



Hampshire
County Council

The Constitution

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Introduction to the Constitution of Hampshire County Council and Summary Overview

Purpose

The purpose of this Constitution is to set out in a single place, and in clear language how the County Council works and how it makes decisions.

Background

The County Council is responsible for a wide range of services. It must provide some of these services by law; others are discretionary. The County Council is a statutory corporation; that is, a body created by government under an Act of Parliament. A statutory corporation can only do things it is specifically authorised to do by law, by regulations (often referred to as statutory instruments) and by decisions of government ministers, who have themselves been authorised by Parliament. Interestingly, this is the opposite of a company incorporated under the Companies Acts. Such companies can do anything, unless they are specifically prevented from doing so by the law of the land.

Services

The County Council currently provides the following range of services:

- archives;
- arts;
- children's services;
- country parks;
- economic development;
- education;
- grants to voluntary groups;
- harbour management;
- libraries;
- minerals and waste planning;
- museums;
- planning for emergencies;
- protecting the environment;
- registration of births, marriages and deaths;
- road maintenance;
- road safety;

- snow clearance;
- social care;
- strategic planning;
- street lighting;
- trading standards;
- traffic management;
- transport planning;
- waste disposal.

Who pays?

Money for services comes from the following sources:

- council tax;
- council tax benefit contribution;
- general balances;
- government general grant;
- government specific grants;
- income from fees and charges;
- national business rates;
- specific reserves;
- surplus on district council's collection funds.

Who decides?

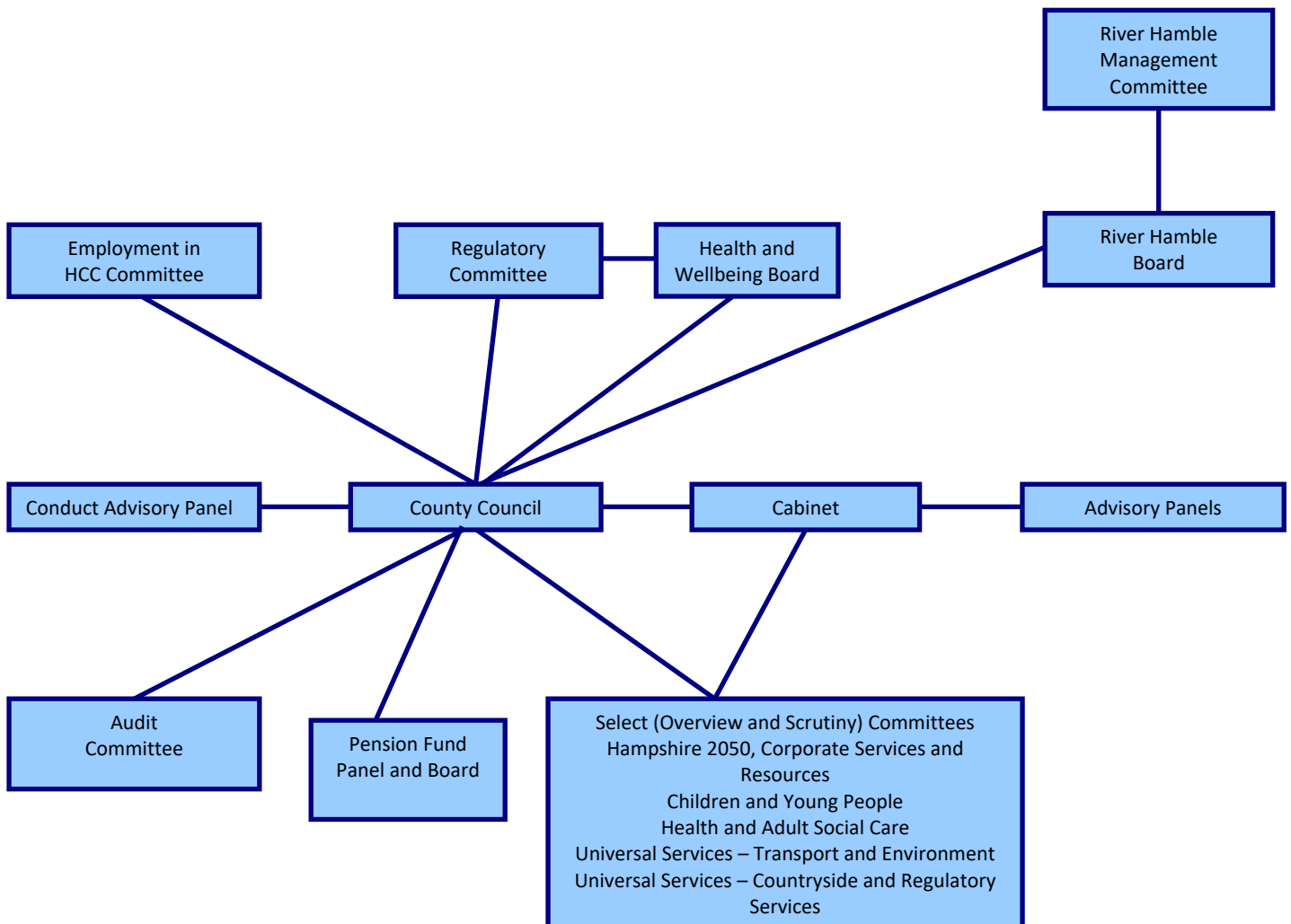
Every four years, voters in the county elect 78 County Councillors. They take all major decisions in the full County Council; in an Executive (which is the Cabinet) comprising up to 10 members of the majority party; or in a County Council Committee. Decisions in the Executive may be collective, or they may be taken by a particular Executive Member with responsibility for a specific remit. Otherwise, decisions are voted on. In the case of equality of votes, at a County Council or County Council Committee Meeting, the Chairman presiding at the Meeting shall have a second or casting vote. This provision does not apply to meetings of the Executive. The party having the greatest overall number of seats on the County Council is able to decide policy, and will be able to establish a 'one party' Executive – it is a requirement that a party with an overall majority will also have proportionally more seats on all Committees. If the result of an election is close, no single party might have an overall majority. Whether or not this happens, the seats on Committees will generally be in the same proportion as the political composition of the whole County Council.

The Council's Job

The County Council's role is to act strategically and implement policy as determined by Cabinet and to deliver services to the people of Hampshire (and sometimes beyond) in an open, transparent and cost-effective way; acting in the best interests of Hampshire and its members of the public as a whole.

How is the County Council organised to carry out its job?

Council Structure/Cabinet portfolios



Cabinet is comprised of:

- Leader
- Deputy Leader
- Up to eight other Executive Members whose portfolios are determined by the Leader

Cabinet portfolios:

- Leader and Executive Member for Hampshire 2050 and Corporate Services
- Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services
- Executive Lead Member for Children's Services
- Executive Member for Education
- Executive Lead Member for Adult Social Care and Public Health
- Executive Member for Younger Adults and Health and Wellbeing
- Executive Lead Member for Universal Services
- Executive Member for Countryside and Regulatory Services

Leader and Executive form of Cabinet

County Council:

- Decides new Constitution
- Agrees policy framework and budget

Elected leader:

- Provides political leadership
- Proposes policy framework and budget
- Takes executive decisions within policy framework

Councillors outside the Cabinet:

- Assist the Executive in policy development
- Propose new policy to the Executive or the County Council
- Represent electorate
- Review and scrutinise policy and Executive decisions

Cabinet:

- Appointed by the Executive Leader of the County Council
- Implements policy framework under political guidance of the Executive Leader
- Takes delegated Executive decisions as a group
- Individual Executive Members take decisions in light of functions delegated to them.

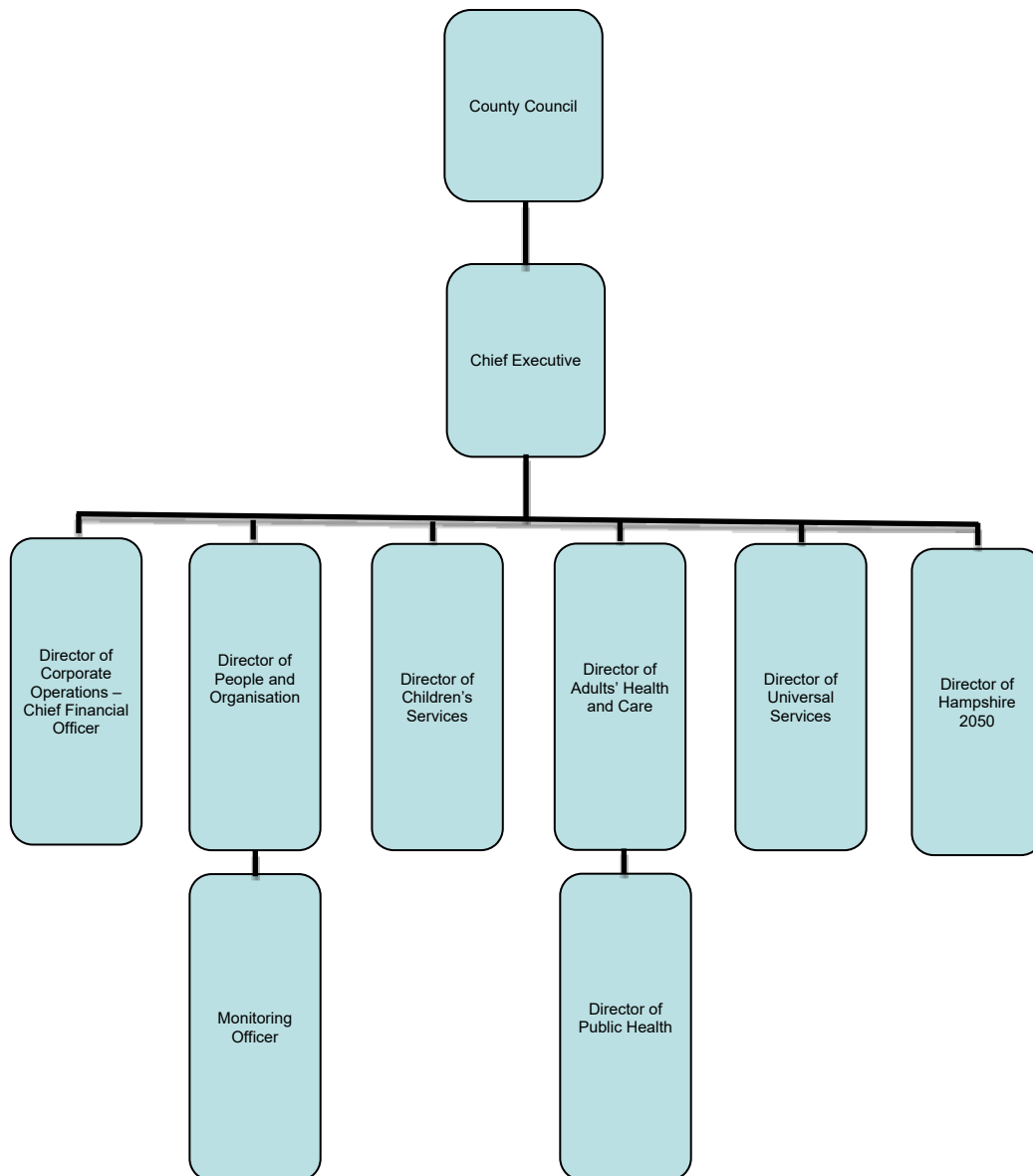
Chief Executive and Chief Officers:

- Provide dedicated support to all councillors, the Executive Leader and Cabinet, and Select (Overview and Scrutiny) Committees
- Implement agreed policy and secure service delivery by taking operational and management decisions
- Account for decisions

The rest of this document sets out, in detail, how all the arrangements described above actually work.

The County Council adopted this new Constitution on 30 March 2001 and, at its meeting on 18 June 2001, agreed to operate it with effect from 1 September 2001. This Constitution has been reviewed from time to time since this date.

Officers of the County Council Management Structure



Part 1: Chapter 1

Outline

1. The County Council is committed to exercising its powers, duties and responsibilities:

- lawfully;
- fairly and equitably;
- openly and transparently.

2. The Constitution

This document, with all its appendices, codes and protocols is the Constitution of Hampshire County Council ('the Constitution').

3. Purpose of the Constitution

The purpose of the Constitution is to set out in a single place, and in clear language, how the County Council works and how it makes decisions.

The Constitution provides the County Council with an operational framework to do its job.

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Part 1: Chapter 2

Members of the County Council

1. Composition and Eligibility

Composition – The County Council has 78 elected members, known as Councillors. Each Councillor represents one of the 75 divisions in Hampshire and is elected by the voters on the electoral roll for that division, in line with a scheme drawn up by the Local Government Commission and approved by the Secretary of State.

Eligibility – Only registered voters within the county area, or those living or working there, are able to stand for election and hold the office of County Councillor.

2. Election and term of office of Councillors

Election of the whole Council every four years

The regular election of Councillors is held every four years, usually on the first Thursday in May. The term of office of County Councillors will start on the fourth day after being elected, and will finish on the fourth day after the date of the next regular election. If a County Councillor becomes ineligible to continue serving, for whatever reason, an election for a 'casual vacancy' will be held unless the vacancy arises within six months of a regular four-yearly election. If this happens, the 'casual vacancy' election will be held at the same time.

A casual vacancy occurs when one of the following events occur:

- 2.1. non-acceptance of office;
- 2.2. resignation from office, upon receipt of written notice to the Proper Officer;
- 2.3. in the case of death, on the date of death;
- 2.4. vacation of office by virtue of failure to attend a meeting of the County Council within a period of six consecutive months commencing on the date of the last attendance, unless the absence was approved by the County Council within that period;
- 2.5. they are otherwise disqualified by law.

3. Roles and functions of all Councillors

3.1. **Key roles:**

All County Councillors are expected to undertake the following key roles:

- 3.1.1. to act locally to represent, promote and support the interests of their electoral division and the community within the electoral division and to represent the County Council within the electoral division;

Context

To act in line with:

- i) current legislation;
- ii) national codes of conduct and standards;
- iii) the Constitution, including:
 - Members' Code of Conduct (set out in full in Part 4, Appendix A);
 - Local Protocol on Planning, Rights of Way, Commons and Village Green Registration (set out in full in Part 4, Appendix B);
 - Protocol for Member/Officer Relations (set out in full in Part 4, Appendix D)
 - the policy framework (see Part 1 Chapter 4, Paragraph 1.3);
 - budget policies.

3.2. **Key tasks:**

- 3.2.1. Representing the County Council in the community;
- 3.2.2. Representing and promoting the interests of the community of Hampshire;
- 3.2.3. Acting as the prime link between the County Council and the local community by providing information to, and feedback from, that community;
- 3.2.4. Attending and participating in County Council meetings; supporting the County Council's key role of delivering services to the community; and providing strong local governance, in particular:

- 3.2.4.1. participating in developing and agreeing the County Council's budget and key policies;
- 3.2.4.2. as County Councillors taking decisions about executive functions which are outside the budget and policies agreed by the County Council; and
- 3.2.4.3. making appointments to Committees, Standing Panels and to outside bodies, as the Constitution provides.
- 3.2.5. Undertaking membership, as required, of County Council Committees, Sub-Committees, and Standing Panels;
- 3.2.6. Undertaking membership of outside bodies as appointed by the County Council.
- 3.2.7. Act as 'corporate parent' of looked-after children.

3.3. Rights and duties

- 3.3.1. County Councillors have rights of access to information and documents as referred to in Standing Order 32 of Part 3, Chapter 1, and Paragraph 5 of the Protocol for Member/Officer Relations set out at Part 4, Appendix D of this Constitution, and County Council land and buildings such as are necessary for them to perform their functions properly, in line with the spirit and intent of the Constitution, subject to restrictions in respect of exempt information referred to within the Protocol for Member/Officer Relations.
- 3.3.2. County Councillors have a responsibility to act at all times within the context set out under 'Key Roles' (Paragraph 3.1, above). In particular, they will not make public any information which is confidential or exempt, without the County Council's consent, or divulge information they were given in confidence to anyone other than a County Councillor or Officer entitled to know it. The Member or Officer receiving such information is also bound by this right and duty.
- 3.3.3. For these purposes, 'confidential' and 'exempt' information are defined in the Access to Information Procedure Rules in Part 3, Chapter 4 of this Constitution.

4. Conduct

At all times, County Councillors will observe the Members' Code of Conduct, the Local Protocol on Planning, Rights of Way, Commons and Village Green Registration and the Protocol for Member/Officer Relations set out in Part 4, Appendix A, Part 4, Appendix B, and Part 4, Appendix D

of this Constitution;

5. **Allowances**

County Councillors will be entitled to receive allowances in line with the Members' Allowances Scheme set out in Part 4, Appendix E of this Constitution.

Part 1: Chapter 3

Members of the public and the County Council

1. Members of the public rights

Access to information and participation are explained in more detail in the Access to Information Procedure Rules in Part 3, Chapter 4 of this Constitution;

1.1. Voting and petitions

Members of the public on the electoral roll for Hampshire County Council's area have the right to vote and sign a petition to request a referendum for a change of governance arrangements. There can be no more than one referendum in any one period of ten years. The Local Authorities' (Referendums) (Petitions) (England) Regulations 2011 set out the requirements for a petition to hold a referendum. In summary, the Regulations state that where the County Council receives a petition for a referendum for a change of governance arrangements, signed by at least five per cent of the local electorate, the County Council must hold a referendum.

1.2. Information

Members of the public have the right to:

- 1.2.1. attend meetings of the County Council and its Committees, except during items where confidential or exempt information is likely to be disclosed (in which case the meeting is held in private);
- 1.2.2. attend meetings of the Executive (Cabinet) and individual Executive Member Decision Days, except during items where confidential or exempt information is likely to be disclosed (in which case the meeting is held in private);
- 1.2.3. find out from notices published by the County Council what Key Decisions the Executive will take and when.
- 1.2.4. see Reports and Background Papers, and any records of decisions made by the County Council and the Executive except where the information is confidential or exempt.

