, be noted

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

- 20/00400/FULPP Land at former Lafarge Site, Hollybush Lane, Aldershot
- 21/00271/FULPP Block 3, Queensmead, Farnborough
- 22/00029/FULPP Aldershot Bus Station, No. 3 Station Road, Aldershot
- *** 22/00193/OUTPP Proposed Farnborough Civic Quarter Development Site, Meudon Avenue, Farnborough
- ** 22/00068/REM Land at Blandford House and Malta Barracks
*** Development Site, Shoe Lane, Aldershot
- ** 22/00138/REMPP Land at Blandford House and Malta Barracks
*** Development Site, Shoe Lane, Aldershot

* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2212 in respect of these applications was amended at the meeting.

** Items added as part of the Amendment Sheet to the Future Items for Consideration

*** It was agreed that site visits would be arranged to these sites

68. APPEALS PROGRESS REPORT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2213 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
21/00331/FULPP	Against the refusal of planning permission for the construction of an attached dwelling to the existing semi-detached property to create a terrace of three following demolition of the existing detached garage at No. 71 Tongham Road, Aldershot.	New Appeal to be Determined
21/00912/FULPP	Against the refusal of planning permission for the formation of a new driveway and vehicular access for off street parking at No. 66 Church Road, Aldershot.	New Appeal to be Determined
21/00276/FULPP	Against the refusal of planning permission for the erection of a one bed dwelling with associated parking at No. 81 Blackthorn Crescent, Farnborough.	Dismissed
21/00048/REVPP	Against the refusal of planning permission to extend customer opening hours one hour earlier from 06:00, and closing one hour later until midnight, seven days per week at Macdonalds, No.1 North Close, Aldershot.	Allowed (with a condition that the extended hours operate for a temporary trial period of one year).

20/00149/FULPP Against the refusal of planning permission to seek refurbishment and amalgamation of existing Units 2A and 3 Blackwater Shopping Park, Farnborough, including removal of existing mezzanine floors, revised car parking and servicing arrangements. Allowed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2213 be noted.

69. **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 vegetation removal had been undertaken at both Southwood Country Park and Queen Elizabeth Park, Farnborough. As part of the work, as previously agreed with ESSO, a number of trees had been removed with the exception of three, which, on reflection, it was deemed unnecessary to remove. However, following the removal of the vegetation, the Council had requested that an additional 16 trees be removed for safety reasons.

The Committee noted that the play area had been constructed however, there had been a delay in obtaining insurance which had caused a delay in opening the facility. It was also advised that there had been an issue with the funding to resurface the car park, but it was hoped to be resolved shortly.

The Committee were made aware of the proposed road closures at Ringwood Close, Farnborough as a result of the work. It was advised that pedestrian, disabled and emergency vehicle access would be retained during the closure. It was noted that the Council had no jurisdiction to make any changes to the proposed closure as it was a matter for Hampshire County Council as the highways authority.

RESOLVED: that the Head of Economy, Planning and Strategic Housing Report No. EPSH2214 be noted.

70. **VOTE OF THANKS**

A vote of thanks was recorded for Cllr John Marsh. It was noted that Cllr Marsh had spent the last 42 years as an elected Member of the Council. For 28 of those years he had been a member of the Planning Committee, 13 of which were in the role of Vice-Chairman or Chairman. Cllr Marsh, would be spending the 2022/23 Municipal Year as Mayor of Rushmoor.

Cllr Marsh took the opportunity to thank Members of the Committee, past and present, and Officers for their support and contributions over the years.

The meeting closed at 8.40 pm.

Development Management Committee

Appendix "A"

Application No. & Date Valid: **21/00926/FULPP** **24th November 2021**

Proposal: Change of use of the Station House and land from residential (Use Class C3) to a community use (Use Class F2) at 37 Farnborough Street, Farnborough. at **37 Farnborough Street Farnborough Hampshire GU14 8AQ**

Applicant: Network Rail Limited

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

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

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

40718_01_P Rev 0
40718_03_ES

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

Appendix "B"

Application No. & Date Valid: 21/00947/FULPP 4th December 2021

Proposal: Alterations to front elevation and change of use of first and second floors from offices to nightclub at **101 Victoria Road Aldershot Hampshire GU11 1JE**

Applicant: S Gurung

Reasons: 1 The proposed night club, given its hours of operation, provision of an outdoor terrace/ smoking area, potential for acoustic volume and vibrations, and its proximity to residential occupiers, would be likely to give rise to noise pollution that would result in adverse harm to the amenities of adjacent residential occupiers. No satisfactory evidence has been provided to demonstrate that the proposal would not result in such harm. As a result, the development would be contrary to Policy DE10 of the Local Plan.

