

ITEM 13 Members' Allowances Scheme – Recommendations of the Independent Review Panel

Report of the Corporate Portfolio Holder

Recommended:

- 1 That the Independent Review Panel's report, attached as Annex 1 to the report, be noted.**
- 2 That the following recommendations be considered and if accepted that these take effect from 7 May 2015.**
 - 2.1 That payment of the Basic Allowance and Special Responsibility Allowance be paid as set out in Annex 2.**
 - 2.2 That the above allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.**
 - 2.3 That no Member of the Council receive more than one SRA.**
 - 2.4 That SRAs are automatically adjusted pro rata where a Member is unable to undertake all or most of the duties covered by an SRA for a continuous period of one calendar month or more because of illness and where a Member takes on these duties as set out in the Independent Review Panel's report.**
 - 2.5 That the Childcare and Dependent Carers scheme be adopted as set out in the Independent Review Panel's report.**
 - 2.6 Travel and Subsistence Allowances be paid in respect of the same "approved duties" as in the Council's existing arrangements for such allowances except that the Head of Legal and Democratic Services be delegated authority to authorise reimbursement of the cost of accommodation which has been booked directly by Members and costs more than the limit in exceptional circumstances.**
 - 2.7 That Subsistence rates be paid at costs actually incurred by Members as set out in the Independent Review Panel's report.**
 - 2.8 That Travel Allowances continue and passenger payments be kept in line with the Inland Revenue's assessment of "per mile" operating costs.**
 - 2.9 That reimbursement for rail travel be restricted to all classes other than 1st Class.**

- 2.10 That payments be made to co-opted Members at the same rate of travel and subsistence allowance which applies to Councillors in respect of attendance at meetings etc., plus any reasonable out-of-pocket expenses they incur subject to the approval of the Head of Legal and Democratic Services.**
- 2.11 That all the above allowances, other than the BA, SRAs and rates of travel allowance, be increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2016 and followed by increases in April 2017 and 2018.**
- 2.12 That allowances be recovered from any Member who is suspended or disqualified.**
- 3 That attendance figures be published annually on the Council's website showing the attendance records of Members at meetings commencing with figures for 2015/16.**
- 4 That the Mayoral and Deputy Mayoral Allowances for the financial years 2015 to 2018 be provided at the same level of net payments (£11,770 and £4,267 respectively) as currently and to maintain these allowances at the same level throughout that period.**
- 4.1 That from May 2015 the Mayoral and Deputy Mayoral Allowances be paid in monthly instalments.**
- 5 That a full review of all allowances by the Independent Review Panel be carried out in summer/autumn 2018 (with a view to recommending a revised allowance scheme for implementation from May 2019), unless Members wish allowances to be reviewed again at an earlier stage, or there are changes in the Council's organisation or structure which requires an early review of the current scheme.**

Recommendation to Council**SUMMARY:**

- The Independent Review Panel consisting of Mr Steve Vale, Mr Trevor Cox and Mr Michael Cronin met on 7 and 8 October 2014 to recommend a new scheme of allowances to be effective from 7 May 2015.
- The recommendations of the Independent Review Panel are set out in the report attached as Annex 1.

1 Introduction

- 1.1 Council at its meeting on 27 October 2010 agreed that a full review of all allowances by the Independent Review Panel (The Panel) be held in summer/autumn 2014 with a view to recommending a revised allowance scheme for implementation from the fourth day following the Borough Elections in 2015.

2 Background

- 2.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provides for each local authority to decide its scheme and the amounts to be paid under that scheme.
- 2.2 Councils are required to establish and maintain an Independent Remuneration Panel to provide the Council with advice on its Members' Allowances Scheme and the amounts to be paid. The Panel was also requested to examine the current allowances paid to the Mayor and Deputy Mayor to cover their expenses and to recommend the future level of these allowances.
- 2.3 The Panel met on 7 and 8 October 2014 and comprised Mr Trevor Cox, from My Test Valley Panel, Mr Michael Cronin, Independent Person (Appeals and Ethics Sub-Committee) and Mr Steve Vale, an HR consultant, who chaired the panel.

3 Independent Remuneration Panel's Report

- 3.1 The Panel's report sets out the summary of main recommendations and detailed commentary and basis for recommendations and is attached at Annex 1.
- 3.2 The Panel agreed that in general the Scheme would continue as currently except that Special Responsibility Allowance for the Chairman of Licensing Committee to be reduced from 1.75 x BA to 1.6 x BA with effect from 7 May 2015.
- 3.3 The Panel also recommended that the Mayoral and Deputy Mayoral Allowance continue at the current level for 2015 to 2019 and from May 2015 that this allowance be paid in monthly instalments.

4 Consultations/Communications

- 4.1 A questionnaire survey was carried out with all Members and 15 out of 48 Members responded. A summary of the responses from the questionnaire are set out in The Panel's report.
- 4.2 All Members were invited to address the Panel of which 5 Members took up the offer.

5 Options

- 5.1 Legislation requires Council to have regard to the recommendations of The Panel. However, Council has the option to establish an alternative scheme or to make changes to any of the recommendations of The Panel.

6 Option Appraisal

- 6.1 It is a statutory requirement that the Members' Allowances Scheme be reviewed at least every 4 years. If no new scheme is approved no allowances can be paid from 7 May 2015.

7 Risk Management

- 7.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered have previously been considered by Councillors.

8 Resource Implications

- 8.1 In 2014/15 the sum of £401,000 was included in the budget to cover the costs of Members' Basic and Special Responsibility Allowances. If the Panel's recommendations on Basic and Special Responsibility Allowances were accepted then this would reduce the budget in 2015/16 by approximately £1,150. This would not take into account any national pay award(s) for local government employees agreed before 7 May 2015.
- 8.2 The table at Annex 2 sets out the current and proposed Basic and Special Responsibility Allowance rates and the variances.
- 8.3 The Panel has recommended that the changes be implemented from 11 May 2015 which will come into effect the day that Members' term of office commences following the Elections on 7 May 2015.
- 8.4 It was recommended that subsistence and childcare allowance be increased on 1 April each year commencing on 1 April 2015 by the rate of CPI for the preceding September.

9 Equality Issues

- 9.1 An EQIA is not needed because the issues covered have previously been considered by Councillors.

10 Conclusion

- 10.1 Whilst there is no statutory duty upon the Council to agree the recommendations of the Panel, legislation requires Members to have regard to the Panel's recommendations and to have a reasonable approach when considering its proposals.

