NOTICE OF MEETING

COUNCIL
will meet on
Thursday, 23 February 2017
beginning at
7:00 pm
in the
Rose Theatre, Barton Peveril, Chestnut Avenue, Eastleigh

TO: All Members of Full Council

Staff Contact: Amy Thorne, Democratic Services Officer;
Tel: 023 8068 8361; Email: amy.thorne@eastleigh.gov.uk

RICHARD WARD
Head of Legal and Democratic Services

Copies of this and all other agendas can be accessed via
the Council's website - https://meetings.eastleigh.gov.uk.
as well as in other formats, including Braille, audio, large
print and other languages, upon request.

Members of the public can participate in the meeting on
any recommended item under Part 1 of this agenda at the
time the item is discussed.
Please be aware that Eastleigh Borough Council permits
filming, sound recording and photography at meetings
open to the public.
AGENDA

1. MAYOR’S ANNOUNCEMENTS

2. MINUTES (Pages 1 - 6)

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

Members are invited to declare interests in relation to items of business on the agenda. Any interests declared will be recorded in the Minutes.

5. LEADER’S REPORT

PART 1 - DECISIONS TO BE TAKEN

6. OTHER RECOMMENDATIONS (INCLUDING CALL-INS) REQUIRING DECISION (Pages 7 - 8)

Cabinet – 19 January 2017

CIP Schemes Approval

7. BUDGET RECOMMENDATIONS (INCLUDING CALL-INS) REQUIRING DECISION

(a) GENERAL FUND REVENUE BUDGET (Pages 9 - 22)

A Procedure Note is attached.

To consider the General Fund Revenue Budget recommendations from the Cabinet meeting to be held on 16 February 2017, taking into account the Minutes of the Meeting of the Policy and Performance Scrutiny Panel held on 9 February 2017, which is also attached herewith.

To then consider the report of the Head of Support Services (Chief Financial Officer) regarding Council Tax for 2017/18.

(b) TREASURY MANAGEMENT FOR THE YEARS - 2017/18 to 2019/20 (Pages 23 - 24)

To consider the recommendations of the Cabinet meeting to be held on 16 February 2017:

Treasury Management Strategy for 2017/18

To Follow
8. CITIZENS OF HONOUR NOMINATIONS (Pages 25 - 30)

9. AMENDMENTS TO THE CONSTITUTION (Pages 31 - 58)

10. APPOINTMENTS OF CHAIR AND VICE CHAIR TO EASTLEIGH LOCAL AREA COMMITTEE AND VICE CHAIR TO LICENSING COMMITTEE

PART 2 - STATEMENTS AND QUESTIONS

11. CABINET STATEMENTS

To receive statements, if any, by the Leader/Cabinet Councillors on Cabinet matters and to deal with any related questions.

12. MEMBERS’ QUESTIONS (Pages 59 - 60)

To deal with questions from Members to the Leader and Cabinet Councillors on Cabinet decisions, performance and strategy.

PART 3 - RESOLVED ITEMS

13. RESOLVED ITEMS - FOR NOTING AND QUESTIONS ONLY

CABINET

(a) Minutes of meeting Thursday, 15 December 2016
(b) Minutes of meeting Thursday, 19 January 2017 of Cabinet
(c) Minutes of meeting Wednesday, 25 January 2017 of Cabinet

AUDIT AND RESOURCES COMMITTEE

(d) Minutes of meeting Tuesday, 6 December 2016
(e) Minutes of meeting Tuesday, 17 January 2017

POLICY AND PERFORMANCE SCRUTINY PANEL

(f) Minutes of meeting Thursday, 9 February 2017

CHANDLER'S FORD AND HILTINGBURY LOCAL AREA COMMITTEE

(g) Minutes of meeting Wednesday, 18 January 2017

HEDGE END, WEST END AND BOTLEY, LOCAL AREA COMMITTEE

(h) Minutes of meeting Monday, 9 January 2017

EASTLEIGH LOCAL AREA COMMITTEE

(i) Minutes of meeting Tuesday, 31 January 2017
BURSLEDON, HAMBLE-LE-RICE AND HOUND LOCAL AREA COMMITTEE

(j) Minutes of meeting Thursday, 26 January 2017

BISHOPSTOKE, FAIR OAK AND HORTON HEATH LOCAL AREA COMMITTEE

(k) Minutes of meeting Wednesday, 25 January 2017
(l) Minutes of meeting Wednesday, 8 February 2017

DATE OF NEXT MEETING
Thursday, 11 May 2017 at 7:00 pm
in the
Kings Community Church, Hedge End

Your Council’s electronic news service - e-news -
Register your email address free with the Council and keep up to date with what’s happening in the Borough. Simply select your topics and we will send you email updates with news as it happens including new Council Jobs, What’s On, Recycling, Transport plus lots more. www.eastleigh.gov.uk/enews
EASTLEIGH BOROUGH COUNCIL

Minutes of a meeting of the Council held on Thursday, 15 December 2016 at 7:00 pm

PRESENT:

The Mayor, Councillor Scott (Chairman); Councillors Airey, Allingham, Atkinson, Asman, Bain, Bicknell, Balaam, Boulton, A Broadhurst, Couldrey, Clarke, Craig, Grajewski, Cross, Hall, Garton, Holden-Brown, Holes, Hatfield, House, Irish, Kyrle, Lear, Mann, Mignot, Parkinson-MacLachlan, Pragnell, Pretty, Rich, Scott, Rushton, Sollitt, Tennent, Thomas, Winstanley and Van Niekerk

Apologies for absence were received from Councillors Bloom, Mrs Broadhurst, M Hughes, Myerscough, Roling, Mrs Sollitt and Trenchard

1. MAYOR’S ANNOUNCEMENTS

The Mayor announced that this was the first Council meeting since the much loved colleague and friend Councillor Roger Smith had passed away, and he wished to formally mark his passing at this meeting.

Roger had been a long serving Member of Eastleigh Borough Council and also a Parish Councillor for Fair Oak and Horton Heath area. He had been Cabinet Member for Communities and Chairman of the Local Area Committee, leaving a massive legacy behind him, including Knowle Park with the provision of a graveyard and allotments; it was a wonderful facility. He had been responsible for the development of houses and a Parish Office at White Tree Farm, and Parish Councillors had, out of a mark of respect, named the principal room the ‘Councillor Roger Smith Room’. He had been a hairdresser in his younger days and had run a barber’s shop on Bishopstoke Road called ‘Rodneys’. The Mayor was not sure why it was called this and not ‘Rogers’. He had been a keen sportsman, a sharp poker player and moderate skier. He had also helped Eastleigh Football club obtain new facilities, grandstand and floodlights.

Sadly in April 2016 he was diagnosed with cancer and passed away in August. He had had an ambition to own a flat in Lee-on-the-Solent looking out onto the Solent but sadly died before he could enjoy it, at 72 years old. He was the Mayor’s best friend and would be sorely missed.

A minutes’ silence was held in his memory.

Councillor Grajewski also paid tribute to Roger.

The Mayor welcomed Councillor Nicholas Couldrey who had been elected to fill the vacancy in Fair Oak and Horton Heath ward left by Roger.
2. **RECOMMENDATIONS (INCLUDING CALL-INS) REQUIRING A DECISION**

Consideration was given to the following Minutes (a) to (c):

(a) Cabinet – 8 September 2016
   CIP Schemes Approval

(b) Cabinet – 13 October 2016
   CIP Schemes Approval
   Medium Term Budget Strategy

(c) Cabinet – 17 November 2016
   Appointments of External Auditor
   CIP Schemes Approval
   Treasury Management Report 1 April – 30 September 2016

**RESOLVED –**

That the recommendations contained in Cabinet Minutes of 8 September 2016, 13 October 2016, and 17 November 2016 be agreed.

Consideration was given to the following Minute (d):

(d) Cabinet – 15 December 2016

   Eastleigh Local Plan 2011-2036 – Progress Report on Strategic Growth for Eastleigh Borough

**RESOLVED –**

That the recommendations contained in Cabinet Minutes of 15 December 2016 be agreed.

**NOTES:**

1. Six members of the public, two developers, two Winchester City Councillors, one Upham Parish Councillor, one Allbrook and North Boyatt Parish Councillor, two Bishopstoke Parish Councillors, one member of Burnetts Lane Residents’ Association, one member of Action Against Destructive Development, made representations in respect of the Local Plan and raised concerns and objections regarding specific issues contained in the Cabinet report of 15 December 2016;
2. Councillor Grajewski proposed the following amendment to the recommendation: “(1) That the current position on strategic transport schemes is noted; (2) That the strategic direction so far be noted and that actions set out regarding engagement and technical work on the development proposals in Allbrook, North Bishopstoke and Fair Oak are deferred until an up-to-
date objective assessment of housing need in the borough (to be carried out immediately) is completed and published; (3) That the lack of infrastructure for proposals on the Allington Lane option is noted and the Council’s approach to the proposals will be set out when the up-to-date objective assessment of housing need in the borough is completed; (4) That the approach to considering the role of smaller site throughout the Borough, including areas not covered by the focus in this report is endorsed; and (5) That the Development Distribution Strategy and Principles set out in Appendix 3 of this report are reviewed, particularly with regard to references to housing numbers when the up-to-date objective assessment of housing need in the borough is completed, and that the decision to endorse the Strategy and Principles to guide onward look on the Local Plan be deferred until that time.” A recorded vote was requested, the result of which was as follows:

FOR: Councillors Atkinson, Grajewski, Hall, Hatfield and Lear


FOR: 5; AGAINST: 30

(3) Returning to the Substantive motion, a recorded vote was requested, and duly supported, the result of which was as follows:


AGAINST: Councillors Atkinson, Grajewski, Hall, Hatfield and Lear.

FOR: 30; AGAINST: 5

(4) Councillor Couldrey declared a Disclosable Pecuniary Interest and left the room and did not vote thereon.)

3. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN TO BISHOPSTOKE, FAIR OAK AND HORTON HEATH LOCAL AREA COMMITTEE

RESOLVED -

That Councillor Trevor Mignot be appointed Chairman, and Councillor Rob Rushton be appointed Vice-Chairman, to
Bishopstoke, Fair Oak and Horton Heath Local Area Committee for the remainder of the 2016/17 municipal year.