- 1.2.5. inspect the County Council's accounts and make their views known to the District Auditor.

1.3. Participation and consultation

Members of the public have the right to participate in County Council, Cabinet, Committee, Sub-Committee Standing Panel Meetings and individual Executive Member Decision Days, by bringing a deputation to any public meeting or Decision Day on any business properly within its terms of reference. Details of how this can be exercised are set out in County Council Standing Order 12 (see Part 3, Chapter 1).

Members of the public organisations and interest groups may also be invited to contribute to investigations by Select (Overview and Scrutiny) Committees.

Members of the public can expect to be consulted on significant issues, on either a local or countywide basis, depending on the nature of the matter and its relative effect on the community. The County Council has well-developed arrangements for consultation on the budget and other key areas of the County Council's activities.

1.4. Complaints

- 1.5. Members of the public have the right to complain to:

- 1.5.1. the County Council, under its complaints scheme;

<http://www3.hants.gov.uk/haveyoursay/complaints/complaints-procedures.htm>

- 1.5.2. the Local Government Ombudsman if, after using the County Council's Corporate Complaints procedure, the citizen still remains dissatisfied at the County Council's response;

- 1.5.3. the County Council's Conduct Advisory Panel, concerning any alleged breach of the Members Code of Conduct.

2. Members of the public responsibilities

3. Members of the public are expected to conduct themselves in a reasonable manner, in line with normally accepted standards in society, when they deal with Councillors or Officers and, in particular, when they attend any meetings of the County Council, its Committees, the Executive or Individual Executive Member Decision Days. The principles behind this expectation are:

- 3.1. due respect for the rights and opinions of others;
- 3.2. non-confrontational behaviour;
- 3.3. respect at all times for the decisions on conduct and procedure in the meeting, from the person responsible Chairing that meeting or Decision Day;
- 3.4. willingness to listen as well as an expectation of being listened to, in a way which is both constructive and supportive.

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Part 1: Chapter 4

The Role of the County Council

1. Functions reserved to the County Council

Only the County Council will exercise the following functions:

- 1.1. Adopting and changing the Constitution.
- 1.2. Approving the budget, setting the Council Tax and issuing the precept.
- 1.3. Agreeing and adopting the following plans and strategies (the 'Policy Framework'):
 - 1.3.1. Plans and strategies that together comprise the Development Plan – Hampshire Minerals and Waste Plan;
 - 1.3.2. Children and Young People's Plan;
 - 1.3.3. Local Transport Plan;
 - 1.3.4. Transport for the South East Transport Strategy;

(These plans are required by law to be approved or adopted by the County Council)
 - 1.3.5. Serving Hampshire – Strategic Plan for 2021 - 2025;

(This is a plan or strategy which statutory guidance recommends should be approved or adopted by the County Council or Cabinet)
 - 1.3.6. Other plans or strategies which the County Council has determined, in accordance with the Functions Regulations, should be adopted or approved by the County Council, as part of the Policy Framework as a matter of local choice.
- 1.4. Subject to the urgency procedure contained in the Functions Regulations referred to in Part 2 of this Constitution, making decisions about any matter in the discharge of an Executive function, which is covered by the Policy Framework or the budget, where the decision-maker is minded to make it in a manner which

would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget, in either case where the decision would be contrary to a significant degree;

- 1.5. Adopting the Members Allowances Scheme;
- 1.6. Approval of the County Council's Pay Statement;
- 1.7. Election of Chairman, Vice-Chairman and Leader;
- 1.8. Appointment of and agreeing and/or amending terms of reference for Committees and Standing Panels of the County Council, in accordance with the proportionality rules and legislative requirements;
- 1.9. Making appointments to the Hampshire and Isle of Wight Fire and Rescue Authority;
- 1.10. Appointing representatives to Joint Committees and any other Outside Bodies, unless the appointment is an Executive function or has been delegated by the County Council;
- 1.11. Conferring the title of Honorary Alderman;
- 1.12. Confirming the appointment of the Head of Paid Service and to provide staff accommodation and resources;
- 1.13. Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- 1.14. Any Local Choice Functions set out in Part 2, Chapter 2 Paragraph 2.2 of this Constitution, which the County Council decides should be undertaken by itself, rather than the Executive, and not delegated to a Committee of the County Council;
- 1.15. Power to make Standing Orders;
- 1.16. Power to make Standing Orders as to contracts;
- 1.17. Duty to make arrangements for proper administration of financial affairs etc;
- 1.18. Power to appoint officers for particular statutory purposes (appointment of "Proper Officers"), for example access to information requirements;
- 1.19. Duty to designate an officer as the Monitoring Officer, and to provide staff accommodation and resources;

- 1.20. Duty to approve authority's statement of accounts, income and expenditure and balance sheet, record of payments and receipts (as the case may be), unless previously approved by the Audit Committee in accordance with Part 1, Chapter 7, Paragraph 7.3.3 (ii) of this Constitution.
- 1.21. All other matters which by law must be reserved to the County Council or which are not to be an Executive function not delegated elsewhere in this Constitution;
- 1.22. The County Council will also:
 - 1.22.1. Receive Reports from the Head of Paid Service (the Chief Executive), the Section 151 Officer (the Chief Financial Officer), and the Monitoring Officer on such matters as these Officers consider should be brought before the County Council;
 - 1.22.2. Consider and agree Reports as appropriate from the Conduct Advisory Panel;
 - 1.22.3. Receive Reports from Select (Overview and Scrutiny) Committees where compliance by the Executive with the budget and policy framework is questioned by such Committees and receive general reports on activities;
 - 1.22.4. Receive and determine Motions from Members;
 - 1.22.5. Receive and determine Reports and Recommendations from the Leader and the Executive on Part I items as defined in Standing Orders;
 - 1.22.6. Receive Reports on Part II items as defined in Standing Orders;
 - 1.22.7. Receive General Questions as defined in Standing Orders;
 - 1.22.8. Receive Reports and Questions on the discharge of the functions of the Hampshire and Isle of Wight Fire and Rescue Authority.

2. County Council meetings

Meetings of the County Council will be conducted in accordance with the County Council's Standing Orders in Part 3, Chapter 1 of this Constitution.

3. Responsibility for Non-Executive Functions

The County Council has determined which Local Choice Functions are not to be the responsibility of the Executive. These functions and other

County Council functions which are not the responsibility of the Executive are referred to at Part 2, Chapter 1, and set out at Part 2, Chapter 2, Paragraphs 1 and 2 of this Constitution.

Part 1: Chapter 5

Chairing of the County Council

1. Election of the Chairman and Vice Chairman of the County Council

The Chairman and the Vice Chairman of the County Council will be elected by the County Council at the Annual meeting.

2. The Chairman of the County Council, and in his/her absence the Vice Chairman, will have the following roles and functions.

Chairing the County Council meeting – The Chairman will preside over County Council meetings and ensure that the meeting is conducted in accordance with the Standing Orders of the County Council, set out in Part 3, Chapter 1 of this Constitution.

Additional responsibilities:

- 2.1. To ensure that the County Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members are able to hold the Executive Members and Committee Chairman to account.
- 2.2. To promote public involvement in the County Council's activities.
- 2.3. Represent the County Council at such Civic and ceremonial functions as may be appropriate.
- 2.4. To uphold the Constitution.

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Part 1: Chapter 6

Arrangements to perform Regulatory Functions

1. Regulatory Functions of the County Council

Regulation 2 (1) and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended (“the Functions Regulations”) makes provisions for functions not to be the responsibility of an Authority’s Executive. These functions include:

- 1.1. functions relating to Town and Country Planning, and development control;
- 1.2. licensing and registration functions;
- 1.3. functions relating to health and safety at work;
- 1.4. functions relating to pensions;
- 1.5. functions relating to name and status of areas;
- 1.6. functions relating to elections;
- 1.7. functions relating to public rights of way and town and village greens;
- 1.8. functions relating to the terms and conditions of staff;
- 1.9. miscellaneous functions.

2. Local Choice Functions

Regulation 3 and Schedule 2 of the Functions Regulations makes provision for further functions (which may be/but need not) be the responsibility of an Authority’s Executive. These functions include:

- 2.1. determining appeals against decisions of the County Council;
- 2.2. making arrangements to consider appeals against exclusion of pupils;
- 2.3. making arrangements to consider admissions appeals for school placements;

- 2.4. making arrangements to consider appeals by school governing bodies;
3. The County Council considers that these functions can be best performed by a Committee with full delegated power from the County Council to determine issues within its remit, and by virtue of this Constitution the County Council grants such powers;
4. **Appointment of and Delegation of Regulatory Functions to Committees;**

The County Council appoints the Regulatory Committee, the Audit Committee, the Pension Fund Panel and Board, the Employment in Hampshire County Council Committee and the River Hamble Harbour Board as set out in the Column 1 of the 'Responsibility for Non-Executive Functions' table in Part 2, Chapter 2, Paragraph 1 and where appropriate the 'Responsibility for Local Choice Functions' in Part 2, Chapter 2, Paragraph 2 of this Constitution, to perform (inter alia) the functions referred to in this Chapter as described in column 1 of such tables.

5. **Delegations to Chief Officers**

The County Council further grants the delegations of the above functions to Chief Officers as referred to in Column 4 of the tables referred to in Part 2, Chapter 2 of this Constitution.

Part 1: Chapter 7

The Audit Committee

1. The Audit Committee

The County Council has set up an Audit Committee to monitor, review and report on the governance arrangements of the County Council.

2. Composition

The Audit Committee is composed of nine members. The Chairman may not be a member of the Executive.

3. Role and function

The Audit Committee will monitor, review and report on the way in which governance is exercised within the County Council with regard to:

3.1. Audit Activity

3.1.1. To receive and consider reports from the Chief Financial Officer on internal strategy, planning and delivery, including in particular the Chief Internal Auditor's annual report and opinion;

3.1.2. To make recommendations to the County Council on the appointment of the County Council's External Auditor in accordance with the Local Audit and Accountability Act 2014 and regulations made thereunder.

3.1.3. To receive and consider reports from the external auditor and any national agencies as may report on the County Council's performance, inspection or audit.

3.2. Regulatory Framework

3.2.1. To monitor the roles, processes and behaviour that affect the way that governance is exercised within the County Council and in particular the adoption, review and amendment of the Corporate Governance Framework for the County Council;

3.2.2. To review and consider the reports from the Chief Financial Officer on the treasury management function, including the treasury management strategy, half-yearly report and annual report;

- 3.2.3. To consider the effect of the County Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements, seeking assurances as necessary that action is being taken on risk-related areas identified by auditors and inspectors;
- 3.2.4. To receive and form a view on internal assurances of governance practice and to be satisfied that the County Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
- 3.2.5. To consider the County Council's compliance with its own and other published standards and controls;
- 3.2.6. To make recommendations to the County Council for the making or amending of financial regulations, standing orders related to contracts or regulations related to the conduct of the County Council's business.

3.3. **Accounts**

- 3.3.1. To receive and consider audit reports relating to the Pension Fund Panel and Board;
- 3.3.2. To approve the County Council's Statement of Accounts.

3.4. **Elections**

- 3.4.1. Functions relating to elections as specified in Schedule 1 Paragraph D of the Functions Regulations.

Part 1: Chapter 8

Pension Fund Panel and Board

The Pension Fund Panel and Board

Terms of Reference

1. Introduction

- 1.1. Hampshire County Council has appointed a combined Pension Fund Panel and Board for Hampshire and delegated to it responsibility for its statutory functions as the administering authority for the Hampshire Pension Fund and its responsibilities in respect of operating a Pension Fund Board for Hampshire.

2. Composition

- 2.1. The Pension Fund Panel and Board for Hampshire includes within its membership:
 - Nine elected members from the Administering Authority.
 - Three employer representatives appointed in accordance with the Hampshire Pension Panel and Board Representation Policy approved by the Pension Fund Panel and Board from time to time.
 - Three scheme Member representatives appointed in accordance with the Hampshire Pension Panel and Board Representation Policy approved by the Pension Fund Panel and Board from time to time.
- 2.2. The Administering Authority members will be appointed by Hampshire County Council. The nomination process for the employer and scheme member representatives is contained in the Representation Policy and they will be appointed by the County Council in accordance with that Policy.
- 2.3. Employer representatives and scheme member representatives should remain as members of the Pension Fund Panel and Board during their appointed term of office unless in the opinion of the County Council they are not adequately performing their role, they become incapable of acting, they cease to represent their constituency, they resign by giving written notice to the Proper Officer of the County Council, a replacement

member is nominated by their relevant nominating body or they are removed from the Panel and Board pursuant to Paragraph 6.8.

- 2.4. Each employer and scheme member representative should endeavour to attend all Panel and Board meetings during the year and are required to attend at least 2 meetings each year.

3. Appointment of Substitute Members

- 3.1. **Allocation** - As well as allocating seats on the Pension Fund Panel and Board, the County Council will at the Annual General Meeting of the County Council in each year appoint a designated Substitute Member for each Scheme and Employer member of the Pension Fund Panel and Board.
- 3.2. **Powers and duties** - Substitute Members will have all the powers and duties of the designated Scheme and employer Members of the Board.
- 3.3. **Substitution** - Substitute Members may attend meetings in that capacity only:
 - a. to take place of the designated Scheme and Employer Member for whom they are the designated substitute;
 - b. where the Member for whom they are the designated substitute will be absent for the whole of the meeting; and
 - c. after notifying Democratic and Member Services (on behalf of the Chief Executive) before the scheduled start of the meeting of the substitution.

4. Voting rights

- 4.1. All members of the Panel and Board, including all the Employer and Scheme Member representatives shall have full voting rights.
- 4.2. Any independent advisers appointed by the Panel and Board are invited to attend all meetings of the Pension Fund Panel and Board but independent advisers will not be a member of the Pension Fund Panel and Board and have no voting rights.

5. Role of the Pension Fund Panel and Board

- 5.1. In its role as the Pension Fund Panel for the Hampshire Pension Fund the Pension Fund Panel and Board is responsible for the County Council's statutory functions as administering authority of the Hampshire Pension Fund under the Local Government Pension Scheme Regulations and associated legislation under sections 7, 12 and 24 of the Superannuation Act 1972. This includes dealing with all matters arising that relate to the Hampshire Pension Fund, including the management and investment of the Fund.
- 5.2. In its role as the Pension Board for the Hampshire Pension Fund the Pension Fund Panel and Board is responsible for assisting Hampshire County Council as the administering authority of the Hampshire Pension

fund to secure compliance with the Local Government Pension Scheme Regulations 2013 and any other legislation relating to the governance and administration of the Local Government Pension Scheme ('LGPS'), for securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator and for ensuring the effective and efficient governance and administration of the Hampshire Pension Fund.

- 5.3. When acting in its capacity as the Pension Fund Board the Pension Fund Panel and Board shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

6. Conflicts of Interest

- 6.1. In addition to the obligations on Members of the Pension Fund Panel and Board under the County Council's Member's Code of Conduct arising out of their position as either members or co-opted members of the County Council the following provisions apply.
- 6.2. No member of the Panel and Board may participate in any business of the Panel and Board if they have a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Panel and Board (this does not include a financial or other interest arising merely by virtue of membership of the Scheme or any connected Scheme) ('Conflict of Interest').
- 6.3. All Panel and Board members must before becoming a member of the Panel and Board declare any potential Conflict of Interest to the Monitoring Officer of the County Council.
- 6.4. After appointment all Panel and Board members must within 14 days of becoming aware of any new potential Conflict of Interest declare that potential Conflict of Interest to the Monitoring Officer of the County Council.
- 6.5. A member of the Panel and Board must at any time provide the Monitoring Officer of the County Council with such information as he or she requires for the purpose of establishing whether or not the Panel or Board member has a Conflict of Interest.
- 6.6. A Panel and Board member should disclose any Conflict of Interest in any business of the Panel and Board either at the commencement of the meeting, the commencement of the consideration of the item or when the Conflict of Interest becomes apparent.
- 6.7. If a Panel and Board member has a Conflict of Interest in any business of the Board then that Member may not participate in any discussion of, vote on or discharge any function in relation to the matter. In addition the Panel and Board member should withdraw from the room where the meeting is being held.
- 6.8. Any alleged non-compliance with this paragraph 5 shall be referred to the County Council's Conduct Advisory Panel for consideration and in the event that the Conduct Advisory Panel find that a member of the Panel and Board has failed to comply with the provisions of this

paragraph then the Conduct Advisory Panel may recommend to the County Council that the Member is to immediately cease to be a member of the Panel and Board or take such other action as the Conduct Advisory Panel regard as appropriate which can include but is not limited to requiring the member to apologise or requiring the member to undertake such training as the Panel believe is appropriate.

7. Knowledge and Skills

- 7.1. A member of the Panel and Board must have knowledge and understanding of:
 - the law relating to pensions, and
 - any other matters which are prescribed in Regulations.
- 7.2. The County Council has therefore adopted the requirements of the CIPFA Pensions Finance Knowledge and Skills Framework recognising the importance of ensuring that all staff and members charged with the financial management and decision making with regard to the Hampshire Pension Fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.
- 7.3. Members of the Pension Fund Panel and Board are required to acquire and maintain the appropriate level of expertise, knowledge and skills as set out in the CIPFA Pensions Finance Knowledge and Skills Framework in order to remain members of the Panel and Board.
- 7.4. A formal training plan for the Pension Fund Panel and Board is prepared every year to identify and meet the training needs for the Panel and Board as a whole and for individual members. The plan reflects the recommended knowledge and skills level requirements set out in the CIPFA Pensions Finance Knowledge and Skills Framework.