Background Papers (Local Government Act 1972 Section 100D)Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	2	File Ref:	
(Portfolio: Corporate) Councillor Busk			
Officer:	Tom van der Hoven	Ext:	8014
Report to:	Cabinet	Date:	17 December 2014

	<u>2014-2015</u>	<u>2015-2016</u>	<u>Difference</u>
		£	£
Basic Allowance	6,313	6,313	0
Leader	11,969	11,969	0
Deputy Leader	8,181	8,181	0
Portfolio Holders	7,626	7,626	0
Chair of O & S	6,313	6,313	0
Chair of Planning Control	4,747	4,747	0
Chair of Area Planning	4,747	4,747	0
Chair of Licensing	4,747	3,800	-947
Chair of G.P	2,071	2,071	0
Min Opp Group Leader	2,828	2,828	0
Chair of Council	2,828	2,828	0
V/C of Area Planning	960	960	0
V/C of O & S	1,263	1,263	0
V/C of Planning Control	960	960	0
V/C of Licensing	960	760	-200
V/C of Council	556	556	0
V/C of GP	404	404	0

CABINET

Date: 17 December 2014

STATEMENT OF CABINET DECISIONS

NOTE: No action can be taken on the following items until the 7th working day after the meeting. If an item is called in, Heads of Service will be contacted by the Head of Administration.

This is a Statement in accordance with Regulation 12 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

<u>Distribution</u> All Members of Council Chief Executive Corporate Directors All Heads of Service File	c.c. Kathryn Lamb Christine Hastings Carole Powell Keith Harrold	
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Agenda No.	Recommended/ Resolved	Decision	Officer to take action/author
7		<u>Review of the Romsey Town Access Plan SPD (2014)</u>	Head of Planning Policy and Transport
	Resolved	<p>1. That the Review of the Romsey Town Access Plan SPD (2014) attached as Annex 1 be approved for public consultation subject to the following amendments:</p> <ul style="list-style-type: none"> a. That TVBC0053 on page 42 of the agenda be amended to include "pedestrians along the bypass." b. That the Scheme Proposal in TVBC 0053 on page 42 of the agenda be amended to include investigation of the provision of lighting. c. That the Scheme Proposal in TVBC 0070 on page 46 of the agenda be amended to include bus shelters and appropriate hard standing. d. That the pay and display spaces in paragraph 3.23 of the report be amended by replacing "631" with "951" and "56" with "45". e. That the words "... private car parking areas..." in paragraph 3.23 of the report be replaced with "... other car parking areas....". <p>2. That the Head of Planning Policy and Transport be delegated to make changes of a</p>	

		minor nature to improve the presentation of the documents and correct typographical errors prior to publication.	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
8		<u>OSCOM Task and Finish Panel Review: The Member's Role in Planning</u>	Head of Planning and Building
	Resolved	<ol style="list-style-type: none"> 1. Planning training for all Members be provided by officers and external trainers on a regular basis; 2. An initial general briefing session be introduced for all Members that covers the areas described by officers in the Annex attached to the report; 3. A rolling programme of training for Members be introduced covering specific aspects of planning including, updates, procedure and good practice; 4. The Head of Planning and Building be instructed to identify a suitable training provider to deliver high quality Members' training; 5. The cost of the new training be contained within the Members' Development budget; 6. An evaluation process based on how training sessions have assisted Members in their planning role be introduced through the use of a feedback questionnaire for participants; 7. Members be advised of training sessions via a number of routes, including email, the Council Calendar and the Members' Information Bulletin; 8. Any Member who attends an independently provided specialist planning training session should provide a briefing note for all members; 9. The proposal to establish a "planning club" not be pursued; 10. Training sessions on planning should take the form of workshops, involve officers and members working together, and adopt a case-study approach; 11. The proposal to introduce a mentoring system be not pursued; 	

		<p>12. The meeting of the Planning Chairmen and Vice-Chairmen be asked to regularly consider and recommend further training requirements, for all Members;</p> <p>13. Training for Planning Chairmen and Vice-Chairmen continue to be provided as part of the Member's induction programme and further training be provided as required;</p> <p>14. The proposals to introduce a system for the maintenance/updating of Members' planning training records and a "training passport be not pursued;</p> <p>15. Data on committee and training attendance should be circulated to Group Leaders, the Planning and Transport Portfolio Holder and the Planning Committee Chairmen on an annual basis and not to all Members as suggested by the OSCOM Panel;</p> <p>16. The OSCOM Panel's recommendation that only members who have undergone induction training should sit on planning committees, be supported and the Head of Legal and Democratic Service's comments on the matter as set out in in 6.1.15 on page 60 of the agenda be noted;</p> <p>17. The OSCOM Panel's recommendations in respect of Member conduct be supported and the Head of Legal and Democratic Service's comments as set out in in 6.1.15 on page 60 of the agenda that these issues are, in the main, addressed by the Local Code for Councillors and Officers Dealing with Planning Matters ("the Local Code") or otherwise by effective training in areas of planning and related law, be noted;</p> <p>18. The OSCOM Panel's recommendation to enhance all Members' opportunity to take part in planning policy formulation and to introduce a more structured approach to reviewing the effectiveness of policies and their impact be supported and the Head of Planning Policy and Transport be requested to present a further report to Cabinet, in April 2015, on the practical implementation of these recommendations;</p> <p>19. The Head of Planning and Building be instructed to survey Members on their requirements of reports presented to Planning Committees and be asked to collate the information received and consider any suggestions with me, as Portfolio Holder, and agree what changes, if any, should be introduced;</p> <p>20. The Planning Advisory Service be employed from time to time to monitor the committee decision processes, provide feedback and identify any issues to be addressed.</p>	
	Reasons for decision	As detailed in the report.	
	Alternative Options	As detailed in the report.	

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	considered but rejected		
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
9		<u>Management of Andover Museum</u>	Head of Community and Leisure Services
	Resolved	<ol style="list-style-type: none"> 1. That Test Valley Borough Council and Hampshire County Council jointly agree to cease cross-subsidy (TVBC to Andover Museum and HCC to the Lights) with effect from 01 April 2015. 2. That a deed of waiver be drafted to formally agree for the Joint Management Agreement (JMA) to be terminated by mutual agreement, also with effect from 01 April 2015. 3. That the Joint Management Committee cease from 01 April 2015. 	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
10		<u>Write Off of Uncollectable Debts</u>	Head of Revenues
	Resolved	That the debts as detailed in the report, totalling £101,704.93 be written off in the Council's accounts as uncollectable.	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
11		<u>Review of Council Tax Support Scheme for 2015/16</u>	Head of Revenues
	Resolved	<ol style="list-style-type: none"> 1. That the Head of Revenues bring forward the local Council Tax Support Scheme (also known as the 	