4. DECLARATIONS OF INTEREST

Councillor Nicholas Couldrey declared a Disclosable Pecuniary Interest in agenda item 6, Recommendations (Including Call-Ins) Requiring a Decision, because he is a landowner in the area marked B on the proposed options for the Eastleigh Borough Local Plan.

5. UPDATES TO CONSTITUTION

This item had been deferred to the following meeting.

6. MINUTES

RESOLVED -

That the Minutes of the meeting held on 21 July 2016 be agreed as a correct record.

7. LEADER’S REPORT

The Leader reported that the new Fleming Park Leisure Centre was on track to open next winter and the build was progressing as planned and in line with project budget. Glazing and cladding was being done and it would be watertight this side of Christmas. The indoor open space was the third largest in the Country. The mechanical and electrical equipment was starting to arrive on site and installation would start in the New Year. Filling the pool would begin at the beginning of March 2017.

The financial settlement for Local Councils had been announced by Government. Funding was to be cut dramatically for the seventh year in a row with a £1M loss to Local Government spending powers. The Council however, did not expect this to reduce services. Inflation was up 1% but Council Tax would be frozen for a seventh year running, as a result of the Efficiency Strategy and Property Requisitions. The precepts were not yet known as the Hampshire County Council budget strategy could increase by four per cent (effectively £50-60 per year) or perhaps as high as five per cent. The Leader concluded that the Government’s Autumn Statement’s conclusion failed to allocate funding for the Chickenhall Lane eastern bypass of Eastleigh despite commitments made by the former Chancellor.

8. CABINET STATEMENTS

There were none on this occasion.
9. RESOLVED ITEMS - FOR NOTING AND QUESTIONS ONLY

RESOLVED -

That the Minutes of the following meetings be received:

(a) Minutes of meeting Thursday, 8 September 2016 of Cabinet
(b) Minutes of meeting Tuesday, 27 September 2016 of Cabinet
(c) Minutes of meeting Thursday, 8 December 2016 of Cabinet
(d) Minutes of meeting Thursday, 13 October 2016 of Cabinet
(e) Minutes of meeting Thursday, 20 October 2016 of Cabinet
(f) Minutes of meeting Thursday, 17 November 2016 of Cabinet
(g) Minutes of meeting Tuesday, 6 September 2016 of Audit and Resources Committee
(h) Minutes of meeting Tuesday, 11 October 2016 of Audit and Resources Committee
(i) Minutes of meeting Tuesday, 15 November 2016 of Audit and Resources Committee
(j) Minutes of meeting Monday, 21 November 2016 of Administration Committee
(k) Minutes of the meeting 15 September 2016, Policy and Performance Scrutiny Panel
(l) Minutes of meeting Thursday, 6 October 2016 of Policy and Performance Scrutiny Panel
(m) Minutes of meeting Thursday, 10 November 2016 of Policy and Performance Scrutiny Panel
(n) Minutes of the meeting, Thursday 01 December 2016, Policy and Performance Scrutiny Panel
(o) Minutes of meeting Wednesday, 14 September 2016 of Chandler's Ford and Hiltingbury Local Area Committee
(p) Minutes of meeting Wednesday, 16 November 2016 of Chandler's Ford and Hiltingbury Local Area Committee
(q) Minutes of meeting Tuesday, 27 September 2016 of Eastleigh Local Area Committee

(r) Minutes of meeting Tuesday, 22 November 2016 of Eastleigh Local Area Committee

(s) Minutes of meeting Monday, 12 September 2016 of Hedge End, West End and Botley Local Area Committee

(t) Minutes of meeting Monday, 7 November 2016 of Hedge End, West End and Botley Local Area Committee

(u) Minutes of meeting Thursday, 22 September 2016 of Bursledon, Hamble-le-Rice and Hound Local Area Committee

(v) Minutes of meeting Thursday, 3 November 2016 of Bursledon, Hamble-le-Rice and Hound Local Area Committee

(w) Minutes of meeting Thursday, 24 November 2016 of Bursledon, Hamble-le-Rice and Hound Local Area Committee

(x) Minutes of meeting Wednesday, 21 September 2016 of Bishopstoke, Fair Oak and Horton Heath Local Area Committee

(y) Minutes of meeting Wednesday, 23 November 2016 of Bishopstoke, Fair Oak and Horton Heath Local Area Committee

The meeting finished at 10:50 pm
M5666
CABINET – 19 JANUARY 2017

RECOMMENDED ITEMS (REQUIRING A DECISION)

CIP - SCHEMES APPROVAL

Issue

Cabinet approved the Community Investment Strategy on 16 May 2016 which updated the programme for 2016/17 to 2019/20 (Paper 4).

Considerations

The Strategy is a rolling programme and reports are submitted to Cabinet on a regular basis, seeking individual scheme approval. The Strategy will be revised and reported to Cabinet in April 2017.

RECOMMENDED -

That the changes to the Prudential Indicators (Appendix B) be approved.

RESOLVED -

(1) That £185,000 to undertake site improvement works on the extension land at Lakeside Country Park to be funded by borrowing and repaid by Developer Contributions from the Stoneham Park Development site be approved; and

(2) That the approvals given since the last revised Community Investment Programme report (CIP Appendix A) be noted.
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This note outlines the arrangements for the Council debate on next year’s budget. These were agreed by full Council on 25 July 2002.

1. The item commences with any Public Participation.
2. Budget presentation from the Administration by the Leader of the Council possibly with contributions from each Cabinet Member.
3. Budget recommendations formally seconded.
4. Response from the lead speaker for the Conservative Group (as the Minority Party), including moving any amendments (and formal seconding).
5. The moving of any other amendments (and formal seconding).
6. There is then a single debate on the budget proposals and all the amendments, during which Councillors cannot speak more than once.
7. At the conclusion of that debate, the respective Minority Party speakers who responded at (4) above, along with the mover of any other amendment(s) under (6) above, each have the opportunity to respond to the debate.
8. The Leader of the Council then replies to the whole debate.
9. The amendments which have been moved, are then voted on in the order in which they were moved.
10. The substantive motion – either as originally moved by the Administration, or as amended – is voted on.
11. Finally, the formal Council Tax resolution is formally moved, seconded and voted on.

Note

(a) There is no time limit for speeches in the context of stages (2), (4) and (8); but
(b) all other speeches are limited to the usual five minutes.
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CABINET – 16 FEBRUARY 2017

RECOMMENDED ITEMS (REQUIRING A DECISION)

GENERAL FUND REVENUE BUDGET 2017/18

TO FOLLOW
Consideration was given to a joint report of the Chief Financial Officer (CFO) and Chief Executive concerning the Council’s proposed budget for 2017/18.

Sarah King, (CFO) and Corporate Director, Support Services, provided a presentation advising how the Budget was constructed from the approved Medium Term Budget Strategy, and included the continuing Efficiency Strategy. All Members had been invited to the meeting with an especial invite to the Audit and Resources Committee.

A revised table of expenditure relating to the Non-Parished Area 2017/18 (to replace pages 6 and 7 of the report) was tabled.

The process of preparing the Revised Budget for 2016/17, and the Budget for 2017/18, began in October 2016 when Cabinet and Council had approved the Medium Term Budget Strategy. This provided the background for the preparation of the Revised Budget for 2017/18. Taking account of the Grant Settlement from the Government, and allowing for a 0% Council Tax increase in 2017/18, the Draft Budget as presented was a balanced Budget that set the Council’s net Budget requirement in 2017/18 at £9,849,470. The Budget Summary (Appendix A to the report) included a projection for the Council’s Budget to 2019/20. The summary included the on-going efficiency savings the Council needed to meet in future years.

Service Managers had identified the following budgetary pressures that could not be resourced with the existing budgets, there were: loss of income for car parks of £100,000; two additional Elections in 2016/17 at £20,000; independent property asset valuations at £12,000 for 2016/17; the Apprenticeship Levy, a net budget of £63,000 that had been included for each year of this Strategy from 2017/18; and loss of MOT income due to resources and to which Cabinet were asked to approve a budgetary growth of £10,000 for 2016/17.

The CFO added that the service redesign was on target to save the £1.7M forecast, with an additional £1M to find as part of the Efficiency Strategy before the end of 2018/19; there had been no changes proposed to the Local Council Tax Support (LCTS) Scheme for 2017/18 and therefore the local grant to Parish/Town Council would continue for 2017/18 at a cost of £174,000 (this was met by Government grant with the balance being met from the surplus on the local scheme); and with the inevitability of interests rates rising from time to time, the intention was to continue borrowing short-term but to convert a proportion of the debt to long term early in the new financial year.

The CFO concluded that the Council’s current financial position was healthy and demonstrated the success of both its Efficiency Strategy and Asset Management Plan in acquiring assets with a high rental yield. There was however a great deal of uncertainty regarding the future in terms of the general economy and the impact of the Government Resources Review. It was essential that the Council continued to develop further efficiency proposals that would deliver sustained savings over the next three years.
The Chairman thanked the CFO for an informative presentation and invited questions from Members. A few questions were asked by both Members in attendance and this Panel. They were responded to fully by the CFO.

Members thanked the CFO, her team, and the Chief Executive, for all the hard work involved in putting together what was a comprehensive and balanced budget and for managing the risk and finances effectively.

It was AGREED –

(1) That the Budget report 2017/18 be recommended to Cabinet;

(2) That the on-going support to Parish Councils be noted and supported; and

(3) That training sessions be arranged for Members to increase their knowledge of commercialism.

(NOTE: Councillors Hatfield and Lear abstained from the vote.)
COUNCIL

Thursday 23 February 2017

COUNCIL TAX RESOLUTIONS 2017/18

Report of the Chief Financial Officer

RECOMMENDATIONS

It is recommended that:

(i) the Council approves the Council Tax Resolution as set out within this report which brings together the Borough’s Council Tax Requirement, including special expenses and that of the other major preceptors (Hampshire County Council, Hampshire Fire and Rescue and The Police and Crime Commissioner for Hampshire) and sets the Council Tax charges for 2017/18.