8. Publication of Pension Fund Panel and Board information

- 8.1. Details of the Pension Fund Panel and Board are published on the County Council's website, including:
 - The names and details of the members of the Pension Fund Panel and Board
 - How the Scheme members are represented on the Panel and Board
 - The responsibilities of the Panel and Board as a whole
 - The Terms of Reference and policies of the Panel and Board and how they operate
 - The appointment process for the Employer and Scheme members of the Panel and Board
 - Who each Employer and Scheme member represents

- Any specific roles and responsibilities of individual Board Members
- 8.2. The procedure for the publication of Pension Fund Panel and Board meeting information and reports is contained in Part 3 Chapter 4 Paragraph 2 of the County Council's Constitution.

9. Reporting Breaches

- 9.1. Any potential or actual non compliance with a duty relevant to the administration of the LGPS which is likely to be of material significance to the Pensions Regulator in the exercise of any of its functions that comes to the attention of the Panel and Board shall be dealt with in accordance with the Protocol for Reporting Breaches agreed from time to time by the Panel and Board.

10. Deputations

- 10.1. Deputations to the Pension Fund Panel and Board or to a sub-committee of the Pension Fund Panel and Board will be permitted in accordance with the following procedures:
- 10.1.1. Deputations shall consist of not more than four people who shall be local government electors for the administrative area of Hampshire County Council, or who shall be active, deferred or pensioner members of the Local Government Pension Scheme.
 - 10.1.2 Officers of the County Council shall not be permitted to make a deputation under
 - 10.1.1 unless their deputation is being made in their personal capacity as an active, deferred or pensioner member of the Local Government Pension Scheme and not as an officer of the County Council.
 - 10.1.3 Save as set out in 10.1.1 and 10.1.2, all rules and procedures set out in the County Council's Standing Orders at Part 3 Chapter 1 of the Constitution shall apply to all deputations to the Pension Fund Panel and Board or a sub-committee of the Pension Fund Panel and Board.

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Part 1: Chapter 9

The Conduct Advisory Panel

1. The Conduct Advisory Panel

1.1. The County Council has appointed a Conduct Advisory Panel to advise the County Council on Standards Arrangements in consequence of the Localism Act 2011, and to undertake functions in respect of Standards Arrangements as delegated by the County Council.

1.2. Composition

The Conduct Advisory Panel is proportionally constituted and comprised of 10 members.

1.3. Role and Function

The Conduct Advisory Panel will have the following roles and functions:

- 1.3.1. advising the County Council on adoption or revision of a new Members' Code of Conduct under the Localism Act.
- 1.3.2. advising the County Council on revised arrangements in respect of the registration and declaration of Members' interests under the Localism Act, and procedures regulating the conduct of Meetings, including any consequential amendments to Standing Orders.
- 1.3.3. determining revised arrangements for the assessment, investigation and determination of allegations of breach of the Members' Code of Conduct.
- 1.3.4. grant of dispensations under Section 33 of the Localism Act in respect of participation and voting in Meetings, in cases where Members or Co-opted Members of the County Council have a disclosable pecuniary interest.
- 1.3.5. Responsibility for approval of absence of an elected Member of the County Council pursuant to Section 85 of the Local Government Act 1972.
- 1.3.6. assistance in recruitment of an Independent Person required to be appointed by the County Council in consequence of the Localism Act, and recommendations to the County Council on any appointment.

- 1.3.7. assistance in recruitment of members of the Independent Remuneration Panel required to be appointed by the County Council in consequence of the Local Authorities (Members' Allowances) (England) Regulations 2003, and recommendations to the County Council on any appointment.

Part 1: Chapter 10

The Health and Wellbeing Board

1. Health and Wellbeing Board

The County Council has appointed a Health and Wellbeing Board for Hampshire which will be a key partnership for promoting the health and wellbeing of the residents of Hampshire.

2. Composition

The Health and Wellbeing Board includes within its membership:

- 2.1. At least one Hampshire County Council elected Member nominated by the Leader of the County Council
- 2.2. The Director of Adults' Health and Care
- 2.3. The Director of Children's Services
- 2.4. The Director of Public Health
- 2.5. At least one representative of each Integrated Care Board which commission health services for the population of Hampshire, as nominated by the relevant Integrated Care Board.
- 2.6. A representative of the Local Healthwatch organisation for Hampshire nominated by the Local Healthwatch organisation
- 2.7. A representative of NHS England (Wessex) nominated by NHS England (Wessex)
- 2.8. The Police and Crime Commissioner for Hampshire
- 2.9. A representative of Hampshire and Isle of Wight Fire and Rescue Service
- 2.10. Up to two elected members of the District, Borough and City Councils within Hampshire nominated by those Councils
- 2.11. A representative of the Chief Executives of the Hampshire District, Borough and City Councils to be nominated by those Councils
- 2.12. A representative of the voluntary and community sector nominated by the Hampshire Voluntary Sector Consortium

2.13. A representative of the Acute Trusts providing services in Hampshire nominated by those Trusts

2.14. A representative of the Community and Mental Health Trusts providing services in Hampshire nominated by those Trusts.

3. Proportionality

The rules relating to political proportionality for appointments to County Council Committees do not apply to the Health and Wellbeing Board.

4. Appointment of Substitute Members of the Health and Wellbeing Board

4.1. Allocation

As well as allocating seats on the Health and Wellbeing Board, the County Council will at the Annual General Meeting of the County Council in the year of the ordinary election of the County Council appoint a designated Substitute Member for each member of the Health and Wellbeing Board.

4.2. Powers and duties

Substitute Members will have all the powers and duties of any Ordinary Member of the Board but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.3. Substitution

Substitute members may attend meetings in that capacity only:

4.3.1. to take the place of the Ordinary member for whom they are the designated substitute;

4.3.2. where the Ordinary member will be absent for the whole of the meeting; and

4.3.3. after notifying the Chief Executive 5 Working days before the meeting of the intended substitution.

5. Chairman of the Health and Adult Social Care Select (Overview and Scrutiny) Committee

The Chairman of the County Council's Health and Adult Social Care Select (Overview and Scrutiny) Committee shall have a standing invitation to attend Meetings of the Health and Wellbeing Board and shall, at the discretion of the Chairman be able to participate in the meeting, but shall not be able to vote on any matter.

6. Election of Chairman and Vice-Chairman of the Health and Wellbeing board

The Chairman of the Health and Wellbeing Board will be appointed by the County Council at the Annual General Meeting of the County Council in each year pursuant to Standing Order 6 of the County Council's Standing Orders. The Vice Chairman of the Board will be elected by the Health and Wellbeing Board at the first Meeting of the Health and Wellbeing Board following the Annual General Meeting of the Council in each year.

7. Voting rights of members of the Health and Wellbeing Board

All members of the Health and Wellbeing Board and any Sub-Committee of the Board shall be full voting members of the Board or Sub-Committee.

8. Sub-Committees

The Health and Wellbeing Board may appoint one or more Sub-Committees of the Board to advise the Board with respect to any matter relating to the discharge of functions by the Board.

9. Role and function

The role and function of the Health and Wellbeing Board will be:

- 9.1. For the purpose of advancing the health and wellbeing of the people of Hampshire, to encourage persons who arrange for the provision of any health or social care services in Hampshire to work in an integrated manner.
- 9.2. To provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006 in connection with the provision of such services.
- 9.3. To encourage persons who arrange for the provision of any health or social care services in its area to work with the Health and Wellbeing Board.
- 9.4. To encourage persons who arrange for the provision of any health or social care services and persons who arrange for the provision of any health-related services in Hampshire to work closely together.
- 9.5. To undertake a Joint Strategic Needs Assessment ('JSNA') for Hampshire having regard to any guidance issued by the Secretary of State and ensuring the involvement of the Local Healthwatch organisation, the people who live and work in Hampshire and each relevant District, Borough or City Council.

- 9.6. To oversee and assure the translation of that JSNA into a Joint Health and Wellbeing Strategy ('JHWS') to address the identified health and social care needs, having regard to the extent to which the needs could be met more effectively by the making of arrangements under Section 75 of the National Health Service Act 2006 and to guidance issued by the Secretary of State and ensuring the involvement of the Local Healthwatch Organisation and the people who live and work in Hampshire.
- 9.7. To give the County Council its opinion on whether the County Council, in the exercise of its functions, is giving due regard to the JSNA and the JHWS.
- 9.8. To join up commissioning through a robust knowledge of need by ensuring the delivery of a comprehensive JHWS by the County Council, Integrated Care Boards (ICBs) and other partners.
- 9.9. To provide an opinion to ICBs and the County Council on whether commissioning plans have taken proper account of the JHWS and to give NHS England its opinion on the matter where appropriate.
- 9.10. To consider the exercise or proposed exercise of the commissioning functions of NHS England in relation to Hampshire.
- 9.11. To engage with the NHS on major service changes and reconfigurations ensuring that proposals are developed collaboratively and that they take advantage of opportunities for greater integration of services.
- 9.12. To receive updates and reports from the Hampshire Health and Social Care Place Board including all matters pertaining to the Better Care Fund, delivery of Better Care Fund savings and governance of the Better Care Fund plan.
- 9.13. That the Health and Wellbeing Board contributes to the Integrated Care Partnership Strategy for both Hampshire and Isle of Wight Integrated Care Board and that of Frimley Integrated Care Board.

Part 1: Chapter 11

The Executive

1. Leader with Cabinet

1.1. Role

The Executive consists of a Leader and a Cabinet. The Executive will carry out all those County Council functions that are not the responsibility of any other part of the County Council, whether by law or under this Constitution.

1.2. Form and Composition

The Executive will consist of the Leader, and from two to nine County Councillors appointed to the Executive by the Leader.

1.3. Leader

The Leader will be a Councillor elected to the position of Leader by the County Council either at the first Annual Meeting of the County Council following an election of Members to the County Council, or if a vacancy arises in the position of Leader, at the first Meeting of the County Council following such vacancy for a term office expiring on the day of the next post election Annual Meeting of Members of the County Council which follows his or her election as Leader. The Leader will hold office until **one** of the following events occur:

1.3.1. he or she resigns as Leader;

1.3.2. he or she is no longer a Councillor;

1.3.3. he or she is removed from office by resolution of the County Council;

1.3.4. he or she is otherwise disqualified by law.

1.4. Deputy Leader

The Leader must appoint one of the members of his or her Cabinet to be his or her Deputy and he/she shall be referred to as the Deputy Leader. The Deputy Leader shall hold office until the end of the term of office of the Leader, or until one of the following events occur:

1.4.1. He or she resigns as Deputy Leader;

1.4.2. The Leader in his/her absolute discretion, removes the Deputy Leader from office, who must give written notice of removal to

the Chief Executive (the removal will take effect two working days after receipt of notice by the Chief Executive);

1.4.3. He or she is no longer a County Councillor;

1.4.4. He or she is otherwise disqualified by law.

If for any reason there shall be a vacancy in the position of Deputy Leader, the Leader must appoint another Deputy Leader from among the members of the Cabinet.

If for any reason the Leader is unable to act, or the office of Leader is vacant, the Deputy Leader must act in his/her place.

1.5. Absence of Leader and Deputy Leader

If for whatever reason both the Leader and the Deputy Leader are unable to act or both positions are vacant, the Cabinet must either collectively act in the Leader's place or they must arrange for a member of the Cabinet to act in the place of the Leader.

1.6. Other Members of the Executive (Cabinet)

Scope

1.6.1. Only County Councillors may be appointed to Cabinet. There shall be no co-optees, and no deputies or substitutes for Executive Members. Neither the Chairman or Vice Chairman of the Council may be appointed to the Executive, and members of the Executive (including the Leader) may not be members of a Select (Overview and Scrutiny) Committee.

1.6.2. The Leader appoints members of the Cabinet. Responsibility for executive functions (portfolios) are set out in Part 2 of the Constitution Chapter 3, but may be varied by the Leader at any time.

1.6.3. The Executive will consist of the Leader and up to nine executive members. The Leader will appoint one of the Executive Members as a Deputy Leader. The Leader will notify the County Council of the persons appointed to the Executive by him or her at the Annual Meeting of the ordinary election of the County Council. Any subsequent changes will be notified to members of the County Council by the Chief Executive.

1.7. Terms of office for other Executive Members

Other Executive members will hold office until one of the following events occur:

1.7.1. they resign from office;

- 1.7.2. they are no longer County Councillors;
- 1.7.3. they are removed from office by the Leader, who must give written notice of removal to the Chief Executive (the removal will take effect two working days after receipt of the notice by the Chief Executive);
- 1.7.4. they are otherwise disqualified by law.

1.8. Proceedings of the Executive

The Executive's proceedings shall take place in line with the Executive Procedure Rules, set out in Part 3, Chapter 2 of this Constitution.

1.9. Responsibility for functions

The Chief Executive will maintain a list as set out in Part 2, Chapter 3 of this Constitution, stating which individual members of the Cabinet or Committees of Cabinet are responsible for particular Executive functions as notified by the Leader.

1.10. Executive arrangements

The following parts of this Constitution make up the Executive arrangements:

- 1.10.1. Part 1, Chapter 11 - The Executive;
- 1.10.2. Part 1, Chapter 12 – Area-based Committees and Panels including Joint Committee arrangements, statutory or otherwise;
- 1.10.3. Part 1, Chapter 14 - Select (Overview and Scrutiny) Committees;
- 1.10.4. Part 1, Chapter 15 - Decision Making;
- 1.10.5. Part 2, Chapter 2, Paragraph 2.2 - Local Choice Functions allocated to the Executive;
- 1.10.6. Part 2, Chapter 3 - Executive Functions;
- 1.10.7. Part 2, Chapter 5 - Scrutiny Functions;
- 1.10.8. Part 3, Chapter 2 - Executive Procedures and Role of Executive;
- 1.10.9. Part 3, Chapter 3 – Scrutiny Procedures.

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Part 1: Chapter 12

Statutory Joint Committees, Area-based Committees, Panels and Partnership Boards

1. Statutory Joint Committees and Panels, Joint and Area Based Committees and Panels, Other Advisory Committees and Panels and Partnership Boards

1.1. The County Council appoints Members to the following Committees and Panels. These Committees and Panels, as described in the left-hand column, will report to the Decision Making Body or Executive Member who is responsible for the function in the right-hand column.

Statutory Joint Committees and Panels	Reporting to the Decision Making Body or Executive Member
Partnership for South Hampshire (PfSH)	County Council
Police and Crime Panel	County Council
Project Integra Strategic Board	Executive Lead Member for Universal Services
Solent Transport	Executive Lead Member for Universal Services
Southampton International Airport Consultative Committee	Executive Member for Hampshire 2050 and Corporate Services
Standing Advisory Council on Religious Education	Executive Member for Education
Statutory Panels	Reporting to the Decision Making Body or Executive Member
Hampshire Channel Panel	Executive Lead Member for Adult Social Care and Public Health
Joint and Area Based Committees and Panels	Reporting to the Decision Making Body or Executive Member
Basingstoke Canal JMC	Executive Member for Countryside and Regulatory Services
Eastleigh Museum JMC	Executive Member for Hampshire 2050 and Corporate Services

Bursledon Windmill JMC	Executive Member for Hampshire 2050 and Corporate Services
Bus Lane Adjudication Service JC	Executive Lead Member for Universal Services
Gosport Museum JMC	Executive Member for Hampshire 2050 and Corporate Services
Parking and Traffic Regulations Outside London (PATROL) Adjudication JC	Executive Lead Member for Universal Services
Other Advisory Committees and Panels	
Buildings, Land and Procurement Panel	Executive Member for Hampshire 2050 and Corporate Services
Children & Families Advisory Panel	Executive Lead Member for Children's Services
Corporate Parenting Board	Executive Lead Member for Children's Services
Education Advisory Panel	Executive Member for Education
Independent Remuneration Panel	Employment in Hampshire County Council Committee
River Hamble Harbour Management Committee	River Hamble Harbour Board
Partnership Boards	Reporting to the Decision Making Body or Executive Member
ACCESS Joint Governance Committee	County Council
Assembly of European Regions (AER)	County Council
Andover Masterplan Partnership Board	Executive Member for Hampshire 2050 and Corporate Services
Central Hampshire Road Safety Council	Executive Lead Member for Universal Services
County Councils Network (CCN)	County Council
Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty Partnership Panel	Executive Member for Countryside and Regulatory Services
Enterprise M3 Local Enterprise Partnership (EM3 LEP)	Executive Member for Hampshire 2050 and Corporate Services
Enterprise M3 LEP ESIF Sub-Committee	Executive Member for Hampshire 2050 and Corporate Services
Frimley Health NHS Foundation Trust	Executive Lead Member for Adult Social Care and Public Health
Hampshire Admission Forum	Executive Member for Education
Hampshire and Isle of Wight Community Foundation Board	Executive Lead Member for Adult Social Care and Public Health
Hampshire and Isle of Wight Community Fund Advisory Board	Executive Member for Hampshire 2050 and Corporate Services