		<p>Council Tax Reduction Scheme) for 2015/16, based on the principles of the 2014/15 Scheme, for approval by Council in January 2015 and that the scheme continues to disregard 100% of certain payments (for working age and pensioner age customers) made under the War Pension and Armed Forces Compensation Schemes.</p> <p>2. That the Head of Revenues, in preparing the 2015/16 scheme for approval, include provision for the components of the Council Tax Support Scheme to be uplifted in line with the national Council Tax Support Pensioner Scheme and national Housing Benefit Scheme.</p>	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
12		<u>Request for an Increase in Hackney Carriage Fares</u>	Head of L&D
	Resolved	<p>1. An increase in the Hackney Carriage fares in the Borough, as requested by the Test Valley Taxi Association and detailed in this report, be granted and that the Head of Legal and Democratic Services make the necessary arrangements for the implementation of the new fare structure.</p> <p>2. The responsibility for approving future fare increases be delegated to the Head of Legal and Democratic Services in consultation with the Corporate Portfolio Holder.</p>	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
13		<u>Members' Allowances Scheme – Recommendations of the Independent Review Panel</u>	Head of L&D
	Recommended to Council	<p>1. That the Independent Review Panel's report, attached as Annex 1 to the report, be noted.</p> <p>2. That the following recommendations be considered and if accepted that these take effect from 7 May 2015.</p> <p>2.1 That payment of the Basic Allowance and Special Responsibility Allowance be paid as</p>	

		set out in Annex 2.	
	2.2	That the above allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.	
	2.3	That no Member of the Council receive more than one SRA.	
	2.4	That SRAs are automatically adjusted pro rata where a Member is unable to undertake all or most of the duties covered by an SRA for a continuous period of one calendar month or more because of illness and where a Member takes on these duties as set out in the Independent Review Panel's report.	
	2.5	That the Childcare and Dependent Carers scheme be adopted as set out in the Independent Review Panel's report.	
	2.6	Travel and Subsistence Allowances be paid in respect of the same "approved duties" as in the Council's existing arrangements for such allowances except that the Head of Legal and Democratic Services be delegated authority to authorise reimbursement of the cost of accommodation which has been booked directly by Members and costs more than the limit in exceptional circumstances.	
	2.7	That Subsistence rates be paid at costs actually incurred by Members as set out in the Independent Review Panel's report.	
	2.8	That Travel Allowances continue and passenger payments be kept in line with the Inland Revenue's assessment of "per mile" operating costs.	
	2.9	That reimbursement for rail travel be restricted to all classes other than 1 st Class.	
	2.10	That payments be made to co-opted Members at the same rate of travel and subsistence allowance which applies to Councillors in respect of attendance at meetings etc., plus any reasonable out-of-pocket expenses they incur subject to the approval of the Head of Legal and Democratic Services.	
	2.11	That all the above allowances, other than the BA, SRAs and rates of travel allowance, be increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2016 and followed by increases in April 2017 and 2018.	
	2.12	That allowances be recovered from any Member who is suspended or disqualified.	
	3.	That attendance figures be published annually on the Council's website showing the attendance records of Members at meetings commencing with figures for 2015/16.	
	4.	That the Mayoral and Deputy Mayoral	

		<p>Allowances for the financial years 2015 to 2018 be provided at the same level of net payments (£11,770 and £4,267 respectively) as currently and to maintain these allowances at the same level throughout that period.</p> <p>4.1 That from May 2015 the Mayoral and Deputy Mayoral Allowances be paid in monthly instalments.</p> <p>5. That a full review of all allowances by the Independent Review Panel be carried out in summer/autumn 2018 (with a view to recommending a revised allowance scheme for implementation from May 2019), unless Members wish allowances to be reviewed again at an earlier stage, or there are changes in the Council's organisation or structure which requires an early review of the current scheme.</p>	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
14		<u>Proper Officer Appointments and Scheme of Delegations to Head of Administration</u>	Head of L&D
	Resolved	<ol style="list-style-type: none"> 1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Cabinet, be delegated to the Head of Legal and Democratic Services. 2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Cabinet. 3. That the Legal Service Manager be authorised to attest to the affixing of the Seal. 	
	Recommended to Council	<p>Recommended to Council:</p> <ol style="list-style-type: none"> 1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Council, be delegated to the Head of Legal and Democratic Services. 2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Council. 3. That the Legal Service Manager be authorised to attest to the affixing of the Seal. 	

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	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
15		<u>Appointment to Licensing Committee</u>	Head of L&D
	Recommended to Council	That Councillor Janet Whiteley be appointed to the Licensing Committee.	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
16		<u>HR Resourcing</u>	Human Resources Manager
	Resolved	<ol style="list-style-type: none"> 1. That additional hours equivalent to an increase of 1 FTE HR Advisor post be added to the HR establishment. 2. That £24,050 be added to the HR budget for 2015/16 and this to be reflected in the next budget update report to Cabinet. 	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
17		<u>Exclusion of the Public</u>	
	Resolved	That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the consideration of reports on the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraphs of	

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		<p>Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below. The public interest in maintaining the exemption outweighs the public interest in disclosing the information for the reason given below:</p> <p>Housing Options Staffing Arrangements: Paragraphs 1 and 3</p>	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	
18		<u>Housing Options Staffing Arrangements</u>	Head of Housing and Environmental Health
	Resolved	<ol style="list-style-type: none"> 1. That the posts identified in paragraph 5.11 of the report be made permanent with immediate effect. 2. That the funding options as set out in paragraph 8 of the report be approved. 	
	Reasons for decision	As detailed in the report.	
	Alternative Options considered but rejected	As detailed in the report.	
	Declared conflicts of Interest	None	
	Note of Dispensations Granted	N/A	

Should any member wish to call in any of the decisions listed above please write to the Head of Administration by noon on the 6th working day following the day of the meeting (2nd January 2015).

Minutes of the Cabinet
of the Test Valley Borough Council
held in The Annexe, Crosfield Hall, Broadwater Road, Romsey
on Wednesday 17 December 2014 at 5.30 pm

Attendance:

Councillor I Carr (Leader)	(P)	Councillor M Hatley (Deputy Leader)	(P)
Councillor D Busk	(A)	Councillor P Giddings	(P)
Councillor S Hawke	(P)	Councillor G Stallard	(P)
Councillor A Ward	(P)		

Also in attendance:

Councillor M Cooper	Councillor I Hibberd
Councillor K Tilling	

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Minutes**Resolved:**

That the minutes of the meeting held on 26 November 2014 be confirmed and signed as a correct record.

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Review of the Romsey Town Access Plan SPD (2014)

The Romsey Town Access Plan Supplementary Planning Document (SPD) was first adopted in 2011 and the document now needs to be reviewed to take account of the changing planning framework and to update the list of potential highway improvements.

The purpose of the Romsey Town Access Plan is to provide a strategy for how to access facilities and services. It provides a mechanism for the co-ordination of developer contributions and funding sources to deliver specific measures contained within the document

Following public consultation and its adoption it will replace the existing document.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

- 1. That the Review of the Romsey Town Access Plan SPD (2014) attached as Annex 1 be approved for public consultation subject to the following amendments:**
 - a. That TVBC0053 on page 42 of the agenda be amended to include “pedestrians along the bypass.”**

- b. That the Scheme Proposal in TVBC 0053 on page 42 of the agenda be amended to include investigation of the provision of lighting.
 - c. That the Scheme Proposal in TVBC 0070 on page 46 of the agenda be amended to include bus shelters and appropriate hard standing.
 - d. That the pay and display spaces in paragraph 3.23 of the report be amended by replacing “631” with “951” and “56” with “45”.
 - e. That the words “... private car parking areas...” in paragraph 3.23 of the report be replaced with “... other car parking areas....”.
2. That the Head of Planning Policy and Transport be delegated to make changes of a minor nature to improve the presentation of the documents and correct typographical errors prior to publication.