Council Tax Resolutions

1. The revenue estimates for 2017/18 were considered at Cabinet on Thursday 16 February 2017 and the minutes will be made available at Council;

2. Any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a Parish Council/Town Council shall not be treated as special expenses for the purpose of Section 35 of the Local Government Finance Act 1992, except in the case of the following special items relating to the non-parished area the aggregate amount of which is £544,604 and which is shown as part of the total of special items at paragraph (5) (e) below:-

(a) Playing Fields

(b) Allotments

(c) Cemeteries

(d) Town Centre Christmas Lighting

(e) Children’s Play Areas

(f) Public Toilets

(g) Bus Shelters

(h) Bowls Facilities

(i) Eastleigh Town Centre Christmas Event
Police Community Support Officers

Countryside sites

Open Spaces, Parks and Recreation Areas

Tree Management and Maintenance

and the following special items relating to individual Parishes the aggregate amount of which is £574,678 and which is also shown as part of special items at paragraph (5) (e) below:

Cemeteries

Children’s Play Areas

Public Toilets

Bus Shelters

Playing Fields

Countryside sites

Open Spaces, Parks and Recreation Areas

Tree Management and Maintenance

3. That it be should be noted that using delegated powers the Chief Financial Officer has calculated the following amounts for the year 2017/18 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended (the "Act")]:

(a) 44,118.34 being the amount of Band D equivalent properties calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England ) Regulations 2012, as its council Tax Base for the year;

(b) The individual Tax Base elements of the Council’s Area – dwellings in Parishes and the Non-Parished area

<table>
<thead>
<tr>
<th>Area</th>
<th>Tax Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allbrook &amp; North Boyatt</td>
<td>691.67</td>
</tr>
<tr>
<td>Bishopstoke</td>
<td>3,290.10</td>
</tr>
<tr>
<td>Botley</td>
<td>1,861.85</td>
</tr>
<tr>
<td>Bursledon</td>
<td>2,132.52</td>
</tr>
<tr>
<td>Chandler’s Ford</td>
<td>9,100.61</td>
</tr>
<tr>
<td>Fair Oak &amp; Horton Heath</td>
<td>3,652.58</td>
</tr>
<tr>
<td>Hamble-Le-Rice</td>
<td>1,902.43</td>
</tr>
<tr>
<td>Hedge End</td>
<td>7,443.64</td>
</tr>
<tr>
<td>Hound</td>
<td>2,406.45</td>
</tr>
</tbody>
</table>
4. The budgeted Council Tax requirement for the Council’s own purposes for 2017/18 (excluding Parish precepts) is £5,738,470 (rounded to the nearest £10)

5. That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 and sections 34 to 36 of the Act:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>£64,826,111</td>
<td>Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.</td>
</tr>
<tr>
<td>(b)</td>
<td>£56,232,998</td>
<td>Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.</td>
</tr>
<tr>
<td>(c)</td>
<td>£8,593,113</td>
<td>Being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B(1) of the Act).</td>
</tr>
<tr>
<td>(d)</td>
<td>£194.77</td>
<td>Being the amount at 5(c) above (Item R), all divided by Item T (3(a) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).</td>
</tr>
<tr>
<td>(e)</td>
<td>£3,973,923</td>
<td>Being the aggregate amount of all special items (Special expenses and Parish precepts) referred to in Section 34 of the Act</td>
</tr>
<tr>
<td>(f)</td>
<td>£104.70</td>
<td>Being the amount at 5(d) above less the result given by dividing the amount at 5(e) above divided by Item T (3(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in all areas (Special expenses and/or Parish precept apply in all areas in excess of this basic Council Tax amount).</td>
</tr>
</tbody>
</table>

Detail of how the amounts are calculated in the above table at Section 5 is provided at Appendix A to this report.
(g) Parts of the Council’s Area – Band D Council Taxes

<table>
<thead>
<tr>
<th>Parish</th>
<th>Basic Tax Col 1</th>
<th>Special Expenses Tax Col 2</th>
<th>Eastleigh BC total Council Tax Col 3</th>
<th>Parish Council Tax Col 4</th>
<th>Total Eastleigh BC &amp; Parish Council Tax Col 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allbrook &amp; North Boyatt</td>
<td>104.70</td>
<td>19.45</td>
<td>124.15</td>
<td>48.80</td>
<td>172.95</td>
</tr>
<tr>
<td>Bishopstoke</td>
<td>104.70</td>
<td>20.50</td>
<td>125.20</td>
<td>47.96</td>
<td>173.16</td>
</tr>
<tr>
<td>Botley</td>
<td>104.70</td>
<td>10.48</td>
<td>115.18</td>
<td>106.42</td>
<td>221.60</td>
</tr>
<tr>
<td>Bursledon</td>
<td>104.70</td>
<td>19.17</td>
<td>123.87</td>
<td>61.84</td>
<td>185.71</td>
</tr>
<tr>
<td>Chandler’s Ford</td>
<td>104.70</td>
<td>15.74</td>
<td>120.44</td>
<td>50.27</td>
<td>170.71</td>
</tr>
<tr>
<td>Fair Oak and Horton Heath</td>
<td>104.70</td>
<td>13.26</td>
<td>117.96</td>
<td>94.51</td>
<td>212.47</td>
</tr>
<tr>
<td>Hamble-Le-Rice</td>
<td>104.70</td>
<td>14.01</td>
<td>118.71</td>
<td>114.03</td>
<td>232.74</td>
</tr>
<tr>
<td>Hedge End</td>
<td>104.70</td>
<td>9.38</td>
<td>114.08</td>
<td>88.54</td>
<td>202.62</td>
</tr>
<tr>
<td>Hound</td>
<td>104.70</td>
<td>29.81</td>
<td>134.51</td>
<td>118.14</td>
<td>252.65</td>
</tr>
<tr>
<td>West End</td>
<td>104.70</td>
<td>17.87</td>
<td>122.57</td>
<td>85.26</td>
<td>207.83</td>
</tr>
<tr>
<td>All other parts of the Council’s Area</td>
<td>104.70</td>
<td>77.51</td>
<td>182.21</td>
<td>-</td>
<td>182.21</td>
</tr>
</tbody>
</table>

being the amounts at Column 3 of the above table given by adding to the amount at 5(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council’s area mentioned above divided in each case by the amount at 3(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate. Column 4 shows the Parish/Town Council Tax, and Column 5 shows the total Council Taxes for both Eastleigh Borough Council together with each individual Parish/Town Council.

(h) Parts of the Council’s Area – Council Tax Bands A - H

<table>
<thead>
<tr>
<th>Part of the Council’s Area</th>
<th>Valuation Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Allbrook &amp; North Boyatt</td>
<td>115.30</td>
</tr>
<tr>
<td>Bishopstoke</td>
<td>115.44</td>
</tr>
<tr>
<td>Botley</td>
<td>147.74</td>
</tr>
<tr>
<td>Bursledon</td>
<td>123.81</td>
</tr>
<tr>
<td>Chandler’s Ford</td>
<td>113.80</td>
</tr>
<tr>
<td>Fair Oak and Horton Heath</td>
<td>141.65</td>
</tr>
<tr>
<td>Hamble-Le-Rice</td>
<td>155.16</td>
</tr>
<tr>
<td>Hedge End</td>
<td>135.08</td>
</tr>
<tr>
<td>Hound</td>
<td>168.43</td>
</tr>
<tr>
<td>West End</td>
<td>138.55</td>
</tr>
<tr>
<td>All other parts of the Council’s area</td>
<td>121.47</td>
</tr>
</tbody>
</table>
being the amounts given by multiplying the amounts at 5(g) (Column 5) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

6. That it be noted that for the year 2017/18 Hampshire County Council (including Adult Social Care), Hampshire Fire and Rescue and the Police and Crime Commissioner for Hampshire have stated the precepts to be issued to the Council, in accordance with Section 40 of the Act, and these precepts are provided in detail at Appendix B to this report and produce a Council Tax charge for each of the categories of dwellings shown below:

<table>
<thead>
<tr>
<th>Precepting Authority</th>
<th>Valuation Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>£ p</td>
</tr>
<tr>
<td>Hampshire County Council</td>
<td>719.99</td>
</tr>
<tr>
<td>Hampshire Adult Social Care</td>
<td>35.41</td>
</tr>
<tr>
<td>Police &amp; Crime Commissioner for Hampshire</td>
<td>110.31</td>
</tr>
<tr>
<td>Hampshire Fire and Rescue</td>
<td>42.56</td>
</tr>
</tbody>
</table>

7. That, having calculated the aggregate in each case of the amounts at 5(h) and 6 above, the Council, in accordance with Section 30 (2) of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2017/2018 for each of the categories of dwellings shown below:

<table>
<thead>
<tr>
<th>Part of the Council’s Area</th>
<th>Valuation Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>£ p</td>
</tr>
<tr>
<td>Allbrook &amp; North Boyatt</td>
<td>1,023.57</td>
</tr>
<tr>
<td>Bishopstoke</td>
<td>1,023.71</td>
</tr>
<tr>
<td>Botley</td>
<td>1,056.01</td>
</tr>
<tr>
<td>Bursledon</td>
<td>1,032.08</td>
</tr>
<tr>
<td>Chandler’s Ford</td>
<td>1,022.07</td>
</tr>
<tr>
<td>Fair Oak and Horton Heath</td>
<td>1,049.92</td>
</tr>
<tr>
<td>Hamble-Le-Rice</td>
<td>1,063.43</td>
</tr>
<tr>
<td>Hedge End</td>
<td>1,043.35</td>
</tr>
<tr>
<td>Hound</td>
<td>1,076.70</td>
</tr>
<tr>
<td>West End</td>
<td>1,046.82</td>
</tr>
<tr>
<td>All other parts of the Council’s area</td>
<td>1,029.74</td>
</tr>
</tbody>
</table>
8. The amount of Band D Council Tax levied in respect of special expenses and Parish Councils in each Parish is as follows:

<table>
<thead>
<tr>
<th>Parish</th>
<th>Parish Precept</th>
<th>Special Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allbrook &amp; North Boyatt</td>
<td>48.80</td>
<td>19.45</td>
<td>68.25</td>
</tr>
<tr>
<td>Bishopstoke</td>
<td>47.96</td>
<td>20.50</td>
<td>68.46</td>
</tr>
<tr>
<td>Botley</td>
<td>106.42</td>
<td>10.48</td>
<td>116.90</td>
</tr>
<tr>
<td>Bursledon</td>
<td>61.84</td>
<td>19.17</td>
<td>81.01</td>
</tr>
<tr>
<td>Chandler’s Ford</td>
<td>50.27</td>
<td>15.74</td>
<td>66.01</td>
</tr>
<tr>
<td>Fair Oak and Horton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heath</td>
<td>94.51</td>
<td>13.26</td>
<td>107.77</td>
</tr>
<tr>
<td>Hamble-Le-Rice</td>
<td>114.03</td>
<td>14.01</td>
<td>128.04</td>
</tr>
<tr>
<td>Hedge End</td>
<td>88.54</td>
<td>9.38</td>
<td>97.92</td>
</tr>
<tr>
<td>Hound</td>
<td>118.14</td>
<td>29.81</td>
<td>147.95</td>
</tr>
<tr>
<td>West End</td>
<td>85.26</td>
<td>17.87</td>
<td>103.13</td>
</tr>
<tr>
<td>All other parts of the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borough</td>
<td>-</td>
<td>77.51</td>
<td>77.51</td>
</tr>
</tbody>
</table>

**NOTE** *(not part of the Resolutions)*

(i.) The basic Band D amount of Council Tax for Borough Council expenditure for all dwellings in the Borough, excluding special items, is £104.70.