Hampshire and Isle of Wight Local Government Association (HLOWLGA)	Executive Member for Hampshire 2050 and Corporate Services
Hampshire Archives Trust	Executive Member for Countryside and Regulatory Services
Hampshire Association of Local Councils (HALC)	Executive Member for Hampshire 2050 and Corporate Services
Hampshire Autism Partnership Board	Executive Lead Member for Adult Social Care and Public Health
Hampshire Countryside Access Forum	Executive Member for Countryside and Regulatory Services
Hampshire Cultural Trust	Executive Member for Hampshire 2050 and Corporate Services
Hampshire Hospitals NHS Foundation Trust	Executive Lead Member for Adult Social Care and Public Health
Hampshire Learning Disability Partnership Board	Executive Lead Member for Adult Social Care and Public Health
Hampshire Rural Forum	Executive Member for Countryside and Regulatory Services
Local Government Association Coastal Special Interest Group	County Council
Manydown Garden Communities Partnership for South Hampshire	Executive Member for Hampshire 2050 and Corporate Services
New Forest National Park Authority	County Council
Northern Hampshire Road Safety Council	Executive Lead Member for Universal Services
Partnership for South Hampshire (PfSH) Overview and Scrutiny Committee	County Council
Portsmouth City Council Health Overview and Scrutiny Panel	Executive Lead Member for Adult Social Care and Public Health
Public Transport Consortium	Executive Member for Hampshire 2050 and Corporate Services
Solent Forum	Executive Member for Hampshire 2050 and Corporate Services
Solent Freeport Consortium Ltd Board	Executive Member for Hampshire 2050 and Corporate Services
Solent Growth Forum	Executive Member for Hampshire 2050 and Corporate Services
Solent Local Enterprise Partnership (Solent LEP)	Executive Member for Hampshire 2050 and Corporate Services
Solent Sea Rescue Organisation (SSRO)	Executive Member for Performance, Human Resources, Inclusion and Diversity
South Downs National Park Authority	County Council
South East 7 Board	County Council
South East Councils	County Council

South East Reserve Forces and Cadets Association	Executive Member for Performance, Human Resources and Inclusion and Diversity
South East Strategic Leaders	County Council
Southampton Port Consultative Committee	Executive Member for Hampshire 2050 and Corporate Services
Southampton Water Stakeholder Panel for Hampshire	Executive Member for Hampshire 2050 and Corporate Services
Southern Hampshire Road Safety Council	Executive Lead Member for Universal Services
Southern Inshore Fisheries and Conservation Authority	County Council
Southern Regional Flood and Coastal Committee (SRFCC)	Executive Member for Hampshire 2050 and Corporate Services
Strategic Aviation Special Interest Group	Executive Member for Hampshire 2050 and Corporate Services
Surrey and Borders Partnership NHS Foundation Trust	Executive Lead Member for Adult Social Care and Public Health
Test Valley Economic Partnership Board	Executive Member for Hampshire 2050 and Corporate Services
Thames Regional Flood and Coastal Committee	Executive Member for Hampshire 2050 and Corporate Services
University Hospital Southampton NHS Foundation Trust	Executive Lead Member for Adult Social Care and Public Health
Wessex Regional Flood and Coastal Committee	Executive Member for Hampshire 2050 and Corporate Services
Whitehill and Bordon Strategy Group	Executive Member for Hampshire 2050 and Corporate Services

Part 1: Chapter 13

Officers

1. Officers

1.1. Appointment

Appointment of staff at Chief Officer and Deputy Chief Officer level is the County Council's responsibility (County Council appointments). These County Council appointments will be made in line with the County Council's Standing Orders, set out in Part 3 Chapter 1 of this Constitution. Appointment of all staff below Deputy Chief Officer level is the responsibility of the Head of Paid Service, or his or her nominee.

1.2. Management arrangements

- 1.2.1. The County Council may engage such staff as it considers necessary to carry out its functions;
- 1.2.2. Chief Officers – the County Council's current management structure at Chief Officer level is set out in the table below. A more detailed explanation of responsibilities is set out in Part 2, Chapter 4.

Post	Function and Areas of Responsibility
Chief Executive and Head of Paid Service	Overall corporate management and operational responsibility (including overall management responsibility for all officers) and all services.
Deputy Chief Executive	To deputise for the Chief Executive in respect of the functions of overall corporate management and operational responsibility and all services, in the absence of the Chief Executive.
Director of Corporate Operations / Chief Financial Officer (Statutory Chief Officer)	Overall management of the County Council's financial affairs and services within the County Council's Corporate Operations Directorate.

Director of People and Organisation	Services within the People and Organisation Directorate.
Director of Children's Services (Statutory Chief Officer)	Services within the Children's Services Directorate.
Director of Adults' Health and Care (Statutory Chief Officer)	Services within the Adults, Health and Care Directorate.
Director of Hampshire 2050	Services within the Hampshire 2050 Directorate.
Director of Universal Services	Services within the Universal Services Directorate.
Director of Public Health (Statutory Chief Officer)	Public Health Services.

1.2.3. Head of Paid Service, Monitoring Officer, Data Protection Officer, Chief Financial Officer and Scrutiny Officer – the Council has designated the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Director of Corporate Operations / Chief Financial Officer - Corporate Services	Chief Financial Officer
Assistant Director - Legal Services and Monitoring Officer	Monitoring Officer
Deputy Director – People and Organisation	Data Protection Officer
Head of Democratic & Member Services, and Information Compliance	Scrutiny Officer

Such posts will have the functions described in sections 1.3 -1.5 and 1.7 below.

1.2.4. Structure – the Head of Paid Service will determine and publicise a description of the overall departmental structure of

the County Council, showing the management structure and deployment of officers.

1.3. Functions of the Head of Paid Service

1.3.1. Implements and co-ordinates policies in accordance with member determined strategy and the County Council functions. It is the Head of Paid Service's duty (under Section 4 of the Local Government and Housing Act 1989) to report to the County Council when he or she considers it appropriate to do so, about:

1.3.1.1. how the performance by the County Council of its different functions is co-ordinated;

1.3.1.2. the number of grades of staff required by the County Council to perform its functions;

1.3.1.3. the organisation of the County Council's staff;

1.3.1.4. the appointment and proper management of the County Council's staff.

1.3.2. The Head of Paid Service cannot be the Monitoring Officer or the Scrutiny Officer, but may hold the post of Chief Financial Officer if he or she is a qualified accountant.

1.4. Functions of the Monitoring Officer

1.4.1. Maintaining the Constitution

The Monitoring Officer will maintain an up-to-date version of the Constitution (including financial regulations and contract standing orders) and will ensure that it is widely available for consultation by Members, staff and the public;

The Monitoring Officer will provide a copy of this Constitution to each Councillor, soon after he or she has provided a declaration of acceptance of office on first being elected to the County Council;

1.4.2. Ensuring lawful and fair decision making

After consulting with the Head of Paid Service and Chief Financial Officer, the Monitoring Officer will report to the County Council – or to the Executive concerning an executive function – if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will stop the proposal or decision being implemented, until the report has been considered. This is a statutory duty under Section 5 of the Local Government Housing Act 1989;

1.4.3. Supporting the Conduct Advisory Panel

The Monitoring Officer will contribute to promoting and maintaining high standards of conduct by supporting the Conduct Advisory Panel;

1.4.3.1. Conducting investigations

The Monitoring Officer will conduct investigations into matters referred by the Conduct Advisory Panel and make reports or recommendations about them to the Conduct Advisory Panel;

1.4.4. Proper Officer for Access to Information

The Monitoring Officer is the Proper Officer for Access to Information for the purpose of the Local Government Act 1972, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Openness of Local Government Bodies Regulations 2014 and successor statutory provisions as may be amended and/or revised, and will ensure that records of decisions, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible;

1.4.5. Checking whether executive decisions are within the budget and policy framework

The Monitoring Officer will confirm whether decisions made by the Executive are in line with the budget and policy framework;

1.4.6. Providing advice

The Monitoring Officer will advise all Councillors on their scope of powers and authority to take decisions; deal with maladministration; financial impropriety; probity; and budget and policy framework issues;

1.4.7. Restrictions on posts

The Monitoring Officer cannot be the Chief Financial Officer or the Scrutiny Officer or the Head of Paid Service;

1.4.8. Supporting the Audit Committee

The Monitoring Officer will give guidance to the Audit Committee on matters appertaining to the governance of the County Council's affairs.

1.5. Functions of the Chief Financial Officer

1.5.1. Ensuring lawful and financially prudent decision making

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Financial Officer will report to the County Council – or to the Executive concerning an Executive function – and to the County Council’s external auditor, if he or she considers that any proposal, decision or course of action will involve incurring any unlawful expenditure; or is likely to cause a loss or deficiency; or if the County Council is about to enter an item of account unlawfully. This is a statutory duty under Section 6 of the Local Government and Housing Act 1989;

1.5.2. Administration of financial affairs

The Chief Financial Officer will have responsibility for the administration of the County Council’s financial affairs. This is a statutory duty under Section 6 of the Local Government and Housing Act 1989;

The Chief Financial Officer will also be responsible for the County Council’s financial regulations.

1.5.3. Providing advice

The Chief Financial Officer will advise Councillors on their scope of powers and authorities to take decisions; deal with financial impropriety; probity; and budget and policy framework issues. the Chief Financial Officer will also support and advise Councillors and Officers in their respective roles;

1.5.4. Give financial information

The Chief Financial Officer will provide financial information to members of the public and the community at large; and to such external agencies, bodies or organisations as appropriate.

1.6. Chief Financial Officer and Monitoring Officer

The County Council will provide the Chief Financial Officer and the Monitoring Officer with such officers, accommodation and other resources as they need to perform their duties. This is a requirement under Sections 5 and 6 of the Local Government and Housing Act 1989;

1.7. Functions of the Scrutiny Officer

- 1.7.1. Promote the role of the County Council’s Select (Overview and Scrutiny) Committees

1.7.2. Provide support to the County Council's Select (Overview and Scrutiny) Committees and the members of those committees

1.7.3. Provide support and guidance to:

1.7.3.1. Members of the County Council;

1.7.3.2. Members of the Executive, and;

1.7.3.3. Officers of the County Council.

in relation to the functions of the County Council's Select (Overview and Scrutiny) Committees.

1.7.4. Restriction on functions. The County Council may not designate the Head of Paid Service, the Monitoring Officer or the Chief Financial Officer as the Scrutiny Officer.

1.8. **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 4 Appendix C and Part 4 Appendix D of this Constitution;

1.9. **Employment**

The recruitment, selection and dismissal of officers will comply with the County Council's adopted Standing Orders and adopted policies and procedures relating to Employment in Hampshire County Council.

Part 1: Chapter 14

Select (Overview and Scrutiny) Committees

1. Select (Overview and Scrutiny) Committees

1.1. Background

Under the Local Government Act 2000 (“The 2000 Act”), the County Council must establish at least one Overview and Scrutiny Committee. The County Council has decided to appoint five such Committees known as Select (Overview and Scrutiny) Committees. Select (Overview and Scrutiny) Committees may appoint such Sub-Committees as they consider appropriate from time to time. Representation on these Committees and Sub-Committees will bear the same proportionality as the political composition of the whole County Council (Section 9 FA (6) of Part 1A of the 2000 Act).

1.2. General role

The main purpose of Select (Overview and Scrutiny) Committee is to hold the Executive to account. Select (Overview and Scrutiny) Committees also have a broad advisory role in relation to functions of the whole County Council and matters affecting the locality of Hampshire.

Within their scope, Select (Overview and Scrutiny) Committees will:

- 1.2.1. review and scrutinise decisions made, or actions taken, in connection with the discharge of Executive functions;
- 1.2.2. make reports or recommendations to the County Council or the Executive, in connection with the discharge of Executive functions;
- 1.2.3. review and scrutinise decisions made or actions taken, in connection with the discharge of Non-Executive functions;
- 1.2.4. make reports or recommendations to the County Council or the Executive, in respect of the discharge of Non-Executive functions;
- 1.2.5. make reports or recommendations to the County Council or the Executive on any matter affecting the County Council’s area or members of the public in Hampshire;

- 1.2.6. call in decisions made by the Executive which have not yet been implemented which they consider should be reviewed or scrutinised;
- 1.2.7. review and scrutinise the exercise by risk management authorities of flood and coastal erosion management functions which affect the County Council's area;
- 1.2.8. review and scrutinise decisions made, or other action taken, in connection with the discharge by the County Council of its crime and disorder functions, and make reports and recommendations to the County Council in respect of the discharge of such functions.

1.3. Appointment of Select (Overview and Scrutiny) Committees

The County Council appoints the Select (Overview and Scrutiny) Committees, set out in the left-hand column of the table set out in Part 2 Chapter 5, to perform the functions conferred by Section 9 F and Sections 9 FA to 9 FI of Part 1A of the 2000 Act, Section 19 of the Police and Justice Act 2006, by Sections 16 and 17 of the Local Democracy, Economic Development and Construction Act 2009, and by the Health and Social Care Act 2001 and the National Health Service Act 2006 (as updated by the Local Government and Public Involvement in Health Act 2007) and regulations provided in accordance with these Acts or by any relevant amending or superseding legislation, and having regard to statutory guidance in relation to the matters set out in the right-hand column.

Part 1: Chapter 15

Decision Making

1. Decision Making

1.1. Responsibility for decision making

The County Council will issue, and keep up to date, a record of what part of itself, or which individual is responsible for particular types of decisions or decisions relating to particular areas or functions. This record is currently as set out in Part 2, Chapter 1 of this Constitution.

1.2. Principles of decision making

All County Council decisions will be made in line with the following principles:

- 1.2.1. fairness and equality;
- 1.2.2. openness and transparency;
- 1.2.3. respect for human rights;
- 1.2.4. the letter and spirit of the Constitution;
- 1.2.5. the law;
- 1.2.6. with due consultation and the benefit of professional advice, where appropriate.

1.3. Decision making by the County Council

County Council Meetings will follow County Council's Standing Orders. These orders as set out in Part 3, Chapter 1 of this Constitution regulate the proceedings of the County Council when considering any matter.

1.4. Decision making by Committees, Sub-Committees and Standing Panels established by the County Council

Committees, Sub-Committees and Standing Panels of the County Council will follow those parts of the County Council's Standing Orders set out in Part 3, Chapter 1 of this Constitution which apply to them.

1.5. Decision making by the Executive

The Executive will follow the Executive Procedures set out in Part 3, Chapter 2 of this Constitution when it considers any matter;

1.6. Decision making by Select (Overview and Scrutiny) Committees

Select Committees will follow the Select (Overview and Scrutiny) Procedures Rules set out in Part 3, Chapter 3 of this Constitution when they consider any matter;

1.7. Decision making by County Council bodies acting as tribunals

If the County Council or an Officer is acting in a quasi-judicial manner, or as a tribunal, or is determining or considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person, then the County Council or Officer will follow the proper procedures that meet the requirements of natural justice and the right to a fair trial (contained in Article 6 of the European Convention on Human Rights), in line with Standing Orders in Part 3, Chapter 1 of this Constitution;

1.8. Decision making by Officers

Officers have full authority for operational decision making, and for any necessary action within their remit, and they are answerable in the first instance to the Chief Executive (Head of Paid Service) and ultimately to the County Council through the Cabinet and Leader.

Part 1: Chapter 16

Legal, Finance and Contract Matters

1. Legal, Finance and Contract Matters

1.1. Financial Regulations

The County Council's financial affairs will be conducted in line with the Financial Rules set out in Part 3, Chapter 5 of this Constitution.

1.2. Compliance with Financial Regulations and Contract Standing Orders

Every contract made by the County Council will comply with Financial Regulations and Contract Standing Orders set out in Part 3, Chapter 6 of this Constitution.

1.3. Legal proceedings

The Assistant Director Legal Services and Monitoring Officer is authorised as Proper Officer to commence, defend, or participate in, any legal proceedings in any case, where necessary, to give effect to decisions of the County Council, or in any case where the Assistant Director Legal Services and Monitoring Officer considers it necessary to protect the County Council's interests.

Where any document is necessary to any legal procedure or proceedings on the County Council's behalf, that document will be signed by the Assistant Director Legal Services and Monitoring Officer or person authorised by the Assistant Director Legal Services and Monitoring Officer unless any enactment states otherwise, or the County Council has given the necessary authority to some other person.

1.4. Signing and executing documents

Any contract or agreement entered into on the County Council's behalf must be signed by the Assistant Director Legal Services and Monitoring Officer as Proper Officer or any other person authorised by the Assistant Director Legal Services and Monitoring Officer or a Chief Officer or person authorised to sign on behalf of a Chief Officer in accordance with Contract Standing Order 11.4.

1.5. Deeds must either be executed under the Common Seal of the County Council and witnessed by the Assistant Director Legal Services and

Monitoring Officer (or any other person specifically authorised to sign on his or her behalf), or executed by being signed on behalf of the County Council by the Assistant Director Legal Services and Monitoring Officer (or other person authorised by the Assistant Director Legal Services and Monitoring Officer and at the same time witnessed by one other person authorised to do so by the Assistant Director Legal Services and Monitoring Officer. Any contract over a value of £177,000 which is not under seal or executed as a Deed must be signed by the Assistant Director Legal Services and Monitoring Officer (or other person authorised by the Assistant Director Legal Services and Monitoring Officer) and one other person also authorised to do so by the Assistant Director Legal Services and Monitoring Officer.

1.6. The Common Seal of the County Council

The Common Seal of the County Council must be kept, in a safe place, by the Assistant Director Legal Services and Monitoring Officer. A decision made by the County Council will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which, in the opinion of the Assistant Director Legal Services and Monitoring Officer, should be sealed. The affixing of the Common Seal will be witnessed by the Assistant Director Legal Services and Monitoring Officer, or some other person authorised by him or her.

Part 1: Chapter 17

Review and Revision of the Constitution

1. Review and Revision of the Constitution

1.1. Duty to monitor and review the Constitution

The Monitoring Officer will ensure that the aims and principles of the Constitution are given full effect. The Audit Committee, with guidance from the Monitoring Officer, will monitor and review the operation of the Constitution, to ensure that the aims and principles of the Constitution are given full effect. It will report to the Cabinet detailing any changes it considers necessary. The Cabinet will consider any advice from the Audit Committee and monitor and review such aspects of the Constitution as it considers appropriate and will make any recommendations to the County Council at the appropriate time.