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OSCOM Task and Finish Panel Review:
The Member’s Role in Planning

A review has been undertaken of the Member’s role in the Planning Policy and Development Management processes by an OSCOM task and finish panel. This review has involved a member survey, discussions with officers and the analysis of relevant statistical information.

The Panel’s findings suggest that:

- Planning training programmes should be revised and extended.
- Members’ contributions on planning committees require additional monitoring and support.
- The infrastructure around training and committee work should be enhanced and consolidated.

Cabinet agreed that the Head of Planning Policy and Transport, the Head of Planning and Building and the Head of Legal and Democratic Services report to Cabinet on the feasibility of implementing the recommendations of the OSCOM Task and Finish panel. The report advised on the outcome of this work.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. Planning training for all Members be provided by officers and external trainers on a regular basis;
2. An initial general briefing session be introduced for all Members that covers the areas described by officers in the Annex attached to the report;

- 3. A rolling programme of training for Members be introduced covering specific aspects of planning including, updates, procedure and good practice;**
- 4. The Head of Planning and Building be instructed to identify a suitable training provider to deliver high quality Members' training;**
- 5. The cost of the new training be contained within the Members' Development budget;**
- 6. An evaluation process based on how training sessions have assisted Members in their planning role be introduced through the use of a feedback questionnaire for participants;**
- 7. Members be advised of training sessions via a number of routes, including email, the Council Calendar and the Members' Information Bulletin;**
- 8. Any Member who attends an independently provided specialist planning training session should provide a briefing note for all members;**
- 9. The proposal to establish a "planning club" not be pursued;**
- 10. Training sessions on planning should take the form of workshops, involve officers and members working together, and adopt a case-study approach;**
- 11. The proposal to introduce a mentoring system be not pursued;**
- 12. The meeting of the Planning Chairmen and Vice-Chairmen be asked to regularly consider and recommend further training requirements, for all Members;**
- 13. Training for Planning Chairmen and Vice-Chairmen continue to be provided as part of the Member's induction programme and further training be provided as required;**
- 14. The proposals to introduce a system for the maintenance/updating of Members' planning training records and a "training passport be not pursued;**
- 15. Data on committee and training attendance should be circulated to Group Leaders, the Planning and Transport Portfolio Holder and the Planning Committee Chairmen on an annual basis and not to all Members as suggested by the OSCOM Panel;**
- 16. The OSCOM Panel's recommendation that only members who have undergone induction training should sit on planning committees, be supported and the Head of Legal and Democratic Service's comments on the matter as set out in 6.1.15 on page 60 of the agenda be noted;**

17. **The OSCOM Panel's recommendations in respect of Member conduct be supported and the Head of Legal and Democratic Service's comments as set out in 6.1.15 on page 60 of the agenda that these issues are, in the main, addressed by the Local Code for Councillors and Officers Dealing with Planning Matters ("the Local Code") or otherwise by effective training in areas of planning and related law, be noted;**
18. **The OSCOM Panel's recommendation to enhance all Members' opportunity to take part in planning policy formulation and to introduce a more structured approach to reviewing the effectiveness of policies and their impact be supported and the Head of Planning Policy and Transport be requested to present a further report to Cabinet, in April 2015, on the practical implementation of these recommendations;**
19. **The Head of Planning and Building be instructed to survey Members on their requirements of reports presented to Planning Committees and be asked to collate the information received and consider any suggestions with me, as Portfolio Holder, and agree what changes, if any, should be introduced;**
20. **The Planning Advisory Service be employed from time to time to monitor the committee decision processes, provide feedback and identify any issues to be addressed.**

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Management of Andover Museum

Over the past two years, Hampshire County Council (HCC) and Winchester City Council (WCC) have been in consultation with numerous stakeholders (including District Councils) regarding their proposal to form a new cultural trust and to transfer their Arts and Museums venues (including Andover Museum) into the new Trust's management.

The transfer was formally agreed by HCC and WCC on 01 November 2014.

The report of the Community and Leisure Portfolio Holder sought approval for amendments to governance and funding agreements as necessary, specifically for Andover Museum (as the one venue in Test Valley which is affected as a consequence).

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. **That Test Valley Borough Council and Hampshire County Council jointly agree to cease cross-subsidy (TVBC to Andover Museum and HCC to the Lights) with effect from 1 April 2015.**
2. **That a deed of waiver be drafted to formally agree for the Joint Management Agreement (JMA) to be terminated by mutual agreement, also with effect from 1 April 2015.**
3. **That the Joint Management Committee cease from 1 April 2015.**

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Write Off of Uncollectable Debts

Under Financial Procedure Rule E2.2 the Head of Finance has responsibility, in consultation with the appropriate Chief Officer, to agree the write-off of bad debts or other sums due to the Authority up to a limit of £5,000. Amounts in excess of £5,000 have to be authorised by the Head of Finance in consultation with the Economic Portfolio Holder, but amounts in excess of £25,000 must be referred to the Cabinet for approval..

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

That the debts as detailed in the report, totalling £101,704.93 be written off in the Council's accounts as uncollectable.

218

Review of Council Tax Support Scheme for 2015/16

Council Tax Benefit (CTB) was replaced with a local Council Tax Support (CTS) Scheme from 2013/14. The Council must now consider the options for 2015/16.

The national welfare reform programme is on-going and Universal Credit (UC), which will have a significant impact on the CTS Scheme, is currently scheduled to be completed around 2017.

Benefits customers continue to experience a time of significant change. The current CTS Scheme works well and provides support for those on the lowest incomes and in greatest financial need.

The estimated cost of the 2015/16 recommended Scheme can be met within current budget estimates and therefore does not create an additional budget pressure.

Given the current and future scale of welfare reform it is recommended that the current CTS Scheme continues to be adopted for 2015/16, with an uplift in value in some elements of the scheme in line with the arrangements for national benefits.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

- 1. That the Head of Revenues bring forward the local Council Tax Support Scheme (also known as the Council Tax Reduction Scheme) for 2015/16, based on the principles of the 2014/15 Scheme, for approval by Council in January 2015 and that the scheme continues to disregard 100% of certain payments (for working age and pensioner age customers) made under the War Pension and Armed Forces Compensation Schemes.**

2. **That the Head of Revenues, in preparing the 2015/16 scheme for approval, include provision for the components of the Council Tax Support Scheme to be uplifted in line with the national Council Tax Support Pensioner Scheme and national Housing Benefit Scheme.**

219 **Request for an Increase in Hackney Carriage Fares**

A request for an increase in Hackney Carriage fares charged by taxis in the Borough had been submitted by the Test Valley Taxi Association.