(ii.) The average Band D Council Tax for the Borough, including special expenses is £130.07

(iii.) It is not intended to make any changes to the current Council Tax Reduction Scheme for 2017/18 with the exception of the uprating in line with DWP uprating guidance. Annual uprating is provided for within the original scheme rules.

**Statutory Powers**

9. Local Government Finance Act 1992 (as amended)

The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012) SI 2012/2914

SARAH KING
Chief Financial Officer

Date: 8 February 2017
Contact Officer: Andy Smith
Tel No: (023 8068 8317)
e-mail: andy.smith@eastleigh.gov.uk
APPENDIX A

SOURCE OF FIGURES SHOWN IN SECTION 5 OF THE REPORT

(a) (b) (c) For the purposes of the recommendation, the estimated total net revenue expenditure of the Council for 2017/18 is shown including the General Fund and Town/Parish Council precepts:

<table>
<thead>
<tr>
<th></th>
<th>Expenditure</th>
<th>Income</th>
<th>Council Tax Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td>£61,971,470</td>
<td>£56,232,998</td>
<td>£5,738,472</td>
</tr>
<tr>
<td><strong>Town/Parish Precepts</strong></td>
<td>£2,854,641</td>
<td>£ -</td>
<td>£2,854,641</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>£64,826,111</td>
<td>£56,232,998</td>
<td>£8,593,113</td>
</tr>
</tbody>
</table>

(d) This is the combined District Council and Town/Parish Council Tax at Band D:

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Borough (basic £104.70 + average special expenses £25.37)</strong></td>
<td>130.07</td>
</tr>
<tr>
<td><strong>Average Town/Parish Council</strong></td>
<td>64.70</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>194.77</td>
</tr>
</tbody>
</table>

(e) £3,973,923 is the total of the Town/Parish Council precepts added to Eastleigh Borough Council’s special expenses (total of all Parishes = £2,854,641: total of Eastleigh Borough Council’s special expenses = £1,119,282)

(f) £104.70 is the basic element of the District Council Tax at Band D.
HAMPshire COUNTY Council, POLICE AND CRIME COMMISSIONER FOR
Hampshire AND Hampshire FIRE & RESCUE PRECEPTS AND COUNCIL
TAXES FOR 2017/18

Hampshire County Council

1. At the time of writing this report Hampshire County Council were due to meet
on Thursday 16th February 2017 and were expected to set their precept at
£49,990M (including the precept element relating to Adult Social Care), having
been informed that they receive a favourable Collection Fund contribution of
£1,443,106.23 for council tax, and a favourable Collection Fund deficit of
£186,638 for national non-domestic rates. This results in a Band D Council
Tax of £1,133.10 (composed of Band D Council Tax of £1079.98 plus a
specific element of Band D Council Tax of £53.12 related to Adult Social
Care).

Hampshire Police and Crime Commissioner

2. The Hampshire Police and Crime Commissioner will set their HPCC precept
before Tuesday 28th February 2017 anticipated to be at £7.3M, having been
informed that the HPCC will receive a favourable Collection Fund contribution
of £214,551 for council tax. This results in a Band D Council Tax of £165.46.

Hampshire Fire & Rescue

3. At the time of writing this report Hampshire Fire and Rescue are set to meet
on Tuesday 21st February 2017 to approve a precept at £2.817M, having
been informed that they receive a favourable Collection Fund contribution of
£83,702.51 for council tax, and a favourable Collection Fund deficit of £20,738
for national non-domestic rates. This results in a Band D Council Tax of
£63.84.
CABINET – 16 FEBRUARY 2017

RECOMMENDED ITEMS (REQUIRING A DECISION)

TREASURY MANAGEMENT STRATEGY FOR 2017/18

TO FOLLOW
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COUNCIL  
23 February 2017  
CITIZEN OF HONOUR NOMINATIONS  
Report of the Chief Executive

Recommendation

It is recommended that Council confirm the nominations of the following Citizens of Honour agreed by the Mayor, Deputy Mayor, Liberal Democrat Group and Conservative Group Leaders:

Mr David Carter MBE and Mrs Rachel Carter  
Mr James William Vaughan MBE  
Mr Graham Taylor

Summary

This report sets out nominations for the 2017 Citizen of Honour Awards.

Statutory Powers

Local Government Act 2000

Introduction

1. As part of the Borough’s Fiftieth anniversary celebrations in 1986 the Council created the award of Citizen of Honour. Current practice is to consider making awards once every two years to people who have given long and exceptional service to the local community.

2. The Council has authorised the Mayor, Deputy Mayor and Group Leaders to agree nominations. Following such agreement the Mayor writes to the nominees formally offering the honour. If a nominee is happy to accept the nomination, the Council is informed of the decision, and the nominations are formally confirmed.

Nominees

3. The Mayor, Deputy Mayor, Liberal Democrat Group and Conservative Group Leaders have considered and agreed three nominees. They are –
Mr David Carter MBE and Mrs Rachel Carter
Mr James Vaughan MBE
Mr Graham Taylor

4. They have confirmed they are happy to accept the nomination. Accordingly, the Council is asked to confirm these.

5. The Mayor will confer the honours at the Council Meeting (Mayor Making) on Thursday 11 May 2017.

Financial Implications

6. There are no new financial implications arising from this report.

Risk Assessment

7. There are no risks arising from this report.

Equality and Diversity Implications

8. There are no equality and diversity implications from this report.

Conclusion

9. The Council is asked to confirm the three nominations for the Citizen of Honour awards as detailed above.

NICK TUSTIAN
CHIEF EXECUTIVE

Date: 6 February 2017
Contact Officer: Janice Bayliss
Tel No: 023 8068 8134
e-mail: Janice.bayliss@eastleigh.gov.uk
Appendices Attached: 3

LOCAL GOVERNMENT ACT 1972 - SECTION 100D

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

None.
APPENDIX A

Nomination for David Carter MBE and Rachel Carter
National Autistic Society South Hants Branch

In 2004 David and Rachel set up a small support group for parents of children with autism and Asperger syndrome in mainstream schools. In January 2005 they became the Eastleigh and Winchester Branch of the National Autistic Society. As they now cover a much wider area than just Eastleigh and Winchester they are now known as the South Hants Branch.

The Branch offers advice, support and activities to hundreds of individuals, families and professionals. They now have nearly 500 members and support well over 100 families.

They have been instrumental in shaping local autism policies and strategies. This includes the Autism Ambassador scheme which was launched in 2015.

Their achievements include:

- monthly parent support group meetings in Bishopstoke
- monthly Family Youth Club in Chandler’s Ford
- monthly Lego Club with a Speech and Language Therapist (there has been interest around the country in the idea and success of this group)
- Resource Library at monthly meetings and groups
- social skills courses attended by 100 children and young people
- monthly group with Eastleigh Child and Adolescent Mental Health Service (CAMHS) to support families waiting for and going through diagnosis. This group also includes Paediatric Services (Speech and Language Therapy, Occupational Therapy) and the Primary Behaviour Service (Education). As a result of this group, CAMHS have now commissioned similar groups across Hampshire facilitated by Autism Hampshire
- running courses and help programmes
- Teenage Youth Club with Eastleigh In Touch and Fair Oak Youth Centre. This weekly club is now run by Friends of InTouch and similar groups are running in Hamble, Hedge End and Romsey
APPENDIX B

Nomination for James William Vaughan MBE
Voluntary work in the community

Jim has been a voluntary sector leader in a variety of roles at local, regional and national levels for over 46 years. At only 25 year old, as a new and young Group Scout Leader, his goal was to move his Group to a new purpose built HQ. It took all his persuasions and visions for the Group to raise the funds, find the site, get the permissions and finally build the hall. His achievement was well documented at the time and at its opening in 1980 he had rightly earned the Scout Association’s Medal of Merit for outstanding service.

In 1984, Jim formed the American-style Senators Marching Band (registered as a charity no. 290359 called the Eastleigh Borough Marching Youth Band) based initially at Toynbee School where Jim was a senior teacher. With their success and with much local support, Jim was a leading player in achieving the provision of two new youth facilities in the area, The Nightingale Youth Centre and The Pavilion on the Park, both giving a home to the band. Jim’s voluntary work became nation-wide when through his work with the Senators, he founded and then became a long-serving trustee and Honorary Director of the British Federation of Youth Marching Band Organisations (BFYMBO) until its closure in 2013.

Jim’s passion for promoting youth involvement in all areas of society led him to become chair of trustees for the Eastleigh Youth Trust for 21 years from 1993 until January 2014 when it widened its aims to become the Eastleigh Youth & Community Trust. Again he was chair of trustees until September 2016 when he reverted to being purely trustee status, albeit looking after construction/buildings matters.

The Eastleigh Youth & Community Trust runs the Pavilion on the Park. Such is the quality of the Trust’s work that under Jim’s direction and drive, the Trust was awarded the Queen’s Award for Voluntary Service in June 2016, one of only 193 Awards in the entire UK, and one of only three in Hampshire.