1.2. Changes to the Constitution

1.2.1. Approval;

The County Council will only consider changes to the Constitution after the Cabinet has considered any proposals.

1.2.2. Changes from Leader and Cabinet form of Executive;

If there are proposals to change the Executive arrangements, the County Council will take reasonable steps to consult local electors and other interested persons when it draws up proposals.

1.3. Exception to the requirement in 1.2

The following changes to the Constitution may be effected by the Chief Executive, subject to reporting the change to the next appropriate meeting of the Cabinet, and then to County Council:

1.3.1. Changes in the responsibility for Executive Functions (Part 2, Chapter 3) decided upon by the Leader, including changes to the appointment of the number of Executive members up to the maximum allowed by legislation;

1.3.2. Changes to the delegated functions to Chief Officers as allocated from time to time by the Chief Executive in accordance with Part 2, Chapter 4 including any changes

consequential on 1.3.1 above;

- 1.3.3. Changes required to give effect to any change in the law or directives issued under legal powers by Government.

Part 1: Chapter 18

Interpreting the Constitution

1. Interpreting the Constitution

1.1. Suspending the Constitution

1.1.1. Limit to suspension;

The Chapters of this Constitution, other than the rules contained in Standing Orders (Part 3, Chapter 1), may not be suspended. However, the rules mentioned in Standing Orders (Part 3, Chapter 1) may be suspended by the County Council, to the extent permitted in those rules and the law.

1.1.2. Procedure to suspend;

A motion to suspend any rules will not be moved without notice, unless a majority of the total number of Councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved – taking account of the purposes of the Constitution in Chapter 1 of this Part – and must only be for long enough to transact the particular item of business causing the suspension.

1.1.3. Rules capable of suspension;

Rules that may be suspended in line with Chapter 18, paragraph 1.1.1 of this Part are specified in the Standing Orders of the County Council in Part 3, Chapter 1 of this Constitution.

1.2. Matters of interpretation

Matters of interpretation, and the County Council's Chairman's ruling on the interpretation or application of the Constitution or County Council proceedings, must be applied in line with the Standing Orders of the County Council in Part 3, Chapter 1 of this Constitution.

1.3. Publication

The Monitoring Officer will ensure that a copy of the Constitution is placed, on the County Council's website and that copies of the Constitution are available for inspection at the County Council's offices, Information Centre, and that copies are available to members of the

public.

Part 2: Chapter 1

Allocation of Functions of the County Council

1. The principles of delegation

One of the primary purposes of the Constitution is to make it clear where responsibility for particular functions lies, and which person or body (County Council, Committee, Executive, (acting collectively or individually), or Officer) may make a decision that will result in an action being taken or not taken.

2. The hierarchy of decision taking

2.1. County Council

The County Council will exercise the functions reserved to the County Council set out in Part 1, Chapter 4 of the Constitution which will not be delegated, and any Local Choice Functions reserved to the County Council in the table set out at Chapter 2, Paragraph 2 of this Part.

2.2. Committees of the County Council

Committees of the County Council will exercise the Non-Executive Functions set out in the table in Chapter 2, Paragraph 1 of this Part, and the Local Choice Functions allocated to Committees of the County Council set out in the table at Chapter 2, Paragraph 2 of this Part.

2.3. The Executive (Cabinet)

The Executive will exercise the Local Choice Functions allocated to the Executive at Chapter 2, Paragraph 2 of this Part. Any decision of the Executive may be taken by a Committee of the Executive, an individual Executive Member, or may be delegated to an Officer or to a joint Executive Committee.

2.4. Individual members of the Executive

Individual members of the Executive will also exercise the appropriate functions set out under: 'Responsibility for Executive Functions' in Chapter 3 of this Part except where varied by the

Leader as provided for in the Executive Procedure Rules set out in Part 3, Chapter 2 of the Constitution and notified by the Leader to the Chief Executive in accordance with Part 1, Chapter 11, Paragraph 1.6. Any necessary consequential changes to the Constitution will be made by the Monitoring Officer in accordance with Part 1, Chapter 16, Paragraph 1.3 of the Constitution.

2.5. Officers

Officers will exercise the delegated functions as set out below:

- 2.5.1. The Non-Executive Functions set out in the table in Chapter 2, Paragraph 1 of this Part, as set out in Column 4 of the table.
- 2.5.2. The Local Choice Functions set out in the table in Chapter 2, Paragraph 2 of this Part, as set out in Column 4 of the table.
- 2.5.3. The Executive Functions set out in Chapter 3 of this Part.
- 2.5.4. Functions, powers and areas of responsibility delegated to Chief Officers under the delegated authority set out in Chapter 4 of this Part.
- 2.5.5. Functions of Chief Officers and Statutory Officers of the County Council as set out in Part 1, Chapter 12 of the Constitution.

2.6. Select (Overview and Scrutiny) Committees

Select (Overview and Scrutiny) Committees will undertake the role described in Part 1, Chapter 13 of the Constitution, and the Scrutiny functions set out in Chapter 5 of this Part. The role of Select (Overview and Scrutiny) Committees is advisory and may result in recommendations to the County Council, Committees of the County Council, or to the Executive, but will not result in decisions.

2.7. Discharge of functions by other local authorities

Arrangements may be made from time to time pursuant to Section 101 of the Local Government Act 1972, or Section 9 EA of Part 1A of the Local Government Act 2000 (and regulations made thereunder) for the discharge of functions of the County Council, or as the case may be Executive functions, by another local authority. Where such arrangements are made they will be subject of an agency agreement. Arrangements may also be made from time to time, pursuant to Section 9 EB of Part 1A of the Local Government Act 2000, for the discharge of Executive functions jointly with another local authority.

Part 2: Chapter 2

Responsibility for Non-Executive Functions delegated to Committees and allocation of Local Choice Functions

1. Responsibility for Non-Executive Functions

Allocation of Functions to Regulatory Committee, the Audit Committee, the Pension Fund Panel and Board, the Employment in Hampshire County Council Committee, and the Conduct Advisory Panel

Non-Executive functions are functions of the County Council that cannot be the responsibility of the County Council's Executive under the Functions Regulations, Regulation 2 and Schedule 1. The County Council has decided that the Non-Executive Functions referred to in Column 1 of the below table should be the responsibility of the Committee referred to at Column 2 of the table.

Sub-Committees of Committees may be created where appropriate to perform aspects of these functions

1. Functions	2. Committee	3. Membership	4. Delegation
All functions relating to Town and Country Planning and Development Control exercisable by the County Council, as specified in Schedule 1, Paragraph A of the Functions Regulations.	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4.
All Licensing and Registration functions exercisable by the	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in

County Council as specified in Schedule 1, Paragraph B of the Functions Regulations.			accordance with Part 2, Chapter 4
All functions relating to Health and Safety at Work exercisable by the County Council as specified in Schedule 1, Paragraph C of the Functions Regulations, to the extent that those functions are performed in a way other than in the County Council's capacity as an employer.	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
Functions relating to name and status of area as exercisable by the County Council specified in Schedule 1, Paragraph E, of the Functions Regulations.	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
Miscellaneous functions relating to public rights of way exercisable by the County Council as specified in Schedule 1, Paragraph I, Part I of the Functions Regulations	Regulatory Committee	Members of the County Council	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4

<p>All other Licensing Regulatory and Registration functions exercisable by the County Council as specified in the Functions Regulations not otherwise allocated specifically in this table to Regulatory Committee.</p>	<p>Regulatory Committee</p>	<p>Members of the County Council</p>	<p>Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4</p>
<p>Miscellaneous functions relating to sea fisheries, and power to make limestone pavement orders, as specified in Schedule 1 Paragraph I, Part II of the Functions Regulations.</p>	<p>Regulatory Committee</p>	<p>Members of the County Council</p>	<p>Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4</p>
<p>Functions in respect of the determination of the terms and conditions of service for staff employed by the County Council, (including procedures for their dismissal) as specified in Schedule 1, Part I, Part II of the Functions Regulations not allocated to Regulatory Committee.</p> <p>Chief Officer remuneration</p>	<p>Employment in Hampshire County Council Committee</p>	<p>Members of the County Council</p>	<p>Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4.</p>

To receive recommendations from the Independent Remuneration Panel on Members Allowances and to make recommendations to the County Council thereon.			
Functions relating to Local Government Pensions, etc. as specified in Schedule 1 Paragraph H of the Functions Regulations not allocated to Regulatory Committee including administration of the Pension Fund on behalf of the County Council as Superannuation Authority	Pension Fund Panel and Board	Members of the County Council plus Co-Opted Members	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
Functions relating to elections exercisable by the County Council as specified in Schedule 1 Paragraph D of the Functions Regulations	Audit Committee	Members of the County Council	Chief Executive

2. Responsibility for Local Choice Functions

Local Choice Functions are functions that could be (but need not be) the responsibility of an Authority's Executive under Regulation 3 and Schedule 2 of the Functions Regulations. The County Council has decided that the Local Choice Functions referred to at column 1 of the below table should be the responsibility of the decision making body (County Council, Committee, or Executive) as referred to at column 2 of

this table.

Where a Local Choice Function is delegated to a Committee of the County Council, Sub-Committees of the Committee maybe created to perform aspects of such functions.

1. Function	2. Decision-making body	3. Taking the decision	4. Delegation to Officers
1. Any function under a local Act, other than a function specified or referred to in Regulation 2 or Schedule 1 of the Functions Regulations	Executive (to the extent that these are not functions of the County Council as River Hamble Harbour Authority, in which case Paragraph 15 of this table applies)	Collectively or individually (¹)	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
<p>2. Determining an appeal against any decision by, or on behalf of, the County Council including school transport appeals relating to the safety of walking routes, staff disciplinary appeals and pension appeals</p> <p>Determining an appeal against any decision by, or on behalf of, the County Council in respect of exceptions to school transport policies other than appeals relating to the safety of walking routes.</p>	<p>Regulatory Committee</p> <p>Executive</p>	<p>Appointed Members of the Committee</p> <p>Executive Member for Education</p>	<p>Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4</p> <p>Stage 2 Internal Dispute Resolution Procedure ('IDRP Pension Appeals') – Monitoring Officer or Deputy Monitoring Office</p> <p>For all other appeals Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4</p>

3. Making arrangements in relation to appeals against exclusion of pupils from maintained schools	Regulatory Committee	Appointed Members of the Committee	Assistant Director Legal Services and Monitoring Officer, and Director of Children's Services
4. Making arrangements pursuant to Sections 94 (1), (1A) and (4) of the School Standards and Framework Act 1998 (admission appeals)	Regulatory Committee	Appointed Members of the Committee	Assistant Director Legal Services and Monitoring Officer, and Director of Children's Services
5. Making arrangements under Section 95 (2) of the School Standards and Framework Act 1998 (children to whom Section 87 of such Act applies: appeals by governing bodies)	Regulatory Committee	Appointed Members of the Committee	Assistant Director Legal Services and Monitoring Officer, and Director of Children's Services
6. Any function relating to contaminated land	Executive	Executive Lead Member for Universal Services	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
7. Performing any function relating to controlling pollution or managing air quality	Executive	Executive Lead Member for Universal Services	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
8. Obtaining information under Section 330 of the Town and Country Planning	Executive	Executive Member for Countryside and Regulatory Services	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4

Act 1990 as to interests in land			
9. Obtaining information about people interested (right, share or claim) in land, under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976	Executive	Executive Member for Countryside and Regulatory Services	Assistant Director Legal Services and Monitoring Officer, and Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
10. Making arrangements for highways works to be carried out	Executive	Executive Lead Member for Universal Services	Assistant Director Legal Services and Monitoring Officer
11. The appointment of any individual: a) to any office other than an office in which he or she is employed by the County Council b) to any body other than the County Council, or a joint Committee of two or more authorities; or c) to any Committee or Sub-Committee of such a body	County Council		Assistant Director Legal Services and Monitoring Officer
12. The making of arrangements with other local authorities for the placing of staff at the disposal of those other authorities.	Executive	Collectively or individually ⁽¹⁾	Chief Officer with responsibility for subject area in accordance with Part 2, Chapter 4
13. Functions of the County Council as River	River Hamble Harbour Board	Members of the County Council	Director of Universal Services

Hamble Harbour Authority		(3) and Co-opted Members (4)	
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(¹) If a decision falls within the remit of an individual Executive Member described in column 3 that Member may take the decision. If a decision overlaps other Executive Member responsibilities, the decision should be joint.

If a function is delegated to a Chief Officer, the Chief Executive may allocate or re-allocate responsibility for exercising a particular function where this would in the Chief Executive's opinion be appropriate in accordance with Chapter 4. Paragraph 1.1 of this Part.

Part 2: Chapter 3

Executive Functions

1. Responsibility for Executive Functions

1.1 The following table sets out the allocation of responsibilities within the Executive. The portfolios are expressed in broad terms and may be varied, as provided for in the Executive Procedure Rules set out in Part 3 Chapter 2 of this Constitution.

1.2 The principles of responsibility are as follows:

1.2.1 unless a function, power or responsibility is specifically reserved to the County Council or a Committee of the County Council, the Executive is authorised to exercise the function or power.

1.2.2 the Executive collectively will be responsible for those decisions falling appropriately to it.

1.2.3 all decisions will be recorded.

1.2.4 if a decision is made by an individual Member of the Executive, this will be stated openly and clearly.

1.2.5 the Executive or individual Members of the Executive will normally be making Key Decisions, as defined at Part 3, Chapter 2, Paragraph 3 of this Constitution, or decisions which are significant (even though they may not be Key Decisions).

Responsible Person	Functions
Leader and Executive Member for Hampshire 2050 and Corporate Services	<p>Leader of the County Council and Chairing and managing the Executive and its work.</p> <p>Overall strategy (including Serving Hampshire - Strategic Plan), policy and co-ordination 'across the board', promoting the Hampshire rural estate, and the direction and utilisation of strategic resources and strategic asset management. Partnerships with a focus on rural initiatives, to the benefit of Hampshire, climate change, rural and environmental policy.</p> <p>Primary directorate links – Hampshire 2050, Corporate Operations, and People and Organisation.</p>

	<p>Service area responsibilities – Health and Safety; Emergency Planning functions pursuant to the Civil Contingencies Act 2004 and services within the above Directorate remit areas; except where any area has been specifically allocated within the remit of another Executive Member.</p> <p>Functional areas – policy; strategic overview; overall performance; budget strategy; IT services; Commercial Strategy, including procurement policies and outcomes; development of income generation policies across the board;</p> <p>Strategic Land Programme (including County Farms); Land Disposals (£1Million plus); Land Acquisitions (£500k plus) and acquisitions requiring corporate funding; Leases overall rental commitment (£1Million plus); Strategic Asset Management.</p> <p>Economic Strategy & Recovery Plan; Economic Development Programme and Projects including Tourism, Marketing and Inward Investment. Partnerships with the focus on rural initiatives; Responsibility for building relationships with businesses in Hampshire.</p> <p>Local Transport Plan; Environment Strategy; Transport for the South East/Solent Transport; Minerals and Waste Local Plan; Strategic Transport projects; Strategic Environment Projects; Bus Service Improvement Plan.</p> <p>Developing links with other agencies and other local authorities regarding the development of rural activity. Overall responsibility for the County Council’s relationships with Parish, Town and District and Borough Councils.</p> <p>Climate Change Action Plan; Annual State of the Environment Report; Climate Change Expert Forum; Rural Communities Strategy.</p> <p>Cultural Trust, including arts and museums; Rural Broadband; Monitoring and developing the sustainability of the natural environment and heritage of rural Hampshire; Archaeology.</p> <p>Parish and Town Council Investment Fund and the Rural Affairs Development Fund.</p>
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	<p>Skills and participation (excluding Children’s Services statutory functions). Corporate oversight of the County Council’s Grant Management System; and Members’ Devolved Budgets.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>This Executive Member is also the Chairman of BLAPP.</p>
<p>Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services</p>	<p>To act in place of the Leader if for any reason the Leader is unable to act, or the office of Leader is vacant.</p> <p>To support the Leader and Executive Member for Corporate Services and Hampshire 2050 because of the breadth of the portfolio, by providing additional capacity at Executive level.</p> <p>Overall strategy (including Serving Hampshire - Strategic Plan), policy and co-ordination ‘across the board’, promoting the Hampshire rural estate, and the direction and utilisation of strategic resources and strategic asset management. Partnerships with a focus on rural initiatives, to the benefit of Hampshire, climate change, rural and environmental policy.</p> <p>Primary directorate links – Hampshire 2050, Corporate Operations, and People and Organisation.</p> <p>Service area responsibilities – Health and Safety; Emergency Planning functions pursuant to the Civil Contingencies Act 2004 and services within the above Directorate remit areas; except where any area has been specifically allocated within the remit of another Executive Member.</p> <p>Functional areas – policy; strategic overview; overall performance; budget strategy; IT services; Commercial Strategy, including procurement policies and outcomes; development of income generation policies across the board.</p> <p>Strategic Land Programme (including County Farms); Land Disposals (£1Million plus); Land Acquisitions (£500k plus) and acquisitions requiring corporate funding; Leases overall rental commitment (£1Million plus); Strategic Asset Management.</p>