Cabinet previously agreed a request at its meeting held on 1 October 2014 but for technical reasons this tariff of fares could not be implemented and so Test Valley Taxi Association have subsequently submitted a revised tariff.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. **An increase in the Hackney Carriage fares in the Borough, as requested by the Test Valley Taxi Association and detailed in this report, be granted and that the Head of Legal and Democratic Services make the necessary arrangements for the implementation of the new fare structure.**
2. **The responsibility for approving future fare increases be delegated to the Head of Legal and Democratic Services in consultation with the Corporate Portfolio Holder.**

220 **Members' Allowances Scheme – Recommendations of the Independent Review Panel**

The Independent Review Panel consisting of Mr Steve Vale, Mr Trevor Cox and Mr Michael Cronin met on 7 and 8 October 2014 to recommend a new scheme of allowances to be effective from 7 May 2015.

The recommendations of the Independent Review Panel were set out in the report attached as Annex 1 to the agenda.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

1. **That the Independent Review Panel's report, attached as Annex 1 to the report, be noted.**
2. **That the following recommendations be considered and if accepted that these take effect from 7 May 2015.**

- 2.1 That payment of the Basic Allowance and Special Responsibility Allowance be paid as set out in Annex 2.**
- 2.2 That the above allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.**
- 2.3 That no Member of the Council receive more than one SRA.**
- 2.4 That SRAs are automatically adjusted pro rata where a Member is unable to undertake all or most of the duties covered by an SRA for a continuous period of one calendar month or more because of illness and where a Member takes on these duties as set out in the Independent Review Panel's report.**
- 2.5 That the Childcare and Dependent Carers scheme be adopted as set out in the Independent Review Panel's report.**
- 2.6 Travel and Subsistence Allowances be paid in respect of the same "approved duties" as in the Council's existing arrangements for such allowances except that the Head of Legal and Democratic Services be delegated authority to authorise reimbursement of the cost of accommodation which has been booked directly by Members and costs more than the limit in exceptional circumstances.**
- 2.7 That Subsistence rates be paid at costs actually incurred by Members as set out in the Independent Review Panel's report.**
- 2.8 That Travel Allowances continue and passenger payments be kept in line with the Inland Revenue's assessment of "per mile" operating costs.**
- 2.9 That reimbursement for rail travel be restricted to all classes other than 1st Class.**
- 2.10 That payments be made to co-opted Members at the same rate of travel and subsistence allowance which applies to Councillors in respect of attendance at meetings etc., plus any reasonable out-of-pocket expenses they incur subject to the approval of the Head of Legal and Democratic Services.**
- 2.11 That all the above allowances, other than the BA, SRAs and rates of travel allowance, be increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2016 and followed by increases in April 2017 and 2018.**
- 2.12 That allowances be recovered from any Member who is suspended or disqualified.**

3. That attendance figures be published annually on the Council's website showing the attendance records of Members at meetings commencing with figures for 2015/16.
4. That the Mayoral and Deputy Mayoral Allowances for the financial years 2015 to 2018 be provided at the same level of net payments (£11,770 and £4,267 respectively) as currently and to maintain these allowances at the same level throughout that period.
 - 4.1 That from May 2015 the Mayoral and Deputy Mayoral Allowances be paid in monthly instalments.
5. That a full review of all allowances by the Independent Review Panel be carried out in summer/autumn 2018 (with a view to recommending a revised allowance scheme for implementation from May 2019), unless Members wish allowances to be reviewed again at an earlier stage, or there are changes in the Council's organisation or structure which requires an early review of the current scheme.

221 **Proper Office Appointments and Scheme of Delegations to Head of Administration**

The purpose of the report is to transfer the Proper Officer appointments and delegations from the Head of Administration who retires at the end of December 2014 to the Head of Legal and Democratic Services.

The Leader thanked the Head of Administration for his service to the Council and to Members and wished him well for the future.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Cabinet, be delegated to the Head of Legal and Democratic Services.
2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Cabinet.
3. That the Legal Service Manager be authorised to attest to the affixing of the Seal.

Recommended to Council:

1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Council, be delegated to the Head of Legal and Democratic Services.

2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Council.
3. That the Legal Service Manager be authorised to attest to the affixing of the Seal.

222 **Appointment to Licensing Committee**

A replacement Member is required following a resignation from the Committee.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

That Councillor Janet Whiteley be appointed to the Licensing Committee.

223 **HR Resourcing**

The report considered the resourcing of the HR team and recommended that additional hours were introduced at the HR Advisor level.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. That additional hours equivalent to an increase of 1 FTE HR Advisor post be added to the HR establishment.
2. That £24,050 be added to the HR budget for 2015/16 and this to be reflected in the next budget update report to Cabinet.

224 **Exclusion of the Public**

Resolved:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraph of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below. The public interest in maintaining the exemption outweighs the public interest in disclosing the information for the reason given below:

Housing Options Staffing Arrangements –**Paragraphs 1 and 3**

The public interest in maintaining the exemption outweighs the public interest in disclosing the information because reference is made to individual staff members and their salary costs.

225**Housing Options Staffing Arrangements**

The report related to two temporary posts in the Housing and Environmental Health Service.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

- 1. That the posts identified in paragraph 5.11 of the report be made permanent with immediate effect.**
- 2. That the funding options as set out in paragraph 8 of the report be approved.**

(Meeting terminated at 6.35 pm)

ITEM 8 To receive and, where necessary, adopt the following reports of Committees:**To receive and, where necessary, adopt the following reports of Committees:**

(Some reports may involve the disclosure of exempt information. If the Council wishes to debate them, for each individual case the Council will need to adopt a suitable motion).

8.1 To receive the minutes of the following meetings:

- 8.1.1 Northern Area Planning Committee – 23 October 2014
- 8.1.2 Southern Area Planning Committee – 28 October 2014
- 8.1.3 Cabinet – 29 October 2014
- 8.1.4 Southern Area Planning Committee – 4 November 2014
- 8.1.5 Overview & Scrutiny Committee – 5 November 2014
- 8.1.6 Northern Area Planning Committee – 13 November 2014
- 8.1.7 Southern Area Planning Committee – 18 November 2014
- 8.1.8 Licensing Committee – 20 November 2014
- 8.1.9 Southern Area Planning Committee – 25 November 2014
- 8.1.10 Cabinet – 26 November 2014
- 8.1.11 Overview & Scrutiny Committee – 3 December 2014
- 8.1.12 Northern Area Planning Committee – 4 December 2014
- 8.1.13 Southern Area Planning Committee – 9 December 2014
- 8.1.14 Planning Control Committee – 16 December 2014
- 8.1.15 Cabinet – 17 December 2014
- 8.1.16 Planning Control Committee – 18 December 2014
- 8.1.17 Northern Area Planning Committee – 23 December 2014
- 8.1.18 Cabinet – 14 January 2015

Test Valley Borough Council – Council – 28 January 2015

- 8.1.19 Overview & Scrutiny Committee – 21 January 2015
- 8.1.20 Northern Area Planning Committee – 22 January 2015
- 8.1.21 Southern Area Planning Committee – 27 January 2015

(Note: in relation to 8.1.18, 8.1.19, 8.1.20 and 8.1.21 these minutes are not included in the minute book and will be presented at the next Council meeting but members are able to ask questions on resolved items.)