He was persuaded to return to Scouting in 2009 as Chairman of Eastleigh District Scout Council. His first task was to achieve inclusive representation on the Committee. His ideas were well received and enthusiastically supported. Jim worked tirelessly as Chairman for 5½ years and when standing aside in 2014, handed over a legacy of forward thinking, ambitious challenges and a number of ongoing development projects stretching forward to 2018.

Jim has achieved so much for the community of Eastleigh and particularly its young people. Indeed he was awarded the MBE for services to education and the community in 2001.
APPENDIX C

Nomination for Graham Taylor

Graham has consistently worked for the good of others in a range of demanding and time consuming voluntary roles. This voluntary work has had a significant impact on hundreds of local people.

Clearly, Graham had a demanding working life but that did not stop him from taking on a wide variety of equally demanding and time consuming voluntary roles. It is in these voluntary roles where Graham has made a significant contribution to the local community and beyond at a county and national level. These roles include:

- 26 years serving as a Justice of the Peace
- Extensive work for 50+ years within the scouting movement on a local, district and national basis
- Working with Hampshire County Council and supporting Governor Services as well as sitting on the Independent Pupil Admission Appeals Panel
- Serving as a member of the management committee at the Bridge Education Centre in Eastleigh
- Dedicated service for more than 40 years to Wyvern College as a member of the Governing body.
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COUNCIL
23 FEBRUARY 2017
AMENDMENTS TO THE CONSTITUTION
Report of the Monitoring Officer

Recommendations

It is recommended that:

(1) Council adopts the revised amendments to the Scheme of Delegation set out in the Constitution as shown in the appendix to this report and in Paragraph 4 of this report; and

(2) Delegates to the Chief Executive, Interim Corporate Director and the Monitoring Officer authority to amend the Scheme of Delegation to ensure continuity during the implementation of the Future Eastleigh structure.

Summary

This report recommends changes to the Council’s Constitution to take account of amendments necessary to the scheme of delegation following the introduction of stage one of the Future Eastleigh programme and as a result of the transfer of the administration of Hackney Carriage, Private Hire and certain other miscellaneous licences to Southampton City Council. In addition the opportunity is taken to bring a number of other areas such as financial limits up to date.

Statutory Powers

Local Government Act 2000 Section 37
Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

Introduction

1. The Council’s Constitution is periodically updated and the appendix to this report details amendments that are needed to the scheme of delegation to take account of the changes brought about by the introduction of phase one of the Future Eastleigh programme and as a result of the transfer of the administration of Hackney Carriage, Private Hire and certain other miscellaneous licensing to Southampton City Council to deal with on behalf of the Council. In addition, changes to the arrangements for the completion of
legal documents are required as set out in paragraph 4 of this report and paragraphs 3 to 33 (page 4-29) of the Constitution will need to be amended accordingly.

2. As the new officer structure and new ways of working develop under the Future Eastleigh arrangements further changes may be needed and authority is requested to delegate to the Chief Executive, Interim Corporate Director and the Monitoring Officer to make the necessary amendments to the scheme of delegation to ensure that the Council is acting lawfully.

3. Changes to licensing delegations as set out in the annex are required as a result of the transfer of the administration of Hackney Carriage and Private Hire and certain other residual licensing to Southampton City Council.

4. The Common seal of the Council will now be kept in a safe place in the custody of the Legal Services Manager. The following will be added to the persons authorised to seal documents on behalf of the Council: The Monitoring Officer and the Legal Services Manager. In addition, the Monitoring Officer or the Legal Services Manager will be able to sign documents where required as a necessary step in legal proceedings on behalf of the Council.

5. A full review of the Constitution is on-going and it is intended to put a report before Council at the Annual Meeting in May 2017.

Financial Implications

6. There are no direct financial implications arising from this report

Risk Assessment

7. There are no direct financial implications arising from this report *

Equality and Diversity Implications

8. The Equality Act is not relevant to the decision in this report as the decision does not relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. An Equality Impact Assessment has not been carried out.

Conclusion

9. This report seeks approval for the necessary amendments of the Council’s Constitution as detailed above.

RICHARD WARD
Monitoring Officer

Date: 5 December 2016
Contact Officer: Richard Ward
Tel No: 023 8068 8103
e-mail: Richard.ward@eastleigh.gov.uk
Appendices Attached: one
LOCAL GOVERNMENT ACT 1972 - SECTION 100D

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

None.
### APPENDIX 1
### APPOINTMENT OF PROPER AND DESIGNATED OFFICERS

<table>
<thead>
<tr>
<th>Section of Act</th>
<th>Description of the responsibility involving the appointment of an officer of the District Council</th>
<th>The officer of the Council appointed the proper officer for the duty or function referred to</th>
</tr>
</thead>
<tbody>
<tr>
<td>13(3)</td>
<td>The Officer to act as Parish Trustee in a parish which does not have a Parish Council.</td>
<td><strong>Monitoring Officer</strong></td>
</tr>
<tr>
<td>83(1)</td>
<td>The Officer before whom a person elected to the Office of Chair, Vice-Chair or Councillor of the District shall make a declaration of acceptance of office in a form prescribed by rules under s.42 of the Act and to whom such declaration shall be delivered.</td>
<td><strong>Chief Executive or Monitoring Officer</strong></td>
</tr>
<tr>
<td>84</td>
<td>The Officer to whom a person elected to any office under the Act may at any time give written notice of his resignation from that office.</td>
<td><strong>Chief Executive</strong></td>
</tr>
<tr>
<td>89(1)</td>
<td>The Officer to receive notice in writing given by two local government electors for the District of a casual vacancy occurring in the office of Councillor.</td>
<td><strong>Chief Executive</strong></td>
</tr>
<tr>
<td>96(1)</td>
<td>The Officer to whom a member of the Council shall give written notice to the effect that he or his spouse is a member or in the employment of a specified company or other body or that he or his spouse is a partner or in the employment of a specified person, or that he or his spouse is the tenant of any premises owned by the Council.</td>
<td><strong>Monitoring Officer</strong></td>
</tr>
<tr>
<td>96(2)</td>
<td>The Officer to record in a book to be kept for the purpose particulars of any disclosure made under s.94 of the Act and of any notice given under S.96(1) of the Act.</td>
<td><strong>Monitoring Officer</strong></td>
</tr>
</tbody>
</table>
100B,C,D & F

The officer responsible for providing access to agendas, minutes, reports and background documents in respect of meetings of the Authority.

Performance and Governance Manager

115(2)

The Officer to whom all money due from every officer employed by the Council shall be paid.

Chief Financial Officer

146

The Officer to make any statutory declaration in connection with the transfer of securities.

Chief Financial Officer

151

The Officer who shall be responsible for the proper administration of the Council's financial affairs.

Chief Financial Officer

191(2)

The Officer to appoint a person to assist in examining, ascertaining and marking out the reputed boundaries of the District for the purposes of the Ordnance Survey Act 1841.

Property Manager
Planning Policy
Senior Specialist
Legal Services
Manager

204(3)

The Officer to receive notices of applications for Justices' Licences under Schedule 2 to the Licensing Act, 1964.

Legal Services Manager

210(6) & (7)

The Officer in whom shall vest the powers with respect to Charities carried out by officers of the "old" local authority where there is no corresponding officer in the new authority.

Monitoring Officer

225(1)

The Officer to receive and retain a document of any description deposited pursuant to the Standing Orders of either House of Parliament or to any enactment or instrument.

Monitoring Officer

229(5)

The Officer to certify a photographic copy of a document in the custody of or under the control of the Council or of a document which has been destroyed while in the custody of the Council, or of any part of any such document.

Legal Services Manager

234(1)

The Officer to sign any notice, order or other document made or issued by the Council.

Legal Services Manager
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>236(1) &amp; (9)</td>
<td>The Officer to send to the Council and each parish council a copy of every byelaw made by the Council and confirmed.</td>
<td><strong>Legal Services Manager</strong></td>
</tr>
<tr>
<td>238</td>
<td>The Officer to certify a printed copy of a byelaw made by the Council.</td>
<td><strong>Legal Services Manager</strong></td>
</tr>
<tr>
<td>248(2)</td>
<td>The Officer to keep the roll of freedom of the town.</td>
<td><strong>Performance and Governance Manager</strong></td>
</tr>
<tr>
<td>Sched 12 para 4(2)(b)</td>
<td>The Officer to sign the summons to attend meetings of the Council and specifying the business proposed to be transacted thereat.</td>
<td><strong>Performance and Governance Manager</strong></td>
</tr>
<tr>
<td>4(3)</td>
<td>The Officer to receive the notice in writing from a member of the Council giving notice that such member desires summonses to attend meetings of the Council to be sent to him at some address specified in the notice other than his place of residence.</td>
<td><strong>Performance and Governance Manager</strong></td>
</tr>
<tr>
<td>Sched 14 para 25(7)</td>
<td>The Officer to certify in writing a true copy of the resolution of the Council applying or disapplying various provisions of the Public Health Acts 1875 to 1925.</td>
<td><strong>Environmental Health Officer, principal EHO's and EHO's</strong></td>
</tr>
<tr>
<td>Sched 16</td>
<td>The Officer to receive and deposit lists of buildings of special architectural or historic interest.</td>
<td><strong>Business Planning Senior Specialist (Local Plan)</strong></td>
</tr>
<tr>
<td>30(5)</td>
<td>The Officer to give public notice of the availability of reports of the Local Commissioner for Administration.</td>
<td><strong>Chief Executive</strong></td>
</tr>
<tr>
<td></td>
<td>Communicable Disease Control</td>
<td><strong>Consultant in Communicable Disease Control, Southampton and South West Hants Health Commission (or Acting Consultant), for the time being, or his/her duly appointed deputy.</strong></td>
</tr>
</tbody>
</table>
Various Other Health Matters

(a) Under Section 47 of the National Health Act, 1948.

(b) Medical Adviser on environmental health matters.

(c) Under Section 37 of the Public Health Act 1961.

Consultant in Communicable Disease Control and Director of Health Strategy and Public Health, both of Southampton and South West Hants Health Commission (or their nominated deputies, the Senior Clinical Medical Officers)

Housing Manager or Environmental Health Officer, Principal EHO's and EHO's.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT 1976

The Officer for signing certificates as evidence of resolutions and minutes of proceedings, etc.