	<p>Economic Strategy & Recovery Plan; Economic Development Programme and Projects including Tourism, Marketing and Inward Investment. Partnerships with the focus on rural initiatives; Responsibility for building relationships with businesses in Hampshire.</p> <p>Local Transport Plan; Environment Strategy; Transport for the South East/Solent Transport; Minerals and Waste Local Plan; Strategic Transport projects; Strategic Environment Projects; Bus Service Improvement Plan.</p> <p>Developing links with other agencies and other local authorities regarding the development of rural activity. Overall responsibility for the County Council's relationships with Parish, Town and District and Borough Councils.</p> <p>Climate Change Action Plan; Annual State of the Environment Report; Climate Change Expert Forum; Rural Communities Strategy.</p> <p>Cultural Trust, including arts and museums; Rural Broadband; Monitoring and developing the sustainability of the natural environment and heritage of rural Hampshire; Archaeology.</p> <p>Parish and Town Council Investment Fund and the Rural Affairs Development Fund.</p> <p>Skills and participation (excluding Children's Services statutory functions).</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p>
<p>Executive Lead Member for Children's Services</p>	<p>Lead Member for Children's Services pursuant to Section 19 of the Children Act 2004 and the Statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services (2013).</p> <p>Overall direction, strategy, budget, resources and policy for all Children's matters, i.e. Education, Children and Families pursuant to the requirements of the Children Act 2004. Approval of the Children and Young People's Plan.</p>

	<p>Primary directorate link – Children’s Services Directorate and Hampshire 2050 Directorate.</p> <p>Service area responsibilities – all services within the Children’s Services Directorate, and in relation to Strategic School Planning.</p> <p>Functional areas – statutory Social Services functions of the County Council relating to children, and all education functions exercisable by the County Council as Local Education Authority.</p> <p>Functions related to the Supporting Families Programme.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
<p>Executive Member for Education</p>	<p>To support the Executive Lead Member for Children’s Services because of the breadth of the portfolio, by providing additional capacity at Executive level to drive improvements in school standards and educational attainment and liaising with schools, academies, colleges and other representatives of the education sector.</p> <p>Primary directorate link – Children’s Services Directorate.</p> <p>Service area responsibilities – education and schools.</p> <p>Functional areas – working with the Executive Lead Member for Children’s Services to develop policy and strategy in relation to school improvements and educational standards; where agreed with the Executive Lead Member for Children’s Services determining infrastructure and school organisation matters, in accordance with policies and strategies agreed by the Executive Lead Member for Children’s Services, the Children and Young People’s Plan, and where relevant the Children’s Services Capital Programme.</p> <p>Determining appeals in respect of exceptions to school transport policies, other than appeals relating to the safety of walking routes.</p>

	<p>Responsibility for Libraries, HC3S and County Supplies.</p>
<p>Executive Lead Member for Adult Social Care and Public Health</p>	<p>Overall direction, strategy, budget, resources and policy for all Adult Social Care and Public Health matters.</p> <p>Primary directorate links – Adults’ Health and Care and Children’s Services Directorates</p> <p>Service area responsibilities – all services within the remit of the above department including all duties relating to adult social care including safeguarding, including under (inter alia), the Care Act 2014, the Mental Capacity Act 2005 and the Mental Health Act 1983.</p> <p>All services within the remit of the County Council’s public health responsibilities pursuant to the National Health Service Act 2006.</p> <p>All duties relating to the County Council’s responsibilities to improve public health.</p> <p>Functional areas – services for population health and wellbeing (Public Health functions), older people’s services, HCC Care services and all ancillary services, Development of the County Council’s strategy and policy in relation to public health.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
<p>Executive Member for Younger Adults and Health and Wellbeing</p>	<p>To support the Executive Lead Member for Adults Social Care and Health because of the breadth of the portfolio, by providing additional capacity at Executive level in the functional areas specified below.</p> <p>Primary directorate links – Adults’ Health and Care and Children’s Services Directorates.</p> <p>Functional areas; Younger adult’s service including learning disability, physical disability and mental health services and the County Council’s relationship with the Voluntary, Community and</p>

	<p>Social Enterprise sector (VCSE) and directorate grants.</p> <p>N.B This Executive Member is also Chairman of the Health and Wellbeing Board and has a lead role in the development of the relationship with the Integrated Care Partnership and Hampshire Place Assembly.</p>
<p>Executive Lead Member for Universal Services</p>	<p>Overall direction, strategy, budget, resources and policy for Universal Services</p> <p>Primary directorate links – Universal Services Directorate.</p> <p>Service Area Responsibilities -Transport and Environment Services (including the Capital Programme), but excluding regulatory matters within the remit of the Regulatory Committee.</p> <p>Functional areas – Highway maintenance and Management Plan; Highway Asset Management Plan; County Planning Services; Waste and Recycling Infrastructure, Joint Municipal Waste Strategy; Main Service Contracts and Contract Management/Performance, Highway Safety and Casualty Reduction Policy.</p> <p>Operation Resilience Annual Programme; Structures Annual Programme; Road Safety Projects and Programme; Road Safety Education; Local Road Safety Partnerships; Street Lighting; Parish Lengthsman Scheme; Parish and District Highways Liaison; Traffic Management Projects and Programmes; On Street Parking and Parking Agencies; Active Travel projects; Local Highways and Transport Improvements; Local Subsidised Bus Contracts; Community Transport Schemes and contracts; Local Passenger Transport Infrastructure; Community Transport Local Projects.</p> <p>Flood Risk Management Strategy; Local Environment Projects; Local Flood Protection/Mitigation Schemes; Flood and Water Management Act Responsibilities; Environmental Campaigns and Ambassador Role Local Environmental Partnerships (incl. Fly-Tipping Partnership); Waste Minimisation Programme; Community Waste Minimisation and Recycling Programme and Projects; Local Air Quality</p>

	<p>Improvement Programme and Projects.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>This Executive Member is also the County Council's Executive appointment to Solent Transport.</p> <p>NB: This Executive Member is also the County Council's Executive appointment to Project Integra Strategic Board Joint Committee.</p>
<p>Executive Member for Countryside and Regulatory Services</p>	<p>To support the Executive Lead Member for Universal Services because of the breadth of the portfolio, by providing additional capacity at Executive level.</p> <p>Primary directorate links – Universal Services.</p> <p>Service area responsibilities – Property Services, including non-strategic asset management within the remit of the above Directorate; the operational framework for the County Farm Estate; Countryside Services including Rights of Way, Country Parks. archives and outdoor activities.</p> <p>Functional areas – Property Services and Facilities Management (excluding Strategic Land Programme), Land Disposals less than £1Million; Acquisitions less than £500k not requiring corporate funding; Leases overall rental commitment less than £1Million.</p> <p>Energy related matters.</p> <p>Archives and records, country parks, countryside sites and nature reserves, regulatory services, including registration, coroners' services, trading standards, asbestos and scientific services; countryside estate; Local Nature Partnership; Bio-diversity/Ecology; Local Nature Recovery Strategy; Protected Landscapes Outside National Parks (incl. AONB Management Plans); Historic Landscape/Gardens</p>
<p>Executive Member for Performance, Human Resources, Inclusion and Diversity</p>	<p>Overall strategy for Performance, Human Resources and Partnership matters.</p> <p>Primary directorate links – People and Organisation Directorate.</p>

	<p>Service area responsibilities – human resources services within the remit of People and Organisation; including strategic workforce development and corporate performance and otherwise where relevant to the role; the Corporate Apprenticeship Programme.</p> <p>Personnel policy formulation and skills development in relation to the County Council’s directly employed workforce (excluding schools), and review of corporate performance through the Annual Performance Report.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>N.B. this Executive Member is also Chairman of EHCC.</p>
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Part 2: Chapter 4

Delegations to Chief Officers

1. Chief Officers' delegated authority

- 1.1. The general principles behind the delegated authority (powers) of Chief Officers are as follows:
 - 1.1.1. if a function, power or responsibility has not been specifically reserved to the County Council, a Committee or the Executive, the Chief Officer within whose remit the matter falls is authorised to act;
 - 1.1.2. the County Council, its Committees and the Executive will make decisions on matters of significant policy. Chief Officers have express authority to take all necessary actions to implement County Council, Committee and Executive decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate;
 - 1.1.3. Chief Officers are empowered to take all operational decisions, within agreed policies, in relation to the services for which they are responsible;
 - 1.1.4. in relation to all delegated authority conferred on Chief Officers by this Constitution, the Chief Executive may allocate or re-allocate responsibility for exercising particular powers in the interests of effective corporate management or as he or she thinks fit;
 - 1.1.5. where there is doubt over the responsibility for the exercise of a delegated power, the Chief Executive, or his or her nominee, is authorised to act.

These delegations should be interpreted widely to aid the smooth running of the County Council, the effective deployment of resources and the efficient delivery of services.

Post	Function and Areas of Responsibility
Chief Executive and Head of Paid Service	<p>Overall: corporate management and operational responsibility (including overall management responsibility for all officers) for all services. Acts as County Returning Officer.</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the County Council, its Committees, and the Executive within overall remit including:</p> <p>committing resources within approved budgets and Financial Regulations;</p> <p>Determination of remuneration of Chief Officers, in accordance with EHCC policies;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision</p> <p>The Chief Executive (Head of Paid Service) is the Proper Officer for all statutory purposes other than those expressly reserved to another named officer (by title) in this Constitution.</p>
Deputy Chief Executive	<p>To deputise for the Chief Executive in respect of the functions of overall corporate management and operational responsibility and all services, in the absence of the Chief Executive.</p>
Director of Corporate Operations / Chief Financial Officer	<p>Overall: Participate in the corporate management of the County Council, as a member of the Corporate Management Team (CMT). Provide financial advice in support the County Council's corporate and departmental strategies and objectives. Responsibility for the proper administration of the County Council's financial affairs, under Section 151 of the Local Government Act 1972 and Audit Regulations 1974.</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the County Council, Committees of the County Council and the Executive within overall remit, including:</p> <p>committing resources within approved budgets and Financial Regulations;</p>

	<p>service and placing of any necessary statutory or other notices (other than those within the remit of another Chief Officer or expressly reserved to the Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision;</p> <p>to agree to terms and conditions for and on behalf of Hampshire County Council in respect of grants under Section 31 of the Local Government Act 2003 and such other grants as may be awarded from time to time.</p> <p>Directorate responsibilities: directing and managing the Corporate Operations Directorate as referred to in the table below.</p> <p>To act as the Head of Profession for accountants in all departments, ensuring that the appropriate professional standards are met and consistently applied.</p>
<p>Director of People and Organisation</p>	<p>Overall: Participate in the corporate management of the County Council, as a member of the Corporate Management Team (CMT).</p> <p>Provision of all human resource, and advice and guidance in support of the County Council's corporate and departmental strategies and objectives.</p> <p>Conduct of all employment matters including the serving of any notices or proceedings.</p> <p>Communications and Customer Engagement, Data Protection and Corporate Complaints.</p> <p>Emergency Planning, Health and Safety and Governance.</p> <p>Service and placing of any necessary statutory or other notices (other than those within the remit of another Chief Officer or expressly reserved to the Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision;</p> <p>Directorate responsibilities: directing and managing the People and Organisation Directorate as referred to in the table below.</p>

<p>Director of Universal Services</p>	<p>Overall: Participate in the corporate management of the County Council, as a member of the Corporate Management Team (CMT). Provide operational property, highways, waste and environmental services, planning control and development management, in support of the County Council's corporate and departmental strategies and objectives.</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the County Council, its committees, and the Executive within overall remit, including;</p> <p>commitment of resources within approved budgets and Financial Regulations;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other Officer to act on his or her behalf to action any decision</p> <p>Directorate responsibilities: directing and managing the Universal Services Directorate as referred to in the table below.</p>
<p>Director of Children's Services</p>	<p>Overall: Participate in the corporate management of the County Council's, as a member of the Corporate Management Team (CMT).</p> <p>Provide advice, development and action of children's policies and strategies in support of the County Council's corporate and departmental strategies and objectives, and to fulfil as statutory post holder those functions conferred or exercisable by the County Council as specified in Section 18 of the Children Act 2004.</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the County Council, its Committees and the Executive within overall remit, including:</p> <p>commitment of resources within approved budgets and Financial Regulations;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p>

	<p>power to nominate or authorise any other officer to act on his or her behalf to action any decision.</p> <p>Directorate responsibilities: directing and managing the Children's Services Directorate as referred to in the table below.</p>
<p>Director of Adults' Health and Care</p>	<p>Overall: Participate in the corporate management of the County Council, as a member of the Corporate Management Team (CMT).</p> <p>Provide adult social care services as statutory post holder pursuant to Section 6 of the Local Authority Social Services Act 1970, through direct provision and commissioning and where appropriate through partnership with the National Health Service. Advice on all professional and strategic matters associated with service provision, in support of the County Council's corporate and departmental strategies and objectives.</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the Council, its Committees and the Executive within overall remit, including:</p> <p>commitment of resources within approved budgets and Financial Regulations;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision.</p> <p>Directorate responsibilities: directing and managing the Adults, Health and Care Directorate as referred to in the table below, and its partnership arrangements with external bodies, particularly the National Health Service.</p>
<p>Director of Public Health</p>	<p>Provide Public Health services as statutory post holder pursuant to Section 73A of the National Health Service Act 2006, through direct provision and commissioning and where appropriate through partnership with National Health Service. Advice on all professional and strategic matters associated with service provision, in support of the County Council's corporate and departmental strategies and objectives.</p>

	<p>Authority to act: authorised to take all necessary action to implement decisions of the Council, its Committees and the Executive within overall remit, including:</p> <p>commitment of resources within approved budgets and Financial Regulations;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision.</p> <p>Directorate responsibilities: directing and managing the Public Health function as referred to in the table below, and contributing to partnership arrangements with external bodies, particularly the National Health Service.</p>
<p>Director of Hampshire 2050</p>	<p>Overall: Participate in the corporate management of the County Council, as a member of the Corporate Management Team (CMT).</p> <p>Provide advice and strategic guidance on strategic planning, strategic property, economic development, culture and communities, partnerships and devolution, in support of the County Council’s corporate and directorial strategies and objectives.</p> <p>Provision of all advice and guidance in support of the Council’s economic development strategies and objectives, including:</p> <p>creating a skills strategy for Hampshire;</p> <p>developing effective partnerships with relevant agencies;</p> <p>aligning public sector resources to support economic opportunities;</p> <p>collaboration across public sector organisations;</p> <p>strengthening the County Council’s approach to developing regeneration projects (and more readily using the County Council’s delivery capacity across the region and sub-regionally);</p> <p>influencing sub-national economic development activity and resource priorities;</p>

	<p>interpreting and supporting sub-national economic activity;</p> <p>maximising government investment in Hampshire and exploiting opportunities to fund new infrastructure projects;</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the County Council, its Committees, and the Executive within overall remit, including:</p> <p>commitment of resources within approved budgets and Financial Regulations;</p> <p>service and placing of any necessary statutory or other notices (other than those expressly reserved to the County Council, a Committee or the Executive);</p> <p>power to nominate or authorise any other officer to act on his or her behalf to action any decision.</p> <p>Directorate responsibilities: directing and managing the Hampshire 2050 Directorate, as referred to in the table below.</p>
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- 1.2. Without prejudice to Chief Officer’s delegated authority, Chief Officers are required to report to their appropriate Cabinet Member on the performance of their Directorate.

2. Directorate Responsibilities

See table below:

Directorate Responsibilities

HAMPSHIRE 2050																						
Place focused directorate	<ul style="list-style-type: none"> Economic Development Strategic Transport Strategic Spatial Planning Climate Change and Environmental Strategy Minerals and Waste Policy 																					
Public facing directorates	<table border="1"> <thead> <tr> <th>ADULTS' HEALTH & CARE</th> <th>CHILDREN'S SERVICES</th> <th>UNIVERSAL SERVICES</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Younger Adults <ul style="list-style-type: none"> Contact Assessment and Resolution Team Multi-Agency Safeguarding Hub (MASH) Mental Health Teams Physical Disabilities Learning Disabilities Commissioning Supported Accommodation Team Safeguarding Unit Prevent Prisons Client Affairs Practice Excellence Older Adults <ul style="list-style-type: none"> Community Teams Hospital Teams Hampshire Equipment Services Reablement Continuing Healthcare HCC Care In-house Provision <ul style="list-style-type: none"> Respite Day Services Res/Nurse Long Term and Short Term Shared Lives </td> <td> <ul style="list-style-type: none"> Skills and Participation (excluding lead for HCC Apprenticeships) Strategic Capital Planning - Property and Land (all directorates) Strategic Asset Management Rural Estates and Strategic Land (Including County Farms) Superfast Broadband </td> <td> <ul style="list-style-type: none"> Culture and Communities (includes lead for Cultural trust, Rural Communities Strategy and Local Nature Recovery Strategy) Partnerships Devolution Policy </td> </tr> <tr> <td> <ul style="list-style-type: none"> Governance and Assurance Team <ul style="list-style-type: none"> Policy and Guidance Freedom of Information requests and Complaints Quality Team Hampshire Adults Safeguarding Board Risk Management Information Governance Headquarters <ul style="list-style-type: none"> Argenti Telecare Brokerage and Billing Digital Performance Improvement Commissioning Recruitment and Careers Information and Advice Director's Office Demand Management and Prevention Procurement Learning and Development Transformation Portfolio Management Office Public Health </td> <td> <ul style="list-style-type: none"> Children and Families <ul style="list-style-type: none"> Children's Social Care & Safeguarding (incl. 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Organisational facing directorates																						

Part 2: Chapter 5

Scrutiny Select (Overview and Scrutiny) Committees

1. Responsibilities for Scrutiny Functions

1.1. The following table sets out the allocation of responsibilities within the Select (Overview and Scrutiny) Committees.