8.2 To adopt recommendations from the following:

- 8.2.1 Cabinet – 26 November 2014

Capital Programme Update – 2014/15 to 2016/17

The report of the Economic Portfolio Holder provided an update on the progress of the existing 2014/15 Capital Programme and included forecast changes to its timescale and total cost.

It also put forward proposals for new capital schemes recommended to be added to the Capital Programme over the period 2014/15 to 2016/17.

The total cost of bids recommended for inclusion in the Capital Programme was £1.185M. After taking into account external funding the net cost of these bids was £670,000.

The net cost of the capital bids was recommended to be funded from the New Homes Bonus Reserve.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

1. **That the capital schemes with a total cost £1.185M, as shown in Annex 1 to the report, be added to the 2014/15 to 2016/17 Capital Programme.**
2. **That the revised estimates and financing for the 2014/15 to 2016/17 Capital Programme, as shown in Annex 2 to the report be approved.**
3. **That £1.178M of the receipt in respect of Right-to-Buy sales in 2013/14 be earmarked for future Housing-related capital projects (see paras 5.8 & 5.9 of the report).**

Asset Management Plan Update

The report provided an update on the approved 2014/15 Asset Management Plan (AMP) and recommended the projects to be included in the 2015/16 budget.

It provided an update on the financing of AMP projects, including a forecast of the balance on the Asset Management Reserve at 31 March 2016.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

1. **That the revised 2014/15 and original 2015/16 Asset Management Plan, as shown in annexes 1 and 2 to the report, be approved.**
2. **That the Head of Finance, after consultation with the Economic Portfolio holder and Head of Service responsible for any project, be authorised to amend the Asset Management Plan during the year, as discussed in paragraph 7.3 of the report.**

Gypsy and Travellers DPD

The report set out the Council's proposed Gypsy and Traveller Development Plan Document for public consultation.

The Planning and Transport Portfolio Holder proposed an amendment to paragraph 1.9 of annex 1 to the Gypsy & Traveller DPD to reflect further discussions with Natural England/ County Council Ecologist.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

1. **That the Gypsy and Traveller DPD (annex 1 to the report) together with the Sustainability Appraisal and Habitats Regulation Assessment be approved for public consultation subject to para 1.9 of the DPD being replaced with:-**

“The Council has produced a Habitats Regulations Assessment which identifies where there may be an adverse effect on the integrity of any Natura 2000 or Ramsar site. This work has identified that mitigation may be required to address impacts on International Sites in line with Policy COM1 of the Revised Local Plan.”

- 2. That the Head of Planning Policy & Transport be authorised to make changes of a minor nature to improve the presentation of the document and correct typographical errors prior to publication.**

8.2.2 Cabinet – 17 December 2014

Members' Allowances Scheme – Recommendations of the Independent Review Panel

The Independent Review Panel consisting of Mr Steve Vale, Mr Trevor Cox and Mr Michael Cronin met on 7 and 8 October 2014 to recommend a new scheme of allowances to be effective from 7 May 2015.

The recommendations of the Independent Review Panel were set out in the report attached as Annex 1 to the agenda.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

- 1. That the Independent Review Panel's report, attached as Annex 1 to the report, be noted.**
- 2. That the following recommendations be considered and if accepted that these take effect from 7 May 2015.**
 - 2.1 That payment of the Basic Allowance and Special Responsibility Allowance be paid as set out in Annex 2.**
 - 2.2 That the above allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.**
 - 2.3 That no Member of the Council receive more than one SRA.**
 - 2.4 That SRAs are automatically adjusted pro rata where a Member is unable to undertake all or most of the duties covered by an SRA for a continuous period of one calendar month or more because of illness and where a Member takes on these duties as set out in the Independent Review Panel's report.**
 - 2.5 That the Childcare and Dependent Carers scheme be adopted as set out in the Independent Review Panel's report.**

- 2.6 Travel and Subsistence Allowances be paid in respect of the same “approved duties” as in the Council’s existing arrangements for such allowances except that the Head of Legal and Democratic Services be delegated authority to authorise reimbursement of the cost of accommodation which has been booked directly by Members and costs more than the limit in exceptional circumstances.**
- 2.7 That Subsistence rates be paid at costs actually incurred by Members as set out in the Independent Review Panel’s report.**
- 2.8 That Travel Allowances continue and passenger payments be kept in line with the Inland Revenue’s assessment of “per mile” operating costs.**
- 2.9 That reimbursement for rail travel be restricted to all classes other than 1st Class.**
- 2.10 That payments be made to co-opted Members at the same rate of travel and subsistence allowance which applies to Councillors in respect of attendance at meetings etc., plus any reasonable out-of-pocket expenses they incur subject to the approval of the Head of Legal and Democratic Services.**
- 2.11 That all the above allowances, other than the BA, SRAs and rates of travel allowance, be increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2016 and followed by increases in April 2017 and 2018.**
- 2.12 That allowances be recovered from any Member who is suspended or disqualified.**
- 3. That attendance figures be published annually on the Council’s website showing the attendance records of Members at meetings commencing with figures for 2015/16.**
- 4. That the Mayoral and Deputy Mayoral Allowances for the financial years 2015 to 2018 be provided at the same level of net payments (£11,770 and £4,267 respectively) as currently and to maintain these allowances at the same level throughout that period.**
- 4.1 That from May 2015 the Mayoral and Deputy Mayoral Allowances be paid in monthly instalments.**

- 5 That a full review of all allowances by the Independent Review Panel be carried out in summer/autumn 2018 (with a view to recommending a revised allowance scheme for implementation from May 2019), unless Members wish allowances to be reviewed again at an earlier stage, or there are changes in the Council's organisation or structure which requires an early review of the current scheme.**

Proper Officer Appointments and Scheme of Delegations to Head of Administration

The purpose of the report is to transfer the Proper Officer appointments and delegations from the Head of Administration who retires at the end of December 2014 to the Head of Legal and Democratic Services.

The Leader thanked the Head of Administration for his service to the Council and to Members and wished him well for the future.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Resolved:

1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Cabinet, be delegated to the Head of Legal and Democratic Services.
2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Cabinet.
3. That the Legal Service Manager be authorised to attest to the affixing of the Seal.

Recommended to Council:

1. **That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Council, be delegated to the Head of Legal and Democratic Services.**
2. **That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Council.**

Test Valley Borough Council – Council – 28 January 2015

3. That the Legal Service Manager be authorised to attest to the affixing of the Seal.

Appointment to Licensing Committee

A replacement Member is required following a resignation from the Committee.