REPRESENTATION OF THE PEOPLE ACT 1983

The Officer to act as Electoral Registration Officer.

The Officer to act as Returning Officer for elections of Borough Councillors and Parish Councillors.

THE LOCAL ELECTION (PRINCIPAL AREAS) RULES 1986

The Officer of the Borough Council to act under the Rules for the purposes of elections, including the receipt of all documents and returns.

Monitoring Officer

Monitoring Officer

Monitoring Officer

Monitoring Officer
THE LOCAL ELECTION (PARISHES AND COMMUNITIES) RULES 1986

The Officer of the Borough Council to act under the Rules for the purposes of parish elections, including the receipt of all documents and returns.

PARISH AND COMMUNITY MEETINGS (POLLS) RULES 1987

The Officer to act as Returning Officer.

HOUSING

The Officer to sign certificates submitted in the Council's role as lending authority for any housing association schemes.

HEALTH & SAFETY AT WORK ACT ETC 1974

39 Power to institute proceedings for breaches of provisions under the Act.

LOCAL GOVERNMENT AND HOUSING ACT 1989

4 The Officer to act as head of the paid service.

5 The Officer to act as the monitoring officer.

LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 AND 1991

The Officer to accept political group notices.

The Officer to receive notices of members' pecuniary interests.
BUILDING ACT 1984

The Officer to deal with dangerous buildings or structures in emergencies.

GENERAL

Any reference in any enactment passed before or during the 1971/72 session of Parliament other than the Local Government Act 1972 or in any instrument made before 26th October 1972 to the Town Clerk of a Borough which, by virtue of any provisions of the said Act was to be construed as reference to the Proper Officer of the Council.

Any reference in the Local Government Act 1972 to the Proper Officer of the Council except where one has been designated above.

Any reference in any enactment passed after the 1971/72 session of Parliament or to be passed to the Proper Officer of the Council unless or until a specific appointment of another Officer has been made by the Council.

LOCALISM ACT 2011

The proper officer to receive written requests for and grant dispensations

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Property and Governance Manager
SCHEME OF DELEGATION TO STAFF
The Appendix following this page shows details of functions delegated to staff as part of the Council's Cabinet arrangements.
PART 3 (RESPONSIBILITY FOR FUNCTIONS)

APPENDIX 2

SCHEME OF DELEGATION TO STAFF AND MEMBERS

A - GENERAL SCHEME OF DELEGATION

Subject to the following conditions and to any special conditions which may in future be applied in respect of particular matters, the Chief Executive, Unit Heads, Service Managers, Lead Specialists, or equivalent, are authorised to make such decisions and to initiate such action as they shall deem necessary in the interest of the efficient running of their Units or the services which they administer. In the absence of the Chief Executive, or at any time when he/she is unavailable, any or all of his/her powers shall be exercisable by any one of the Corporate Directors.

Any exercise of these delegated powers:-

(a) Shall comply with the Council Constitution.

(b) Shall not authorise expenditure except in accordance with approved estimates, and where loan sanction or other approval is required shall not precede the loan sanction or approval.

(c) Shall not involve a new policy or extend an existing policy of the Council.

(d) Shall not depart from any approved scale, or scheme, or any direction of the Cabinet or appropriate Committee.

(e) Shall be the subject of prior consultation with the Chief Executive and the appropriate professional or technical officers of the Council in any case involving considerations not wholly within the province of the Chief Officer concerned.

In the absence of a Unit Head, Lead Specialist, or Service Managers, powers delegated to him/her by this Scheme may be exercised by the next senior officer, provided that such delegation shall not be exercised save in the absence from the Civic Offices of the relevant Unit Head, Lead Specialist, or equivalent.

The question of whether a Unit Head or Service Manager, Lead Specialist, or equivalent, or any other officer has exercised a power shall not be of any concern nor prejudice in any way any person dealing with the Council.

It is recognised that it is not possible for the Chief Executive and Unit Heads, Lead Specialists or equivalent, (nor the next Senior Officers in the absence of the Unit Head or Service Manager/Lead Specialists) to perform personally all the diverse and various matters delegated to them by this scheme. Therefore such senior officers may make internal arrangements under which other officers will be authorised to carry out the functions delegated to the named officers in this Scheme. Such arrangements may be made formally in writing but shall be equally valid if made orally and informally. Such arrangements shall provide generally that any formal documents which need to be
issued are issued and signed in the name of the officer to whom the delegation is made by this Scheme. Such signature may be a facsimile in accordance with s234(2) of the Local Government Act 1972.

Officers must have due regard to the document relating to Management Responsibilities and Delegation.

The statutory provisions mentioned in this Appendix shall be deemed to include any statutory amendment, modification or re-enactment of any of those provisions.

B - SPECIFIC STAFF DELEGATIONS

For the avoidance of doubt and without prejudice to the exercise of the powers delegated above in part A the following specific functions are expressly delegated to the following Unit Head or Service Managers, Lead Specialists, or equivalent, except where under any Council approved Scheme of Management Devolution, whether a Pilot Project or not, powers of management have been devolved from a Unit Head or Service Manager, Lead Specialist, or equivalent, to the next senior officer or other officer, when such officer shall have full power in place of the relevant Unit Head or Service Manager or Lead Specialist. Any conditions applying to the delegation are shown in italics in each case:

CHIEF EXECUTIVE OR CORPORATE DIRECTORS

1. Authority to act on behalf of any other manager having delegated authority under the scheme.

2. Power to act in an emergency.

3. Power to act in matters of urgency:
   (a) Cabinet level action
   In consultation with the relevant Cabinet Member (or, in his/her absence, the Leader)
   (b) LAC or other level action
   In consultation with Cabinet Member of relevant Committee (or Chair of Committee where statute precludes decision by the Cabinet).

4. The appointment of staff below the level of Lead Specialist.

5. The extension of an officer’s or employee’s period of sick leave on half pay for a period not exceeding three months provided that there appears reason to consider that the officer or employee will be able to return to work at the end of the extended period.

   In consultation with the HR Manager

6. Exploring and embracing partnership working approaches wherever possible and appropriate.
CHIEF EXECUTIVE ONLY

8. The responsibility for risk management in liaison with the Chief Financial Officer.

9. Sign jointly with the Leader of the Council the annual statement of Internal Control.

CHIEF FINANCIAL OFFICER


   Subject to periodic report to the Cabinet

2. The agreement of precept payment dates for County Council precept.

3. The premature re-payment of mortgage loans in cases where applications are received from the personal representatives of deceased investors for such repayment.

4. The administration on the Council's Treasury Management function in accordance with the annual investment borrowing strategy.

   Subject to report to the Cabinet

5. The writing off:-

   (a) of debts not exceeding £2000 in any case where the Chief Financial Officer is satisfied that there are sound reasons for doing so; and

   (b) of debts for whatever amount when compulsory liquidation or bankruptcy proceedings are commenced and where voluntary arrangements with creditors are started by or in relation to insolvent companies or individuals.

6. Responsibility for maintaining an adequate and effective system of internal audit.

7. Maintain and develop the Council's risk management policy in liaison with the Chief Executive.

8. With the Cabinet Member for Transport and Streetscene the power for the approval of implementation of schemes below £25,000 for Local Transport Scheme Inventory Projects.

UNIT HEAD OR SERVICE MANAGERS AND LEAD SPECIALISTS

1. The appointment within the establishment of their respective areas of responsibility of staff below Unit Head or Service Manager or Lead Specialist level.

2. The appointment of temporary staff as and when required for the effective operation of the authority subject to availability of finance from the Unit's staffing budget.

3. Before taking any decision in discharge of their responsibilities, Unit Head or Service Managers should consider relevant risk management issues.
In consultation with the Lead HR Specialist

4. The authorisation of car allowances, loans or leases within Council policy.

5. The authorisation of telephone allowances.

6. The attendance of officers on full or part-time courses of study (including correspondence courses), conferences and seminars.

7. The authorisation of planned overtime.

8. The authorisation of travelling and subsistence allowances.

9. The authorisation of unpaid leave up to three months.

10. Variations in establishments involving the replacement of individual posts by lower graded posts.

11. Approval of changes to designations of posts below Unit Head or Service Manager or equivalent.

Subject to consultation with the HR Manager

12. To approve up to 18 days paid leave of absence a year for employees undertaking public duties specified in the Employment Protection Act.

13. To grant compassionate leave as appropriate to the circumstances.

14. Exploring and embracing partnership working approaches wherever possible and appropriate.

CREATIVE INDUSTRIES AND COUNTRY PARKS MANAGER OR THE COUNTRYSIDE BUSINESS MANAGER OR EXECUTIVE DIRECTOR

1. The management and letting for leisure purposes of The Point Dance and Arts Centre and The Berry Theatre in accordance with the policy laid down by the Council.

2. The determination of admission charges for arts activities (including site rental charges for special events).

3. The determination of fees and charges for country parks including at the shop and café and for other services.

4. The determination of admission charges and site rental charges for special events (other than arts activities).

5. The powers to make, modify, vary, and confirm, not to confirm or revoke a Tree Preservation Order except where:
(a) three members from the Local Area Committee require the matter to be submitted to Committee;

(b) the matter, in the opinion of the Head of Countryside & Trees, is controversial or potentially controversial; or

(c) a member and/or officer employed within the Countryside & Trees, Development Management or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest.

6. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

**PLANNING POLICY SENIOR SPECIALIST OR SERVICE MANAGER**

1. The signing of notices conveying decisions of the Council in respect of applications for planning permission, the display of advertisements, listed building and conservation area consent and applications for felling, topping, lopping etc of trees covered by Tree Preservation Orders.

2. The determination of planning applications (excluding those relating to trees which are dealt with below) except:-

(a) Applications which, in the opinion of the Head of Development Management, have a significant impact on the environment, or are controversial or potentially controversial;

(b) Applications which three members from the Local Area Committee require to be submitted to Committee within 21 calendar days of that application appearing on the weekly list of planning applications received;

(c) Any application which the Head of Development Management wishes for any reason to submit to the Committee;

(d) Any application where a member and/or officer employed within the Development Management or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest;

(e) Any applications submitted by former technical staff graded 10 or above within one year of leaving the Council's service or from applicants or agents employing such former members of staff.