Committee	Scope
Hampshire 2050, Corporate Services and Resources	<p>Coordinating Scrutiny:</p> <p>To ensure resources of all scrutiny functions are being effectively targeted.</p> <p>To ensure the outputs and outcomes of Scrutiny are having impact and being evaluated.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>To provide an annual report to the County Council outlining the effectiveness, outcomes and learning of the scrutiny function (i.e. Select (Overview and Scrutiny) Committees and overall work programme).</p> <p>To monitor the operation of the provisions relating to call-in and urgency submitting a report to Cabinet if necessary.</p> <p>Scrutinising Corporate functions:</p> <p>Reviewing how policies, services and decisions ensure effective use and</p>

management of all resources; how effectively is cross-cutting/corporate policy developed, implemented and performance evaluated and improved.

Economic development; strategic transport; strategic spatial planning; Minerals and waste Policy; Superfast Broadband; Devolution.

Skills; Partnership Working (internal and external).

Rural strategy, rural estate and strategic land; strategic capital planning (all Directorates); strategic asset management.

Climate Change and Environmental Strategy; Flood and coastal erosion risk management; sustainable development.

Cultural Strategy, Cultural Trust, including arts and museums

Developing sustainable communities; supporting diversity and inclusion; community engagement and consultation.

Efficiency; Human Resources; Skills; Procurement; Relevant Financial Management (e.g. budget setting and monitoring final accounts, capital programme, capital receipts); information management (including records management); communications; use of IT; Health and Safety; corporate policy and performance; crime prevention; crime and disorder; Emergency Planning.

Reviewing and scrutinising decisions made, or other actions taken, in connection with the discharge of crime and disorder functions by the authorities responsible for crime and disorder strategies in relation to the County Council's area, and making reports or recommendations with respect to the discharge of those functions.

Makings reports or recommendations to the County Council with regard to any matter which is a local crime and disorder matter in

	<p>relation to a member of the County Council (i.e. a matter concerning crime and disorder which affects all or part of the electoral Division for which the Member is elected or any person who lives or works in that area).</p> <p>Directorates covered;</p> <ul style="list-style-type: none"> - Hampshire 2050 - Corporate Operations - People and Organisation - County Council as a corporate entity. - Any other relevant functions in other Directorates
<p>Children and Young People</p>	<p>Reviewing how the needs and interests of children and young people are met by all Directorates, policies, services and decisions; and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Universal, targeted and specialist services for children and young people: prevention and management of risk; social care; children's and young people's wellbeing; education – supporting and enabling learning for all children and young people; internal and external partnership working re Children and Young People; supporting parents and families; relevant financial management.</p> <p>HC3S, County Supplies and <u>Libraries</u>.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> - Children's Services - Any other Directorate doing work with or impacting on children or young people.

<p>Health and Adult Social Care</p>	<p>Reviewing how policies, services and decisions support safe, well, independent and continuously developing people (adults and older persons) and Public Health; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Focus on how the County Council is contributing to delivering the Wellbeing agenda for adults; adult social care; promoting independence and quality of life for older people; healthy and safe families; Public Health: the integration of Health and Care services and relevant financial management.</p> <p>Scrutiny of the provision and operation of health services in Hampshire.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> - Adults' Health and Care - Any other relevant functions in other Directorates
<p>Universal Services</p>	<p>Reviewing how policies, services and decisions support a positive and sustainable environment, rural Hampshire, accessibility to services for all and effective management of natural resources; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Budget for Universal Services</p> <p>Passenger transport; operational highways traffic management and transport policy and road safety; road infrastructure.</p> <p>Waste management and recycling.</p>

	<p>Access; protection of the environment.</p> <p>Country Parks; archives; outdoor activities; County Farms; countryside and rights of way; Regulatory Services, relevant financial management.</p> <p>Property Services, operational assets and operational estate management. The relevant business plans and strategies for the Business Units within the remit of the Director of Universal Services</p> <p>Performance, risk management and health and safety relating to the built estate.</p> <p>Relevant financial management. Directorates covered:</p> <ul style="list-style-type: none"> - Universal Services - Any other relevant functions in other Directorates.
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Specific Functions

1.2. Policy development and review

Select (Overview and Scrutiny) Committees may:

- 1.2.1. assist the County Council and the Executive, at their request, to develop the budget and policy framework by in-depth analysis of policy issues
- 1.2.2. conduct research in the analysis of policy issues and possible options
- 1.2.3. question members of the Executive or Senior Officers, about their views on issues and proposals affecting their remit
- 1.2.4. liaise with external organisations as appropriate

1.3. Scrutiny

Select (Overview and Scrutiny) Committees may:

- 1.3.1. review and scrutinise Executive decisions
- 1.3.2. review and scrutinise the County Council's service delivery and performance, performance concerning its policy objectives, performance targets and particular service areas
- 1.3.3. question members of the Executive or Senior Officers about their decisions and performance; whether compared to service plans and targets, or related to particular decisions, initiatives or projects
- 1.3.4. make recommendations to the Executive or County Council arising from the scrutiny process
- 1.3.5. review and scrutinise the performance of other public bodies in the area; invite reports from them by asking them to address the relevant Select Committee
- 1.3.6. question and gather evidence from people and organisations that can inform the scrutiny process.

1.4. Health Scrutiny Functions of the Health and Adult Social Care Select (Overview and Scrutiny) Committee

The Health and Adult Social Care Select (Overview and Scrutiny) Committee will have the following additional roles and functions in relation to health matters:

- 1.4.1. To review and scrutinise any matter relating to the planning, provision and operation of the health service in Hampshire.
- 1.4.2. To make reports and recommendations to relevant NHS bodies and to relevant health service providers (as defined in the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013) on any matter that it has reviewed or scrutinised.
- 1.4.3. To act as consultee to relevant NHS bodies or relevant health service providers on issues of:
 - a) Substantial developments of the health service in Hampshire; and
 - b) Any proposals to make any substantial variation to the provision of such services.
- 1.4.4. Subject to the approval of the County Council to report contested proposals for major health service changes to the Secretary of State;

- 1.4.5. To scrutinise the social care services provided or commissioned by relevant NHS bodies or relevant health service providers exercising local authority functions under Section 75 of the National Health Service Act 2006;
- 1.4.6. To review or scrutinise health services commissioned or delivered in Hampshire within the framework set out below:
 - a) Arrangements made by relevant NHS bodies or relevant health service providers to secure hospital and community health services to the inhabitants of Hampshire;
 - b) The provision of such services to those inhabitants;
 - c) The provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
 - d) The public health arrangements in Hampshire; e.g. arrangements by the County Council for public health promotion and health improvement (including addressing health inequalities) in Hampshire.
 - e) The planning of health services in Hampshire, including plans setting out a strategy for improving both the health of the local population and the provision of health care to that population; and
 - f) The arrangements made by relevant NHS bodies and relevant health service providers for consulting and involving patients and the public.

1.5. **Delegation of Health Scrutiny Functions**

- 1.5.1. The County Council may delegate health scrutiny powers to a joint Scrutiny Committee and appoint Members to that Committee when there is an intention by a relevant NHS body or relevant health service provider to consult on a substantial variation or development to health services that extend beyond Hampshire.
- 1.5.2. The Chief Executive, in consultation with the Chairman of the County Council and the Chairman of the Health and Adult Social Care Select (Overview and Scrutiny) Committee, may agree to the formation of such a committee, its membership and terms of reference, if there is insufficient time for that decision to be taken by the County Council, subject to the details being submitted for approval to the next meeting of the County Council.

1.5.3. Any joint committee so convened should work to a specific proposal and with clear terms of reference, which would be restricted to consideration of and agreeing a response to the proposal on which the committee had been consulted.

1.6. Petitions

Select (Overview and Scrutiny) Committees must, when required to do so by a petition organiser, review the adequacy of the steps taken or proposed to be taken in response to a petition.

1.7. Finance

Select (Overview and Scrutiny) Committees may exercise overall responsibility for any money made available to them.

1.8. Annual Reports

1.8.1. The Hampshire 2050, Corporate Services and Resources (Overview and Scrutiny) Committee will submit to the County Council as soon as reasonably practicable in each financial year an account of the activities and outcomes of the scrutiny function for the last year and a tentative list of intended scrutiny inquiries for the following year.

1.8.2. The Health and Adult Social Care Select (Overview and Scrutiny) Committee will submit to the County Council as soon as reasonably practicable in each financial year an account of the activities and outcomes of the health scrutiny function for the last year and a tentative list of intended health scrutiny inquiries for the follow year.

1.9. Proceedings of Select (Overview and Scrutiny) Committees

Select (Overview and Scrutiny) Committees will conduct their proceedings in line with the Overview and Scrutiny Procedure, set out in Part 3, Chapter 3 of this Constitution.

Part 3 Chapter 1

County Council Standing Orders

1. Copy of Standing Orders to Members

A copy of these Standing Orders shall be supplied to each Member by the Chief Executive upon receipt of such Member's declaration of acceptance of office.

2. Adherence to Constitution and Codes of Conduct

Members shall act at all times in accordance with the County Council's Constitution and adopted Codes of Conduct and Protocols.

3. Interpretation

Throughout these Standing Orders the following words and expressions mean as follows:

* denotes those Standing Orders which apply to Committees, Sub-Committees and Standing Panels of the County Council.

'Agenda' shall mean the agenda for a Meeting or individual Executive Member Decision Day;

'Amendment' shall mean an amendment to a recommendation in a Part I item Report or to a Motion;

'Chairman' shall mean the Chairman of the County Council or the Chairman for the time being of a Meeting;

'Chief Executive' shall mean the Chief Executive of the County Council;

'Committee' shall mean a Committee of the County Council;

'Co-opted Member' shall mean a person who is not an elected member of the County Council but who is a member of a Committee or Sub-Committee of the County Council;

'County Council' shall mean Hampshire County Council;

‘Executive’ shall mean the Executive of the County Council. The Executive may be referred to as either ‘the Executive’ or ‘the Cabinet’ and both terms shall be interchangeable;

‘General Question’ shall mean a question (other than a question on a Report), asked in accordance with Standing Order 16.2;

‘Leader of the County Council’ shall mean the Leader of the Executive;

‘Quorum’ shall mean a quorum of Members present at a Meeting, interpreted in accordance with Standing Order 11;

‘Meeting’ shall mean a meeting of the County Council, or where the context so admits a meeting of a Committee, Sub-Committee or Standing Panel of the County Council; or meeting of Cabinet or individual Executive Member Decision Days.

‘Member’ shall mean a member of the County Council (or where the context so admits a Co-opted Member); and where any Standing Order is applied to a Committee, Sub-Committee or Standing Panel Meeting, it shall mean a member of that Committee, Sub-Committee or Standing Panel;

‘Members of the Executive’ and ‘Executive Member’ shall mean those Members of the Executive appointed by the Leader of the County Council and notified to the Chief Executive;

‘Minutes’ shall mean the minutes of a Meeting;

‘Motion’ shall mean a formal Notice of Motion submitted in accordance with Standing Order 18, to be debated and voted on at a Meeting;

‘Part I item’ shall mean Reports on functions reserved to the County Council as detailed in Part 1, Chapter 4 of the Constitution or any Local Choice Functions reserved to the County Council as detailed in Part 1, Chapter 2, Paragraph 2.2 of the Constitution, and proceedings and recommendations of the Cabinet, individual Executive Members, and Committees of the County Council and Joint Committees requiring a decision;

‘Part II item’ shall mean Reports of Cabinet, individual Executive Members, and Committees of the County Council, plus Reports of the Hampshire and Isle of Wight Fire and Rescue Authority submitted for information;

‘Proposal’ shall mean a proposition (other than a formal Motion) which may be moved without notice at a Meeting;

‘Recommendation’ shall mean a recommendation in a Part I item Report

'Substantive Proposition' shall include an original Recommendation or Motion as appropriate;

'Question on Report' shall mean a question on a Report within an Agenda;

'Report' shall mean a report on a Part I item or a Part II item to be considered at a Meeting

'Sub-Committee' shall mean a Sub-Committee of a Committee of the County Council

'Summons' shall mean the summons for a Meeting of the County Council;

'Vice-Chairman' shall mean the Vice-Chairman of the County Council or the Vice-Chairman for the time being of a Meeting;

'Working Day' shall mean any day Monday to Friday inclusive, excluding Bank Holidays.

4. Meetings of the County Council

4.1 There shall be an Annual Meeting of the County Council in May each year together with up to five other Meetings of the County Council in each year, save that in a year of an ordinary election of Members to the County Council such Annual Meeting shall be held on a date fixed by the County Council in accordance with Schedule 12 of the Local Government Act 1972. All ordinary meetings of the County Council shall normally be held on a Thursday at The Castle, Winchester, normally commencing at 10.00am.

4.2 Extraordinary Meetings

An Extraordinary Meeting of the County Council may be called at any time by the Chairman of the County Council.

Any five Members of the County Council may present a requisition to the Chairman of the County Council to call an Extraordinary Meeting. If the Chairman refuses to call an Extraordinary Meeting after a requisition for that purpose, signed by five Members of the County Council, has been presented to him or her; or if, without so refusing, the Chairman does not call an Extraordinary Meeting within seven calendar days after the requisition has been presented to him or her; then any five Members of the County Council may, on refusal or on expiration of seven calendar days, as the case may be, forthwith call an Extraordinary Meeting.

4.3 Special Meetings

A special Meeting of the County Council may be called at any time to confer the title of honorary alderman in accordance with Section 249 of the Local Government Act 1972.

5. *** Summons and Agenda papers**

5.1 Business included on Summons and Agenda;

The Chief Executive shall place, upon every Summons, notice of all business required to be brought before the County Council.

5.2 Circulation of Agenda and confirmation of Minutes;

A copy of the Summons, Agenda and Reports for the forthcoming Meeting and the Minutes of the previous Meeting shall be despatched by the Chief Executive to each Member at least five clear Working Days before such forthcoming Meeting. Such Minutes shall be taken as read when submitted to the County Council for confirmation, unless a majority of the Members then present otherwise order. Unless similarly ordered, any document which comes up for consideration at a Meeting and which has been circulated to each Member at or prior to such Meeting, shall be taken as read when submitted to the County Council for confirmation unless a majority of the Members then present otherwise order.

NB Summons required for Meetings of County Council only.

6. ***Chairmen and Vice-Chairmen**

6.1 The County Council shall, at its Annual Meeting in each year, elect a Chairman and appoint a Vice-Chairman of the County Council

6.2 The County Council shall at its Annual Meeting in each year, appoint a Chairman and Vice-Chairman for every Committee of the County Council, all of whom shall be elected Members of the County Council.

6.3 In the absence of both the Chairman and Vice-Chairman at any Meeting of a Committee or Standing Panel, Members of the Committee or Standing Panel shall appoint a Chairman for that Meeting who shall, while presiding at that Meeting, have any power or duty of the Chairman in relation to the conduct of the Meeting.

7. **Appointment of Leader**

The County Council shall, at its first Annual Meeting following an election of Members to the County Council, elect a Leader of the County Council for a term of office expiring on the day of the next post election of Members to the County Council Annual Meeting which follows his or her election. If there should be a vacancy in the position of Leader of the County Council, the County Council shall at its next Meeting appoint another Leader of the County Council.

8. *Order of Business

Except where the County Council varies the order of business in line with Standing Order 9, the order of business at every Meeting of the County Council shall be:

- 8.1 to choose a Member to preside if the Chairman and Vice-Chairman are absent;
- 8.2 apologies for absence;
- 8.3 to conduct any business required by statute to be done before any other business;
- 8.4 to allow Members to declare personal and personal prejudicial interests;
- 8.5 to approve the Minutes of the last Meeting of the County Council as a correct record in accordance with Standing Order 5.2;
- 8.6 to receive deputations pursuant to Standing Order 12;
- 8.7 to receive such announcements as the Chairman may desire to lay before the County Council;
- 8.8 to receive such announcements as the Leader may desire to bring before the County Council;
- 8.9 to answer General Questions pursuant to Standing Order 16.1.1 for no more than 30 minutes in the order received, subject to the requirements of Standing Order 16.5 in respect of second, third and subsequent questions;
- 8.10 To answer any urgent questions pursuant to Standing Order 16.1.2
- 8.11 to make appointments to Committees or Standing Panels of the County Council and such alterations in the membership of Committees and Standing Panels of the County Council, Joint Committees or relevant outside bodies as the County Council may think fit;

- 8.12 to receive and resolve Part I items;
- 8.13 to consider Notices of Motion in the order in which they have been received;
- 8.14 for no more than ten minutes to have answered any General Questions which have been submitted in accordance with Standing Order 16.3 on the discharge of the functions of the Hampshire and Isle of Wight Fire and Rescue Authority, subject to the requirements of Standing Order 16.5 on the in respect of second, third and subsequent questions;
- 8.15 to receive and consider the Report of the Hampshire and Isle of Wight Fire and Rescue Authority;
- 8.16 to receive and consider any remaining Part II items;
- 8.17 to receive and consider other business (if any) specified in the Agenda.

9. *** Variation of Order of business**

The Chairman may vary the order of business specified in the Summons so as to give precedence to any matter.

10. ***Recordings, etc of proceedings**

County Council and Cabinet Meetings may be broadcast live on the County Council's website, or they may be recorded by the County Council. County Council Members, the press and members of the public may make reports of Meetings of the County Council, its Committees and Panels, Cabinet and individual Executive Member Decision Days open to the public, provided that no oral commentary shall be allowed while a Meeting or Executive Member Decision Day is in progress. All reporting should be in accordance with the County Council's Filming Protocol. All mobile telephones and any other electronic devices shall be switched to silent mode.

11. ***Quorum**

- 11.1 If within 10 minutes after the time appointed for the commencement of any Meeting of the County Council a quorum (that is one-quarter of the whole number of Members of the County Council) is not present, the Meeting of the County Council shall be dissolved.
- 11.2 If within ten minutes after the time appointed for the commencement of a Meeting of a Committee, Sub-Committee or Standing Panel of the County Council a quorum (in this case one-quarter of whole number of Members, or three Members, whichever is the greater) appointed to

such Committee, Sub-Committee or Standing Panel is not present, the Meeting shall be dissolved.