Having considered the options and for the reasons set out in the report, Cabinet agreed to the following:

Recommended to Council:

That Councillor Janet Whiteley be appointed to the Licensing Committee.

8.2.3 Cabinet – 14 January 2015

Recommendations to follow (if any)

8.2.4 Overview & Scrutiny Committee – 21 January 2015

Recommendations to follow (if any)

8.2.5 Northern Area Planning Committee – 22 January 2015

Recommendations to follow (if any)

8.2.6 Southern Area Planning Committee – 27 January 2015

Recommendations to follow (if any)

Minutes of the Proceedings of the **Test Valley Borough Council**
held in the Crosfield Hall, Broadwater Road, Romsey
on Wednesday 28 January 2015 at 4:00 pm

Details of	Cllr J Lovell - The Worshipful the Mayor (Chairman)	(P)
Attendance	Cllr I Andersen - Deputy Mayor (Vice-Chairman)	(P)
	Cllr I Carr (Leader of the Council)	(P)
Cllr J Anderdon	(-)	Cllr P Giddings (P)
Cllr G Bailey	(P)	Cllr K Hamilton (P)
Cllr D Baverstock	(P)	Cllr M Hatley (P)
Cllr A Beesley	(P)	Cllr S Hawke (P)
Cllr K Bird	(P)	Cllr I Hibberd (P)
Cllr C Borg-Neal	(A)	Cllr A Hope (A)
Cllr P Boulton	(P)	Cllr P Hurst (P)
Cllr A Brook	(A)	Cllr A Johnston (P)
Cllr Z Brooks	(P)	Cllr P Lashbrook (A)
Cllr J Budzynski	(P)	Cllr N Long (P)
Cllr P Bundy	(P)	Cllr C Lynn (P)
Cllr D Busk	(P)	Cllr J Neal (A)
Cllr E Charnley	(-)	Cllr P North (P)
Cllr C Collier	(P)	Cllr B Page (P)
Cllr M Cooper	(A)	Cllr I Richards (P)
Cllr S Cosier	(A)	Cllr I Robin (A)
Cllr A Dowden	(P)	Cllr G Stallard (P)
Cllr C Dowden	(P)	Cllr K Tilling (P)
Cllr K Dunleavy	(A)	Cllr A Tupper (P)
Cllr B Few Brown	(P)	Cllr A Ward (A)
Cllr A Finlay	(P)	Cllr J Whiteley (P)
Cllr M Flood	(P)	Cllr N Whiteley (P)
Cllr A Gentle	(P)	

250

Prayers

Prayers were led by Reverend Tim Sledge.

251

Apologies**Resolved:**

That the apologies of Councillors Borg-Neal, Brook, Cooper, Cosier. Dunleavy, Hope, Lashbrook, Neal, Robin and Ward be noted.

252

Minutes**Resolved:**

That the minutes of the meeting of the Council held on 12 November 2014 be confirmed and signed as a correct record.

253

Public Participation

In accordance with Council's Procedure Rules, the following members of the public spoke on agenda item 7.2.2.1 – Test Valley Revised Local Plan:

Mr R Larby
Mr B Russett
Ms S Smith

254

Mayor's Announcements

The Worshipful the Mayor welcomed Emma Silverton the New Democratic Services Manager and thanked Tom van der Hoven, who retired as Head of Administration at the end of December 2014, for his support given to the Civic Office. The Worshipful the Mayor also thanked Tom for his many years of advice and guidance to the Test Valley Association of Parish and Town Councils.

The Worshipful the Mayor mentioned two events she attended on Christmas Day. The first was to read the poem 'A Carol from Flanders' at Vigo Recreation Ground to remember the Christmas Day truce during WWI, and the second was attending the Andover Community Lunch. The Mayor thanked Reverend Jill Bentall for organising the lunch.

The Worshipful the Mayor also mentioned that she had the privilege to represent Test Valley at 'Space for Peace' a vigil at Winchester Cathedral as part of Holocaust Memorial Day.

255

Committee Reports

255.1

Minutes of Meetings**Resolved:**

That the minutes of the following Committees and Cabinet meetings be received.

Northern Area Planning Committee – 23 October 2014

Test Valley Borough Council - Council Meeting – 28 January 2015

Southern Area Planning Committee – 28 October 2014

Cabinet – 29 October 2014

Southern Area Planning Committee – 4 November 2014

Overview & Scrutiny Committee – 5 November 2014

Northern Area Planning Committee – 13 November 2014

Southern Area Planning Committee – 18 November 2014

Licensing Committee – 20 November 2014

Southern Area Planning Committee – 25 November 2014

Cabinet – 26 November 2014

Overview & Scrutiny Committee – 3 December 2014

Northern Area Planning Committee – 4 December 2014

Southern Area Planning Committee – 9 December 2014

Planning Control Committee – 16 December 2014

Cabinet – 17 December 2014

Planning Control Committee – 18 December 2014

Northern Area Planning Committee – 23 December 2014

255.2 **Recommendations**

255.2.1 Cabinet – 26 November 2014

255.2.1.1 Capital Programme Update – 2014/15 to 2016/17**Resolved:**

1. That the capital schemes with a total cost £1.185M, as shown in Annex 1 to the report, be added to the 2014/15 to 2016/17 Capital Programme.
2. That the revised estimates and financing for the 2014/15 to 2016/17 Capital Programme, as shown in Annex 2 to the report be approved.
- 3 That £1.178M of the receipt in respect of Right-to-Buy sales in 2013/14 be earmarked for future Housing-related capital projects (see paras 5.8 & 5.9 of the report).

255.2.1.2 Asset Management Plan Update**Resolved:**

1. That the revised 2014/15 and original 2015/16 Asset Management Plan, as shown in annexes 1 and 2 to the report, be approved.
2. That the Head of Finance, after consultation with the Economic Portfolio holder and Head of Service responsible for any project, be authorised to amend the Asset Management Plan during the year, as discussed in paragraph 7.3 of the report.

255.2.1.3 Gypsy and Traveller DPD**Resolved:**

1. That the Gypsy and Traveller DPD (annex 1 to the report) together with the Sustainability Appraisal and Habitats Regulation Assessment be approved for public consultation subject to para 1.9 of the DPD being replaced with:-

“The Council has produced a Habitats Regulations Assessment which identifies where there may be an adverse effect on the integrity of any Natura 2000 or Ramsar site. This work has identified that mitigation may be required to address impacts on International Sites in line with Policy COM1 of the Revised Local Plan.”

2. That the Head of Planning Policy & Transport be authorised to make changes of a minor nature to improve the presentation of the document and correct typographical errors prior to publication.