3. The determination of observations on 'County matter' planning applications except those within 2(a) - (e) above.

4. The determination of observations to neighbouring Planning Authorities in respect of planning applications within their area on which the Borough Council has been formally consulted.
5. The determination of applications for consent to fell, lop or top any trees covered by a tree preservation order except where:

(a) three members from the Local Area Committee require the matter to be submitted to Committee;

(b) the matter, in the opinion of the Head of Development Management, is controversial or potentially controversial; or

(c) a member and/or officer employed within the Development Management, Countryside & Trees or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest.

6. The proffering of observations on proposals for buildings accommodating apparatus for public undertakings.

7. Minor variations to approved details.

8. Authority to determine prior-approval applications for telecommunications development where the LAC timetable precludes LAC consideration.

9. Subject to consultation with the **Legal Services Manager:**

   (i) Authorise the issue of Enforcement Notices;

   (ii) Authorise the issue of Stop Notices;

   (iii) Authorise the issue of Breach of Conditions Notices;

   (iv) Authorise the issue of Section 215 Notices;

   (v) Authorise the issue of Tree Replacement Notices;

   (vi) Authorise the issue of Planning Contravention Notices;

   (vii) Authorise the issue of Section 3 Listed Building Preservation Notices;

   (viii) Authorise the issue of Section 38 Listed Building Enforcement Notices;

   (ix) Authorise the issue of Section 54 Listed Building Urgent Repairs Notices;

   (x) Authorise the issue of Section 48 Listed Building Repairs Notices;

   (xi) Authorise prosecution for failure to comply with requirements of i-x;

   (xii) Authorise prosecution for illegal advertising;

   (xiii) Authorise prosecution for unauthorised works to protected trees;

   (xiv) Authorise injunction and similar enforcement proceedings in the courts;
(xv) Authorise prosecution and committal proceedings for breach of orders obtained under any of the foregoing;

10. To refuse an application not otherwise delegated to him, where the applicant has delayed unreasonably provision of information needed to facilitate the determination of the application.

11. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

12. To determine complaints made by the owner/occupiers of domestic property adversely affected by evergreen hedges over two metres high (in the case of hedges not owned by the Council).

13. (i) To determine whether an environmental assessment and/or statement and/or similar appraisal is required under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

(ii) To decide whether to adopt a screening opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

(iii) To give a scoping opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

14. To determine and/or decide and/or advise about whether or not any requirement prerequisite to the proper exercise of any of the above functions is fulfilled.

15. To perform or procure the performance of any duties or requirements which are necessary, desirable or otherwise ancillary to the proper discharge of any of the above functions.

**DIRECT SERVICES MANAGER**

1. The enforcement of the following legislation, including the appointment of named officers or as inspectors, and the designation of powers that they may use, including issuing fixed penalty notices, directions and orders, serving notices and seizure.

   Environment Protection Act 1990: Part II – Waste on Land; Part IV – Litter
   Refuse Disposal Amenity Act 1978: Sections 2 and 3 (abandoned vehicles)
   Clean Neighbourhoods and Environment Act 2005: Part 2 – Vehicles; Part 3 – Litter and refuse; Part 4 – Graffiti and other defacement; Part 5 – Waste, transport, deposit and disposal; Part 9 – Miscellaneous powers

2. The letting of leisure and sports facilities in accordance with the policy laid down by the Council.

3. The letting of accommodation at sports pavilions in accordance with the policy laid down by Council.
4. The maintenance of individual grave spaces, the erection of headstones, memorials, inscriptions etc in the Council's cemeteries and burial grounds.

5. The grant, surrender and repurchase of exclusive rights of burial in grave spaces.

**HR MANAGER**

1. Implementation of amendments to car mileage rates in accordance with nationally agreed scales.

   *In conjunction with the Chief Financial Officer.*

2. Implementation of nationally and locally agreed amendments to salaries, rates of pay and conditions of service.

   *In conjunction with the Chief Financial Officer (in terms of budgetary considerations) and subject to a report to the Cabinet (other than for minor conditions of service changes).*

**LEGAL SERVICES MANAGER**

1. The institution of any legal proceedings in any criminal or civil courts or tribunals wherever this is considered appropriate and the defence of any proceedings brought against the Council, together with authority to take any necessary incidental steps connected therewith.

2. To instigate a prosecution or other legal proceedings where it is in the interest of the Council under section 222 of the Local Government Act 1972 and where the prosecution or other legal proceedings can be seen as assisting in fulfilling the Council's functions.

3. The service of notice to quit where required to protect the Council's interest.

   *After consultation with the Principal Valuer.*

4. The signing of all documents and notices on behalf of the Council in relation to any formal or legal proceedings.

5. The authorisation of persons:

   (a) to prosecute or defend on behalf of the Borough Council and appear in proceedings before the Magistrates Court pursuant to Section 223 of the Local Government Act 1972;

   (b) to appear in the County Court on behalf of the Borough Council in actions for the recovery of possessions of housing and commercial premises belonging to the Borough Council pursuant to Section 60 of the County Court Act 1984; and in actions for the recovery of debts and arbitration hearings;

   (c) to appear on behalf of the Borough Council at Local Inquiries arising under the Town and Country Planning Acts and legislation relating to compulsory purchase.

6. The execution of agreements for minor wayleaves over Council properties for drainage, gas, electricity and telephone facilities.
7. The burial of deceased persons for whom no other arrangements have been made.

8. The service of notices under Land Drainage legislation.


10. Authority to affix the Common Seal of the Council to mortgage discharge deeds and other miscellaneous legal documents without the need for a formal resolution of the Council.

11. Subject to the restrictions shown at the end of this item, the exercise of licensing functions, including the issue, refusal, suspension or revocation of licences, permits and registrations as follows:-

   (a) Permits for amusement with prizes in accordance with Council policy.

   (b) Registration of organisations for the conduct of small lotteries.

   (c) Game dealers' licences.

   (d) Licences for house to house collections and permits for street collections.

   (e) Late night refreshment house licences.

   (f) Registration of scrap metal dealers.

   (g) Licences for the use of premises for cinematographic purposes.

   (h) Theatre licences.


   (j) Licences for places of entertainment.

   (k) Applications for registration of door supervisors for places of public entertainment and public houses.

   (l) The determination of applications for track betting licences, unless particularly controversial in which case this would be dealt with by the licensing panel of the relevant local area committee.

   (m) The determination of applications under the powers of the Licensing Act 2003 and the Gambling Act 2005.

These matters are dealt with on the Council's behalf by Southampton City Council under a partnership agreement.
Restrictions on delegation
Subject to:
For items (a) to (m)

(i) consultation with the Chair of the relevant committee in respect of matters not within Council policy

(ii) consultation with the Chair of the relevant committee on any proposal to refuse, suspend or revoke a licence (for reasons other than the fitness of a vehicle, the non-production of documents or in the interest of public safety under section 61 (2B) Local Government (Miscellaneous Provisions) Act 1976 in the case of hackney carriage or private hire licences (item(i)))

Additionally, for items (g), (h) and (j):

12. After Consultation with the Head of Development Management the determination of applications under sections 191 (as amended) and 192 of the Town and Country Planning Act 1990 (certificates of lawful use or development or proposed use or development) and section 64 (applications to determine whether planning permission is required).


14. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

15. To enter into agreements in respect of parking adjudication.

16. To authorise officers (from this Council or its local authority partners or agents) to issue cautions under the Licensing Act 2003 and the Gambling Act 2005.

17. To certificate films, in consultation with the Chair or Vice Chair of the Licensing Committee.

18. Power to grant dispensations to Members in accordance with section 33 of the Localism Act 2011.

19. To act as the proper officer for the purposes of the access to information rules, including determination, in consultation with the Leader of the Council, of a response to any representations received about why a Cabinet meeting, or part of a Cabinet meeting, should be held in public following publication of a notice to meet in private. (See also the concurrent delegations to the Assistant Head of Legal and Democratic Services on page 3.27)

PLANNING POLICY SENIOR SPECIALIST OR RELEVANT MANAGER

1. The approval of grants for listed buildings in accordance with current policy.

2. The service of Hedgerow Retention Notices.
3. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

HEAD OF REVENUE AND BENEFITS

1. The demand, collection and recovery of Council Tax, and Business Rate.

2. The grant of mandatory rate relief under section 43(6) of the Local Government Finance Act 1988.

3. The approval of applications for discretionary rate relief (under sections 44A and 47 of the Local Government Finance Act 1988) and reduction of remission of liability (under section 49 of the Local Government Finance Act 1988).

4. To deal with all matters relating to the administration of Housing Benefit, including the determination and payment of benefit, the exercising of discretionary powers, all decisions relating to the recovery or non-recovery of recoverable overpayments of this benefit, and determining appropriate sanctions to administer in case of fraud in accordance with the Social Security Contributions and Benefits Act 1992 and the Social Security Administration Act 1992 as amended by Schedule 9 of the Local Government Finance Act 1992 and any regulations or any subsequent re-enactment or statutory provision.

5. To determine and pay claims for Discretionary Housing Payments in accordance with the scheme policy statement.

6. The authorisation of persons to appear in Magistrates’ Court on behalf of the Council for the recovery of benefit overpayments, unpaid Council Tax and Non-Domestic Rates and to prove any such sums due to the Council, pursuant to Section 223 of the Local Government Act 1972.

7. The completion, and signing off, of all financial and statistical returns for Council Tax, National Non-Domestic Rates and Benefits, as required by Government.

8. To deal with all matters relating to the administration of the Council Tax Reduction Scheme (Council Tax Support) including the determination of appropriate sanctions.

9. To decide whether to apply penalties for non-disclosure or late disclosure of change of circumstances for Council Tax in accordance with prescribed regulations.

10. To authorise the write-off of debts relating to Housing Benefit, Council Tax and Business Rates for debts below £2000.

TRANSPORT AND ENVIRONMENT LEAD SPECIALIST

1. The numbering and re-numbering of houses.

2. The closure of the use of a highway by vehicles for a period not exceeding three months in cases of emergency.

Subject to report to relevant Ward members.
3. Authority to make unopposed Traffic Regulation Orders.