Application No. & Date Valid: 22/00159/FULPP 24th February 2022

Proposal: First floor rear extension to facilitate change of use of first floor ancillary accommodation to public house (Sui generis) to 2 self contained flats (1no. 1-bed and 1no. 2 bed) and associated cycle and refuse storage space at **The White Lion Public House 20 Lower Farnham Road Aldershot Hampshire**

Applicant: Mr A Jaman

Reasons: 1 The application has not been supported by sufficient recent or relevant evidence to establish the viability of the public house without the staff accommodation and therefore conflicts with the Policy objectives of Policy LN8 of the Ruhs Moor Local Plan and the 'Development Affecting Public Houses' supplementary planning document.

- 2 The proposal fails to demonstrate that the likely significant impact of the public house on the living environment created for future occupants of the proposed development can be adequately mitigated and therefore fails to comply with Policy DE1 and DE10 of the Rushmoor Local Plan.
- 3 The proposal fails to make adequate provision for the open space needs of future occupiers contrary to the requirements of Rushmoor Local Plan Policy DE6.
- 4 The proposal fails to address the likely significant impact of the development on the Thames Basin Heaths Special Protection Area as required by the Habitats Regulations in accordance with the Council's Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy, and is therefore contrary to Rushmoor Local Plan Policy NE1 and retained Policy NRM6 of the South East Plan.
- 5 The development would fail to provide a satisfactory level of neighbouring amenity to adjoining property no.18 Lower Farnham Road by way of creating a sense of enclosure to a rear facing window from the roof terrace fencing and in this regard the application would not comply with Policy DE1 of the Rushmoor Local Plan.
- 6 The development would fail to provide sufficient on-site car parking to the detriment of the free flow and safety of the surrounding highway network, the residential amenities of neighbouring properties and the living conditions of proposed occupiers. In this regard it contravenes the requirements of Local Plan Policy IN2 and the Council's adopted Car and Cycle Parking Standards SPD.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Thursday, 26th May, 2022 at the Council Offices, Farnborough at 7.30 pm.

Voting Members

Cllr P.J. Cullum (Chairman)
Cllr Jessica Auton (Vice-Chairman)

Cllr A. Adeola
Cllr M.S. Choudhary
Cllr K. Dibble
Cllr A.H. Gani
Cllr Christine Guinness
Cllr Sarah Spall
Cllr Nem Thapa
Cllr S. Trussler
Cllr Jacqui Vosper

1. MINUTES

The Minutes of the Meeting held on 28th March 2022 were agreed and signed as a correct record of the proceedings.

2. CLLR SUE CARTER - CHAIRMAN 2021-22

The Chairman wanted to place on record his thanks to the previous Chairman of the Committee – Cllr Sue Carter – for all her work in guiding the Committee during the 2021/22 Municipal Year.

3. INTERNAL AUDIT OPINION 2021/22

The Committee considered the Audit Manager's Report No. AUD2207, which set out the Internal Audit coverage, findings and performance for the 2021/22 municipal year and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control (GRC) environment. The Report also covered the self-assessment carried out against the Public Sector Internal Audit Standards (PSIAS) and the progress on the Quality and Assurance Improvement Plan (QAIP) for the year.

The Committee was advised that, in accordance with the Accounts and Audit (England) Regulations 2015, the Audit Manager was required to report on an annual basis on the overall adequacy and effectiveness of the Council's framework of GRC. Appendix A to the Report set out Annual Report and Audit Opinion.

It was noted that the Audit Manager was also required to carry out a self-assessment on the Internal Audit activities conformance with the PSIAS and report on this to the Committee and this information was set out in Appendix 2 to the Annual Report and Audit Opinion.

The Report set out details of the areas of assurance obtained in order to form the Audit Opinion. In assessing the level of assurance to be given for 2021/22 the opinion was based on:

- written reports on all Internal Audit work completed during the course of the year (assurance and consultancy);
- results of any follow up exercises undertaken in respect of previous years' Internal Audit work;
- the results of work of other review bodies where appropriate (eg Public Sector Network certification);
- the quality and performance of the Internal Audit service and the extent of compliance with the PSIAS;
- participation on the Corporate Governance Group; and
- mitigations in place to minimise the risks identified within the Corporate Risk Register.

In the opinion of the Internal Auditor, sufficient assurance work had been completed within the year to enable an overall Audit Opinion of 'reasonable' to be provided on the Council's GRC framework. Where weaknesses had been identified through Internal Audit review, the Internal Auditor had worked with management to agree appropriate corrective actions and a timescale for improvement.

The Report identified the following reasons key areas of non-compliance for the PSIAS:

- **An external assessment carried out on the Audit activity** – This was due to have been carried out every five years. Previously, this had not been done on the basis of cost/benefit due to the size of the function. However, this would be reviewed in 2022/23.
- **Structure of Internal Audit function** – The position of Internal Audit in the Council needed to be reviewed to assist with the improvement of its effectiveness in assisting senior management with the GRC framework. A strategy paper had been produced on the subject.
- **Up-to-date Audit policies and procedures** – These had not been updated in 2020/21 due to other higher priority work and Covid-19. These would be reviewed in 2022/23.