255.2.2 Cabinet – 17 December 2014

255.2.2.1 **Members' Allowances Scheme – Recommendations of the Independent Review Panel**

Resolved:

1. That the Independent Review Panel's report, attached as Annex 1 to the report, be noted.
2. That the following recommendations take effect from 7 May 2015.
 - 2.1 That payment of the Basic Allowance and Special Responsibility Allowance be paid as set out in Annex 2.
 - 2.2 That the above allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.
 - 2.3 That no Member of the Council receive more than one SRA.
 - 2.4 That SRAs are automatically adjusted pro rata where a Member is unable to undertake all or most of the duties covered by an SRA for a continuous period of one calendar month or more because of illness and where a Member takes on these duties as set out in the Independent Review Panel's report.
 - 2.5 That the Childcare and Dependent Carers scheme be adopted as set out in the Independent Review Panel's report.
 - 2.6 Travel and Subsistence Allowances be paid in respect of the same "approved duties" as in the Council's existing arrangements for such allowances except that the Head of Legal and Democratic Services be delegated authority to authorise reimbursement of the cost of accommodation which has been booked directly by Members and costs more than the limit in exceptional circumstances.

- 2.7 That Subsistence rates be paid at costs actually incurred by Members as set out in the Independent Review Panel's report.**
- 2.8 That Travel Allowances continue and passenger payments be kept in line with the Inland Revenue's assessment of "per mile" operating costs.**
- 2.9 That reimbursement for rail travel be restricted to all classes other than 1st Class.**
- 2.10 That payments be made to co-opted Members at the same rate of travel and subsistence allowance which applies to Councillors in respect of attendance at meetings etc., plus any reasonable out-of-pocket expenses they incur subject to the approval of the Head of Legal and Democratic Services.**
- 2.11 That all the above allowances, other than the BA, SRAs and rates of travel allowance, be increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2016 and followed by increases in April 2017 and 2018.**
- 2.12 That allowances be recovered from any Member who is suspended or disqualified.**
- 3. That attendance figures be published annually on the Council's website showing the attendance records of Members at meetings commencing with figures for 2015/16.**
- 4. That the Mayoral and Deputy Mayoral Allowances for the financial years 2015 to 2018 be provided at the same level of net payments (£11,770 and £4,267 respectively) as currently and to maintain these allowances at the same level throughout that period.**
 - 4.1 That from May 2015 the Mayoral and Deputy Mayoral Allowances be paid in monthly instalments.**
- 5 That a full review of all allowances by the Independent Review Panel be carried out in summer/autumn 2018 (with a view to recommending a revised allowance scheme for implementation from May 2019),**

unless Members wish allowances to be reviewed again at an earlier stage, or there are changes in the Council's organisation or structure which requires an early review of the current scheme.

255.2.2.2 Proper Officer Appointments and Scheme of Delegations to Head of Administration

Resolved:

- 1. That the Scheme of Delegations attached as Annex 1 to the report in so far as it applies to the powers and duties of the Council, be delegated to the Head of Legal and Democratic Services.**
- 2. That the Head of Legal and Democratic Services be appointed Proper Officer for the functions listed in Annex 2 to the report in so far as it applies to the powers and duties of the Council.**
- 3. That the Legal Service Manager be authorised to attest to the affixing of the Seal.**

255.2.2.3 Appointment to Licensing Committee

Resolved:

That Councillor Janet Whiteley be appointed to the Licensing Committee.

255.2.3 Cabinet – 14 January 2015

255.2.3.1 CIL Draft Charging Schedule – Submission for Examination

Resolved:

- 1. That the CIL Draft Charging Schedule set out in Annex 3 and evidence base documents are submitted to the Planning Inspectorate for Examination in Public.**
- 2. That the CIL Statement of Modifications set out in Annex 2 be published for notification.**
- 3. That the Head of Planning Policy & Transport be authorised to make changes of a minor nature to improve the presentation of the document and correct typographical errors prior to submission and publication.**

- 4. That the CIL Charging Schedule is reviewed 12 months after adoption.**

255.2.3.2 **Draft Calendar of Meetings**

Resolved:

That the draft Calendar of Meetings for 2017 as set out in the annex to the report, be approved.

256

Council Tax Support Scheme for 2015/16

Support for Council Tax was localised from 2013/14. This meant that the Council had to design its own CTS Scheme for Test Valley residents to replace the national CTB Scheme. After a comprehensive consultation exercise the Council introduced a local CTS Scheme for 2013/14 which did not change the underlying basis on which the amount of financial support the Council provided was calculated.

Council Tax Benefit (CTB) was replaced with a local Council Tax Support (CTS) Scheme from 2013/14. The Council must now consider the options for 2015/16. The national welfare reform programme is on-going and Universal Credit (UC), which will have a significant impact on the CTS Scheme, is currently scheduled to be completed around 2017.

Benefits customers continue to experience a time of significant change. The current CTS Scheme works well and provides support for those on the lowest incomes and in greatest financial need.

The estimated cost of the 2015/16 recommended Scheme can be met within current budget estimates and therefore does not create an additional budget pressure.

Resolved:

- 1. That the local Council Tax Support Scheme (also known as the Council Tax Reduction Scheme), detailed at Annex A, be adopted - the main principles of which are as follows:**
 - a) base the local Council Tax Support Scheme for 2015/16 on the existing scheme for 2014/15;**
 - b) continue to disregard 100% of certain payments (for working age and pensioner age customers) made under the War Pension and Armed Forces Compensation Scheme;**
 - c) the annual uplift of the components of the Council Tax Support Scheme is in line with the uplift for the national Council Tax Support Scheme for Pensioners and the Housing Benefit Scheme.**

2. **That approval to make routine amendments to the local Council Tax Support Scheme, where necessary in light of legislative change to Council Tax Support, welfare benefits and other related legislation, be delegated to the Acting Head of Revenues (Benefits, Systems & Customer Services) in consultation with the Head of Finance and Economic Portfolio Holder and that the Council's Scheme of Delegation to officers be updated accordingly.**

257 Romsey Public Walk and Pleasure Ground Scheme

The Council is the owner of land held on trust as a Public Walk and Pleasure Ground. The Council is the sole Trustee. The effect of the trust is to require that the Council maintains the use of the Trust land as a Public Walk and Pleasure Ground.

An environmental improvement scheme has been prepared by Test Valley Borough Council to enhance the land to the west of Romsey Abbey. The extent of the scheme includes improvement to the Council's land, Trust land, public highway and land in the ownership of Parochial Church Council.

The proposal was seeking permission from the Council as Trustee to release £85,000 of Trust funds to be spent on the project in the 2015 financial year. The scheme has been designed to provide a significant enhancement of the area, having regard to its location within the conservation area and its proximity to Romsey Abbey.

Resolved:

1. **That the Council acting as Trustee approve the environmental improvements to the Trust Land and the expenditure of £85,000 from funds held in trust for the benefit of the Trust Land adjacent to Romsey Abbey.**
2. **That Head of Legal and Democratic Services discharge all necessary procedural and legal requirements as may be required by the Charity Commission and Hampshire County Council and the Parochial Church Council.**
3. **That the approval of any amendment to the environmental improvement scheme be delegated to the Head of Planning Policy and Transport in consultation with the Planning and Transport Portfolio Holder.**

(The meeting ended at 5:15 pm)