4. The approval of temporary closure of roads.

*Subject to notification of such approvals to Group Spokespersons and Ward Members.*

5. The issue of hazardous substances contravention notices.

6. The implementation of disabled drivers bays, subject to no objections being received through the statutory process.

7. The issue and revocation of parking permits for residents, businesses, visitors and carers for any resident parking scheme in the Borough within the policy of the Council.

8. The cancellation, as appropriate, of penalty charge notices which have been issued on or off the streets under the Road Traffic Act 1991/Traffic Management Act 2004.

9. To register any unpaid parking fines from the implementation of the Road Traffic Act 1991/Traffic Management Act 2004 with the Traffic Enforcement Centre, so as to enforce the charge by requesting a warrant, and, on issue of that, to employ certificated bailiffs to execute the warrant.

10. The power to enter land, under Sections 14, 26 and 64 of the Land Drainage Act 1991, to enable officers to maintain, improve or construct watercourses or drains as defined in the legislation.

**BUILDING CONTROL MANAGER**

(These functions are held by Southampton City Council under a partnership agreement)

1. The administration of the Building Regulations and other related legislation to include:

   (i) Hampshire Act 1980
   (ii) Sustainable and Secure Buildings Act 2004
   (iii) Safety at Sports Grounds Act 1975
   (iv) Disability Discrimination Act 1995
   (v) Licensing Act 2003
   (vi) Local Govt (Misc Provisions) Act 1982
   (vii) Clean Neighbourhoods and Environment Act 2005

2. Power to deal with dangerous structures.

3. The approval and extension for temporary periods not exceeding three years of buildings constructed of short-lived materials.

**HEALTH AND WELLBEING LEAD SPECIALIST**

1. The allocation of grants to charitable organisations.
TRANSPORT AND ENVIRONMENT LEAD SPECIALIST

1. The enforcement of any relevant legislation and the appointment of named officers or categories of officers as authorised officers or as inspectors (including the power to designate the powers they may exercise) under any relevant legislation including:

- Dogs Act 1871
- Public Health Act 1875
- Open Spaces Act 1906
- Public Health Acts Amendment Act 1907
- Public Health Act 1936
- Prevention of Damage by Pests Act
- Shops Act 1950
- Rag Flock and Other Filling Materials Act 1951
- Pet Animals Act 1951
- Clean Air Acts 1956 and 1968
- Caravan Sites and Control of Development Act 1960
- Public Health Act 1961
- Animal Boarding Establishments Act 1963
- Riding Establishments Act 1964 and 1963
- Local Government Act 1972
- European Communities Act 1972
  - Regulation (EC) 852/2004
  - Regulation (EC) 853/2004
  - Regulation (EC) 854/2004
  - The General Food Regulations 2004
  - The Food Hygiene (England) Regulations 2006
  - Official Control (Animals Food and Feed) (England) Regulations 2006
  - Official Feed and Food Controls (England) Regulations 2009
  - Trade in Animals and Related Products Regulations 2011
- Health and Safety at Work Act 1974
- Control of Pollution Act 1974
- Dangerous Wild Animals Act 1976
- Animal Health Act 1981
- Public Health (Control of Disease) Act 1984
- Zoo Licensing Act 1984
- Building Act 1984
- Housing Act 1985
- Hampshire Act 1983
- Local Government and Housing Act 1989
- Environmental Protection Act 1990
- Food Safety Act 1990
- Water Industry Act 1991
- Dangerous Dogs Act 1991
- Control of Dogs Order 1992
• Clean Air Act 1993
• Noise and Statutory Nuisance Act 1993
• Sunday Trading Act 1994
• Environment Act 1995
• Noise Act 1996
• Dogs (Fouling of Land) Act 1996
• Housing Grants, Construction and Regeneration Act 1996
• Pollution Prevention and Control Act 1999
• Vehicle (Crime) Act 2001
• The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
• Licensing Act 2003
• Housing Act 2004
• Clean Neighbourhoods and Environment Act 2005
• Health Act 2006
• Sunbeds (Regulation) Act 2010
• Mobile Homes Act 2013
• The Anti-Social Behaviour, Crime and Policing Act 2014

and regulations made thereunder.

1. The service of statutory notices under the following legislation:

   • the Public Health Acts,
   • the Food Acts and regulations,
   • the Health and Safety at Work etc Act 1974,
   • the Control of Pollution Act 1974,
   • the Environmental Protection Act 1990,
   • the Refuse (Disposal) Amenity Act 1978,
   • the various Local Government (Miscellaneous Provisions) Acts,
   • the Prevention of Damage by Pests Act 1949,
   • the Clean Air Acts,
   • the Housing Act 2004,
   • the Clean Neighbourhoods and Environment Act 2005,
   • the Health Act 2006,
   • the Mobile Homes Act 2013,
   • the Building Act 1984,
   • the Pollution Prevention and Control Act 1999,
   • the Environment Act 1995
   • the Anti-Social Behaviour, Crime and Policing Act 2014

and the determination of any matter, e.g. satisfaction/opinion which must precede the service of such notices.

2. The execution of works required by statutory notice in default of compliance by the owner or occupier or person responsible.

3. Authorisations, variations and revocations of such authorisations for prescribed processes under the Environmental Protection Act 1990.
4. The exercise of all licensing, registration and approval functions including revocations, refusals, transfers and variations in connection with (subject to consultation with the appropriate Cabinet Member in respect of matters not within established Council policy):

- pet animals, riding, animal boarding and dog breeding establishments, zoos and dangerous wild animals subject to a veterinary surgeon's report where appropriate.
- performing animal exhibition trainers
- food premises;
- egg producers;
- shops or places for Sunday trading;
- pleasure boats and boatmen's licences;
- caravan sites;
- meat preparations and meat products;
- skin-piercers;
- rag flock and other filling materials;
- street trading;
- certain types of industrial activity.

5. The application of regulations 5 and 6 of the Health and Safety (Enforcing Authority) Regulations 1989.

6. The appointment and revocation of Proper Officers for public health functions.


In consultation with the Legal Services Manager


In consultation with the Chief Financial Officer

9. The maintenance of Public Registers in respect of:

- Food Premises
- Health and Safety notices affecting the public
  - Cooling Towers
  - Caravan Sites
  - Prescribed Processes
  - Contaminated Land
  - Radioactive Substances
  - Found Stray Dogs
  - Notices served under Section 352 Housing Act 1985

10. The execution of works required by statutory notice in default of compliance by the owner or occupier or person responsible.
11. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

12. The determination of applications for continuation or restoration of services under Section 33 of the Local Government (Miscellaneous Provisions) Act 1976.

**HOUSING AND DEVELOPMENT LEAD SPECIALIST**

1. The exercise of powers and duties under homelessness legislation.

2. Liaison with Health Authorities in respect of the provision of medical advice to the Local Authority on housing matters.

3. Liaison with external agencies such as the Cabinet Office, Social Services, Health Authorities, housing associations, etc on matters relevant to the provision, repair, improvement, management, etc of social housing.

4. Payments to Registered Social Landlords in relation to mortgage rescue.

5. The determination of applications for home loss, disturbance and removal in accordance with statutory requirements.

6. The determination of applications for disabled facilities grants, other grants and loans in accordance with the statutory requirements and within the limits of Council policy.

7. The determination of applications for continuation or restoration of services under Section 33 of the Local Government (Miscellaneous Provisions) Act 1976.

8. To submit applications to the Homes and Communities Agency to waive conditions related to grant funded shared ownership housing in Designated Protection Areas.

**PROPERTY AND DEVELOPMENT MANAGER OR RELEVANT SERVICE MANAGER**

1. The approval of:

   (a) All non-contentious leases, licences, tenancy, rent reviews for terms up to 125 years at rentals up to £200,000 a year exclusive, where the principle of letting has been approved by the Cabinet or relevant Committee.

   (b) The purchase of land required for highway schemes under the Highways Agency Agreement up to £10,000 in value subject to approval by the Cabinet or relevant Committee and the Hampshire County Council, and to the availability of finance.

   (c) The purchase of land up to £1,000,000 in value, subject to Cabinet or Committee approval having been obtained for the scheme and the availability of finance.

   (d) Disturbance payments up to £10,000 subject to the scheme having been approved by the Cabinet or appropriate Committee.

   (e) Home loss payments complying with the provisions of the Land Compensation Act 1993 of 10% of the market value of the property, subject to the statutory minimum and maximum payments current at the time.
(f) The granting of easements up to £50,000 in value, subject where appropriate, to the agreement of the holding Committee.

(g) The sale of freehold reversions to the leaseholders.

(h) Incidental approvals and consents under conveyances, transfers, leases and temporary lettings, to include variations, assignments, sub-lettings and Landlords’ consent.

(i) The granting of approvals and consents under conveyances, leases, agreements and temporary lettings of properties purchased for redevelopment.

(j) The acceptance of dedications of land for the improvement or construction of highways on payment of surveyors' fees and any necessary accommodation works.

(k) The conduct of negotiations for the purchase of properties in mortgage hardship cases and the making of any necessary tenancy arrangements. In consultation with the Cabinet Member for Social Policy.

(l) Non contentious sales up to £1,000,000 where approved in principle by Cabinet.

(m) Free dedication to the highway authority of small areas of Borough-owned land required for highway purposes in connection with schemes approved by the holding Committee.

2. The acquisition and sale of mobile homes at Grange Park at market value and the development of plots at Grange Park.

3. The approval of assignment and grant of Grange Park mobile home site agreements at market value.

4. Authority to make comments on relevant planning applications, as provided for in Appendix 1 of Part II of Standing Orders (Proceedings and Business of the Cabinet and Committees) (see Part 4 - Council and Committee Procedure Rules).

RETURNING OFFICER

1. The selection of premises as polling stations.

In consultation with Group Leaders and relevant Ward Members.
QUESTIONs FOR COUNCIL MEETING – 23 FEBRUARY 2017

Question from Councillor Grajewski to Councillor House:

"Does the Leader agree with the objectives of the Neighbourhood Planning Bill and the Housing White Paper to further empower local people to have a greater say in shaping their local areas and ensuring that communities have a stronger voice in the planning process?"
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