- **Regular meetings with External Audit** – Regular meetings had not been carried out with External Audit. This would be reviewed in 2022/23.
- **An assurance map in place** – A recent assurance map had not been developed to identify all the areas of assurance which could be/were obtained, including third parties. This would be addressed in 2022/23.

It was noted that all items had been included as actions within the QAIP, as set out in Appendix 3 to the Annual Report and Audit Opinion.

Members raised questions concerning staffing resources and the impact of working from home on workloads.

RESOLVED: That

- (i) the coverage of assurance obtained across the Council, as set out in the Audit Manager's Report No. AUD2207, be noted;
- (ii) the level of GRC assessment in 2021/22 through opinion-based audit assurance work be noted;
- (iii) the Audit Opinion given for 2021/22 be noted;
- (iv) the Performance Indicators for the Internal Audit activity for 2022/23 be endorsed;
- (v) the self-assessment exercise against the PSIAS and the areas of non-conformance with them, as set out in Appendix 2, be noted; and
- (vi) the QAIP for 2021/22, as set out in Appendix 3, detailing areas of improvement to reduce the areas where the audit activity did not conform to the PSIAS, be endorsed.

4. **ANNUAL GOVERNANCE STATEMENT 2021/22**

The Committee considered the Audit Manager's Report No. AUD2208, which set out the Annual Governance Statement 2021/22 for review and approval.

It was noted that, in July 2017, the Council had adopted a revised Code of Corporate Governance which had been prepared with the CIPFA/SOLACE framework document 'Delivering Good Governance in Local Governance Framework (2016 Edition)'. The Committee was also advised that Regulation 6(1) of the Accounts and Audit Regulations 2015 provided that each financial year the Council had to (a) conduct a review of the effectiveness of the system of internal control and (b) prepare an Annual Governance Statement. The Annual Governance Statement should be reviewed and approved by the Committee prior to being signed by the Chief Executive and the Leader of the Council. The Statement would then be published alongside the Council's Statement of Accounts, showing the extent to which the Council complied with its Code of Corporate Governance.

The Report set out the methodology used for compiling the Annual Governance Statement and the requirements of the Committee in ensuring a meaningful review of the Statement to ensure that it was satisfied that the Statement (as set out in Appendix A to the Report) properly reflected the risk environment and any actions required to improve it and demonstrated how governance supported the achievement of the Council's objectives. The Council was responsible for ensuring its business was conducted in accordance with the law and proper standards and that public money was safeguarded, properly accounted for and used economically, efficiently and effectively. The Council was responsible for putting in place proper arrangements for the governance of its affairs, which included arrangements for the management of risk, whilst facilitating the effective exercise of its functions.

During discussion, it was suggested that it would be helpful to have a 'red-amber-green' status against the outstanding governance actions.

RESOLVED: That the Annual Governance Statement 2021/22 be approved for signature by the Chief Executive and the Leader of the Council to be published alongside the Statement of Accounts.

5. INTERNAL AUDIT UPDATE

The Committee received the Audit Manager's Report No. AUD2209 which set out: an overview of the work carried out by Internal Audit in Quarters 3 and 4 2021/22 to date; an update on progress towards completing the Audit Plan for 2021/22; a schedule of work expected to be delivered in Quarter 1 2022/23; 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, the Committee requested that the work that had been undertaken in improving Audit reporting to the Committee should be noted. Clarification was also sought on some long outstanding Audit issues.

RESOLVED: That the Audit Manager's Report No. AUD2209 be noted.

6. APPOINTMENTS

(1) Outside Bodies –

RESOLVED: That the appointment of representatives to outside bodies for the 2022/23 Municipal Year, as set out in the attached Appendix, be approved.

(2) Appointments and Appeals Panels –

RESOLVED: That the Head of Democracy and Community be authorised to make appointments to the Appointments and Appeals Panels in accordance with the membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

(3) **Licensing Sub-Committee –**

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2022/23 Municipal Year (three Conservative representatives; two Labour representatives):

Conservative Group: Cllrs P.J. Cullum, S. Trussler and Jacqui Vosper

Labour Group: Cllrs Keith Dibble and Christine Guinness.

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

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

(5) **Licensing Sub-Committee (Taxis) –**

RESOLVED: That the Head of Democracy and Community be authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee, in accordance with the procedure agreed by the Committee at its meeting on 27th June 2021 and detailed in the Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure.

(6) **Review of Mayoral Selection Criteria –**

RESOLVED: That the following Members be appointed to support work to review the Mayoral Selection Criteria, planned to take place during 2022/23:

Cllr M.S. Choudhary

Cllr P.J. Cullum

Cllr A. Gani

Cllr Christine Guinness

Cllr Jacqui Vosper

(7) **Constitution Working Group –**

RESOLVED: That the following Members be appointed to serve on the Constitution Working Group for the 2022/23 Municipal Year (six Members):

- Cabinet Member (Cllr Sue Carter)
- the Chairman of the Corporate Governance, Audit and Standards Committee (Cllr P.J. Cullum)
- two representatives of the Conservative Group (Cllrs Mara Makunura (in place of a 2nd Cabinet Member representative) and S. Trussler)
- two representatives of Labour Group (Cllrs Christine Guinness and Sarah Spall).

The meeting closed at 9.44 pm.

**CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE
26TH MAY 2022**

REPRESENTATION ON OUTSIDE BODIES

NAME OF ORGANISATION	REPRESENTATIVE(S) 2022/23
Aldershot & Farnborough Festival of Music & Art	Cllrs Gaynor Austin and Jules Crossley
Basingstoke Canal Joint Management Committee	Cllrs J.H. Marsh and P.G. Taylor with Cllr Jules Crossley as Standing Deputy
Blackbushe Airport Consultative Committee	Cllr P.J. Cullum with Cllr Jules Crossley as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs A.R. Newell and M.J. Roberts with Cllr Jules Crossley as Standing Deputy
Blackwater Valley Countryside Partnership	Cllrs Mrs D.B. Bedford and P.G. Taylor with Cllrs Jules Crossley and Nadia Martin as Standing Deputies
Brickfield Country Park, Friends of	Three Manor Park Ward Members (Cllrs D.E. Clifford, P.I.C. Crerar and Peace Essien Igodifo)
Cove Brook Greenway Group	Cllrs A. Adeola and L. Jeffers
District Council's Network (DCN)	Leader of the Council (Cllr D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cllr D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cllr M.L. Sheehan) and Cllr P.G. Taylor (as a representative of an adjoining ward) with Cllr M.J. Tennant as Standing Deputy
457 Squadron Farnborough RAF Air Cadets	Cllr Nadia Martin

NAME OF ORGANISATION	REPRESENTATIVE(S) 2022/23
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr D.E. Clifford)
Hampshire Health and Wellbeing Board (co-opted Deputy)	Cllr Michael Hope
Hampshire Police and Crime Panel	To be confirmed
Hampshire Buildings Preservation Trust AGM	Cllr Jessica Auton and Cllr Peter Crerar
Local Government Association - General Assembly	Leader of the Council (Cllr D.E. Clifford)
North Hampshire Area Road Safety Council	Cllr Mara Makunura with Cllr Peace Essien Igodifo as Standing Deputy
PATROL	Cllr Christine Guinness
PCC Hampshire Gypsy and Traveller Community Support Panel	Cllr A.R. Newell (Cabinet Member)
Parity for Disability	Cllr S.J. Masterson with Cllr Gaynor Austin as Standing Deputy
Project Integra Strategic Board	Cllr M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllr Mrs D.B. Bedford and Cllr C.P. Grattan
Citizens' Advice Rushmoor Trustee Board	Cllr C.J. Stewart and Cllr Gaynor Austin
Rushmoor Voluntary Services Board	Cllr S.J. Masterson and Cllr Jules Crossley (tbc)
Rushmoor Accessibility Action Group	Cllrs Mara Makunura, S.J. Masterson, and Sarah Spall

NAME OF ORGANISATION	REPRESENTATIVE(S) 2022/23
South East Employers – Annual General Meeting	Cllr P.G. Taylor (Cabinet Member) and J.B. Canty as Standing Deputy
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Adrian Newell (Cabinet Member)
Wellesley Residents Trust Ltd	Cllr Jib Belbase with Cllr Nadia Martin as Standing Deputy

REPRESENTATION ON COUNCIL GROUPS, PARTNERSHIPS AND BOARDS

GROUP	REPRESENTATIVE(S) 2022/23
Hampshire Cultural Trust – Aldershot Military Museum Strategic Local Agreement and West End Centre Management Committee	Cllrs Mrs D.B. Bedford and Jules Crossley
Safer North Hampshire Community Safety Partnership	Cllr M.L. Sheehan (Cabinet Member)
Crime and Disorder Joint Scrutiny Committee	Cllrs M.D. Smith, Mrs D.B. Bedford and K. Dibble
Rushmoor Development Partnership LLP (RDP) Board	Cllr M.J. Tennant, Chief Executive and Executive Director (KE)
Rushmoor Housing Ltd (RHL) – Board of Directors	Cllrs P.G. Taylor, K. Dibble and Marina Munro

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