- 11.3 Where reference appears in this Constitution to a 'quorum' of Members 'quorum' shall be interpreted in accordance with this Standing Order.
- 11.4 Whenever, during a Meeting, it is stated to the Chairman by either a Member or the Chief Executive that there is not a quorum present, the Chief Executive shall call the names of the Members. If it appears that there is not a quorum present, the Chairman shall declare the Meeting at an end, and the names of the Members who are then present shall be recorded in the Minutes. Any business not disposed of shall be considered at the next Meeting, whether ordinary or adjourned, in line with Standing Order 8.

12. ***Deputations**

- 12.1 Subject to the provisions of this Standing Order, the County Council shall receive deputations at a Meeting of the County Council on any business that is properly within its terms of reference and the deputation shall be allowed to address the Meeting.
- 12.2 Subject to the provisions of this Standing Order, Cabinet or any Executive Member, Committees or Standing Panels of the County Council shall receive deputations at any Meeting or Individual Executive Member Decision Day relating to business that is properly within the Agenda for such Meeting or Individual Executive Member Decision Day and the deputation shall be allowed to address the Meeting or Individual Executive Member Decision Day.

For the purpose of this Standing Order:

- 12.2.1 notice in writing shall be given to the Chief Executive (to the Head of Democratic and Member Services via members.services@hants.gov.uk) that a deputation wishes to address a Meeting or Individual Executive Member Decision Day and the notice shall specify the subject on which the deputation wishes to speak. In the case of a County Council Meeting, the notice shall be given at least 10 clear Working Days in advance. In the case of other Meetings or Individual Executive Decision Days, the notice shall be given at least three clear Working Days in advance.
- 12.2.2 deputations shall consist of not more than four people who shall (except in the case of a deputation to the Regulatory Committee when it is exercising a function within the Functions Regulations, Regulation 2 and Schedule 1, or in respect of a deputation to the Pension Fund Panel and Board or a Sub Committee of the Pension Fund Panel and Board) be local government electors for the administrative area of Hampshire County Council, or

otherwise and subject to the provisions set out at paragraph 12.2.3 below, have attained the age of seven years or older;

12.2.3 any deputation request received from a child of compulsory school age shall be accompanied by the following:

12.2.3.1. written consent from the parent of or person with Parental Responsibility for the child to the making of the deputation, including in respect of a request to make a deputation at a Meeting of the County Council or Cabinet, to the deputation being recorded and available for broadcast; and

12.2.3.2. in the case of a request to make a deputation within school term time, written consent to the making of the deputation from the Headteacher of the school the child attends, without which consent(s) the deputation shall not be heard.

12.2.4 without prejudice to the provisions of 12.2.3 above, deputations will not be received from children in cases where, in the opinion of the Director of Children's Services, it is not in the best interests of the child to make the deputation.

12.2.5 any member of a deputation may address a Meeting or Individual Executive Decision Day;

12.2.6 deputations shall be taken at the beginning of the Meeting or Individual Executive Decision Day in the order received (after the Minutes) and the total time for all deputations in any Meeting or Individual Executive Decision Day shall not exceed one hour in duration;

12.2.7 the total time taken by a deputation in addressing a Meeting or Individual Executive Decision Day shall not exceed 10 minutes provided that where the number of deputations in any Meeting or Individual Executive Decision Day would otherwise mean that the maximum time for deputations would be exceeded, the time allowed per deputation will be reduced on a proportional basis;

12.2.8 any deputation which has appeared before a Meeting of the County Council, the Executive, a Individual Executive Decision Day or any Committee or Standing Panel of County Council, shall not reappear at any such Meeting or any other Meeting or Individual Executive Decision Day within a period of six months on the same or similar topic (except in the case of a deputation to the Regulatory Committee when it is exercising a regulatory function, in which case a deputation may reappear where an item is adjourned, or when there is another similar application submitted in respect of the same site);

12.2.9 for the avoidance of doubt a deputation to a Meeting of the Executive, a Committee or Standing Panel or an Individual Executive Decision Day must relate to an item on the Agenda for that Meeting or Individual Executive Decision Day;

12.2.10 no discussion shall take place with the presenters of a deputation but the Chairman of the Meeting or the Executive Member may inform the deputation how, if at all, the matter will be dealt with by noting, action or referral. At a Meeting of the County Council, the Chairman may invite the Leader or appropriate Executive Member or Committee Chairman to give this information to the deputation.

12.2.11 Deputations in respect of Individual service concerns will not be received where, in the opinion of the Chief Executive in consultation with the Monitoring Officer, the subject matter of the deputation relates to issues which are more properly dealt with through the County Council's Corporate Complaints Procedure, or which might cause the County Council to breach confidentiality rules.

12.3 Deputations at Meetings of the County Council, Committees, Standing Panels and Cabinet will be received in person at the Meeting.

12.4 Where an Individual Executive Member Decision Day is open to the public remotely in accordance with the provisions of Part 3, Chapter 2, Paragraph 4 of the Constitution, or is open to the public both in person or remotely by way of hybrid meeting room technology, then deputations will be received in person or remotely.

NB: The Purpose of Standing Order 12 is to give members of the public an opportunity to address the County Council, the Executive, its Committees or Standing Panels. Elected Members of other Councils, political parties, trade unions and members of staff have other opportunities to bring matters to the County Council's attention and will not be received under the provision of Standing Order 12.

Arrangements with regard to Non-Committee Members speaking at meetings of Committees of the County Council are contained within Standing Order 40. Arrangements for Non-Executive Members speaking at meetings of Cabinet and Individual Executive Member Decision Days are contained within Executive Procedures at Part 3, Chapter 2, Paragraph 4.

Additional arrangements apply in respect of Regulatory Committee or when the County Council is otherwise exercising a function within the

Functions Regulations. These arrangements are set out within the Local Protocol on Planning, Rights of Way and Commons and Village Green Registration, Paragraph 9, contained at Appendix B and in respect of the Pension Fund Panel and Board, the additional arrangements are set out in the Pension Fund Panel and Board's Terms of Reference at Part 1 Chapter 8.

13. **Presentation of Reports of the Leader, Executive Members and Committees**

Part I items

- 13.1 The Leader on behalf of Cabinet or as Executive Member for Hampshire 2050 and Corporate Services and any Executive Member or Chairman or Vice-Chairman of a Committee may present a Report to the County Council for decision on any matter that falls within their area of responsibility. The Leader, Executive Member, or Chairman or Vice-Chairman of the relevant Committee (as the case may be), will introduce the Report and move the Recommendations.
- 13.2 The Chairman shall ask whether there are any questions on the Report. Any Member may ask the Leader, Executive Member, or Chairman or Vice-Chairman of a Committee (as the case may be) presenting the Report, a question on a numbered Paragraph of the report, referring to the Paragraph number in question. In cases where a question relates to a purely technical matter, the Leader, Executive Member or Chairman or Vice-Chairman of a Committee, may with the agreement of the Chairman of the Council meeting, indicate that the question should be answered by the Chief Officer of the relevant service.
- 13.3 In cases where it is considered appropriate (in accordance with Standing Order 13.2 above) that a Chief Officer answer a technical question, the Chief Officer will answer the question. Otherwise, the Leader, Executive Member, or Chairman or Vice-Chairman of a Committee (as the case may be) will answer any questions or remaining questions on the Report.
- 13.4 Following questions on the Report, the Chairman will call for debate. During debate, a Member can move an Amendment to a Recommendation in the Report. The normal rules of debate, as contained in Standing Order 17, shall apply.
- 13.5 After consideration of the Report, and after any questions or debate, the Recommendations of the Executive or the Committee in the Report shall be put to the County Council one at a time, and when all the Recommendations of the Executive or the Committee have been disposed of and any questions dealt with, the Chairman of the County Council shall then move

that the Report of the Executive or of the Committee be agreed, or that the Report of the Executive or of the Committee as amended be agreed, as the case may be.

Part II items

- 13.6 The Leader and any Executive Member or Chairman or Vice-Chairman of a Committee may present a Part II item Report on any matter that falls within their area of responsibility. The Leader, Executive Member or Chairman or Vice-Chairman of the relevant Committee (as the case may be) will introduce the Report.
- 13.7 Any Member may ask the Leader, Executive Member, or Chairman or Vice-Chairman of a Committee (as the case may be) presenting the Report a question on a numbered Paragraph in the Report.
- 13.8 In cases where it is considered appropriate (in accordance with Standing Order 13.2 above) that a Chief Officer answer a technical question, the Chief Officer will answer the question. Otherwise, the Leader, Executive Member, or Chairman or Vice-Chairman of a Committee (as the case may be) will answer any questions or remaining questions on the Report.
- 13.10 When questions on all paragraphs have been answered, the Report shall be open to debate and the Chairman shall invite debate on the Report and the normal rules of debate, as contained in Standing Order 17 shall apply so far as they relate to Part II items, and the Report shall be received after debate.

NB: Reports of the Hampshire and Isle of Wight Fire and Rescue Authority are Part II items.

14. Presentation of Draft Plans and Strategies by Executive

14.1 In this Standing Order:

“plan or strategy” means:

- 14.1.1 a plan or strategy of a description specified in column (1) of the table in Schedule 3 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (functions not to be the sole responsibility of an authority’s executive), as amended from time to time;
- 14.1.2 a plan or strategy for the control of a relevant authority’s borrowing or capital expenditure; or

14.1.3 any other plan or strategy whose adoption or approval is, by virtue of Regulation 5(1) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (Discharge of Executive Functions by Authorities), as amended from time to time, a matter for determination by a relevant authority;

and “working day” shall mean any day which is not a Saturday, a Sunday, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a bank holiday in England or a day appointed for public thanksgiving or mourning (and “bank holiday”) means a day to be observed as such under Section 1 of and Schedule 1 to the Banking and Financial Dealings Act 1971);

as defined in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

14.2 the Leader or other Executive Member may present on behalf of the Executive a draft plan or strategy to the County Council.

14.3 Where the Executive of the County Council has submitted a draft plan or strategy to the County Council for its consideration and, following consideration of that draft plan or strategy, the County Council has any objections to it, the County Council must take the action set out in paragraph 14.4.

14.4 Before the County Council -

14.4.1 amends the draft plan or strategy;

14.4.2 approves, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his/her approval, any plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted; or

14.4.3 adopts (with or without modification) the plan or strategy,

it must inform the Leader by majority vote of any objections which it has to the draft plan or strategy and must give to him/her instructions requiring the Executive to reconsider, in the light of those objections, the draft plan or strategy submitted to it.

14.5 Where the County Council gives instructions in accordance with paragraph 14.4, it must specify a period of at least five working days beginning on the day after the date on which the Leader receives the instructions on behalf of the executive within which the Leader may –

14.5.1 submit a revision of the draft plan or strategy as amended by the Executive (the “revised draft plan or strategy”), with the Executive’s reasons for any amendments made to the draft plan or strategy, to the County Council for the County Council’s consideration;

or

14.5.2 inform the County Council of any disagreement that the Executive has with any of the County Council’s objections and the Executive’s reasons for any such disagreement.

14.6 When the period specified by the County Council, referred to in paragraph 14.5, has expired, the authority must, when –

14.6.1 amending the draft plan or strategy or, if there is one, the revised draft plan or strategy;

14.6.2 approving, for the purpose of its submission to the secretary of State or any Minister of the Crown for his/her approval, any plan or strategy (whether or not in the form of a draft or revised draft) of which any part is required to be so submitted; or

14.6.3 adopting (with or without modification) the plan or strategy,

take into account any amendments made to the draft plan or strategy that are included in any revised draft plan or strategy, the Executive’s reason for those amendments, any disagreement that the Executive has with any of the County Council’s objections and the Executive’s reasons for that disagreement, which the Leader submitted to the County Council, or informed the County Council of, within the period specified.

Process by which the Budget shall be developed:

14.7 For the purposes of this Constitution, the Budget shall be defined as meaning the process whereby in any financial year, the Executive submits to the County Council for its consideration in relation to the following financial year:

14.7.1 estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of Sections 32 to 37 or 43 to 49 of the Local Government Finance Act 1992;

14.7.2 estimates of other amounts to be used for the purposes of such a calculation;

14.7.3 estimates of such a calculation; or

14.7.4 amounts required to be stated in a precept under Chapter IV of Part I of the Local Government Finance Act 1992,

- 14.8 The County Council will consider the proposals of the Executive and may adopt them, amend them, refer them back to the Executive for further consideration, or substitute its own proposals in their place. In considering the matter, the County Council shall have before it the Executive's proposals and any comments or recommendations from the Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee.
- 14.9 The County Council's decision will be publicised and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately (if the County Council accepts the Executive's proposals without amendment) or (if the Executive's proposals are not accepted without amendment), that the County Council's decision will become effective on the expiry of five clear working days after the publication of the notice of decision, unless the Leader objects to it in that period. The Leader may, in writing, waive that right, thus giving immediate effect to the decision. If the County Council resolves to refer the matter back to the Executive for the further consideration, that decision shall take effect immediately.
- 14.10 If the Leader objects to the decision of the County Council, he shall give written notice to the Chief Executive to that effect prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Chief Executive shall convene a further Meeting of the County Council to reconsider its decision, and the decision shall not be effective pending that Meeting. Where the County Council has referred the matter back to the Executive for further consideration, the Chief Executive shall convene a further Meeting of the County Council to reconsider the matter following the Executive's further considerations.
- 14.11 The County Council Meeting must take place within either six clear working days of receipt of the Leader's written objection, or within 11 clear working days of the date of the Meeting where the County Council has referred the matter back to the Executive for further consideration (or such other timeframe in order to meet any statutory deadlines). At that County Council Meeting, the decision of the County Council shall be reconsidered in the light of the objection or further considerations by the Executive, which shall be available in writing for the County Council.

14.12 The County Council shall at that Meeting make its final decision on the matter on the basis of a simple majority. The decision shall be made public and shall be implemented from the first day of the following financial year, save for any preparatory, consultative or Executive decisions required to implement the Budget as referred to in the Budget Report.

14.13 Paragraphs 14.7 to 14.12 shall not apply in relation to:

14.13.1 calculations or substitute calculations which an authority is required to make in accordance with section 52I, 52J, 52T or 52U of the Local Government Finance Act 1992; and

14.13.2 amounts stated in precept issued to give effect to calculations or substitute calculations made in accordance with section 52J or 52U of that Act.

14.14 Any Member may ask the Leader or appropriate Executive Member a question on the draft plan or strategy or may call for a debate on the draft plan or strategy. Once a debate has been called for, the Report shall become subject to debate and the normal rules of debate, as contained in Standing Order 17 shall apply.

15. Presentation of Reports of Chief Executive, Chief Financial Officer and Monitoring Officer

15.1 The Chief Executive, the Chief Financial Officer (Section 151 Officer) and Monitoring Officer in respect of their statutory roles may present a Report to the County Council for decision.

15.2 Once a debate has been called for, the Chairman will move the recommendations and a debate shall then immediately take place; the normal rules of debate as contained in these Standing Orders shall apply. Recommendations contained in the Report shall be put to the County Council one at a time.

16. Questions by Members

16.1 General Questions

At any Meeting, a Member may:

16.1.1 if notice is received by the Chief Executive (to the Head of Democratic and Member Services via members.services@hants.gov.uk) not later than noon on the Thursday immediately preceding a Meeting of the County Council (other than a special or extraordinary meeting), ask the Chairman, the Leader or any Executive

Member or the Chairman of the appropriate Committee, any question on any matter in relation to which the Council, the Executive or a Committee has powers or duties, or which affects the County Council but which is not otherwise before the County Council

16.1.2 with the permission of the Chairman, put to the Chairman, the Leader or Executive Member, or to the Chairman of the appropriate Committee, any question relating to urgent business

16.1.3 notice under 16.1.1 above must be given to the Chief Executive in writing and shall set out, in full, the question to be asked; and the notice shall be signed and dated or sent electronically by the Member giving the notice

16.1.4 every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer

16.1.5 where a reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if the answer is circulated to Members of the County Council, within six Working Days of the Meeting.

N.B. Where a Meeting is held on a day other than a Thursday, the notice period for receipt on questions shall be noon on the day one calendar week immediately preceding the Meeting.

16.2 **Questions on Reports**

At any Meeting, a Member may ask any question upon Reports submitted to the County Council by the Executive, Leader or other Executive Member, a Statutory Officer (the Chief Executive, the Chief Financial Officer or the Monitoring Officer) or a Committee, for which the purpose the Rules of debate procedure as set out in Standing Order 17 shall apply.

16.3 **Questions concerning the Hampshire and Isle of Wight Fire and Rescue Authority**

Notice of any questions concerning the Hampshire and Isle of Wight Fire and Rescue Authority must be set out in full and submitted to the Chief Executive in accordance with paragraph 16.1.1, not later than noon on the Thursday immediately preceding a meeting of the County Council. The provisions of paragraph 16.1 apply.

16.4 **Supplementary Questions**

In respect of paragraphs 16.1.1 and 16.3 above, the Member putting the question may ask a supplementary question on that question, provided it arises from the answer given.

16.5 Second Questions

A Member may not ask a second question until all first questions put by other Members have been dealt with. The same guiding principle will apply to third and subsequent questions.

16.6 Questions relating to Employees

If any question arises at a meeting of the County Council, the Executive, or a committee to which Part I of Schedule 12A of the Local Government Act 1972 applies as to the appointment, promotion, dismissal, salary, pension, condition of service or conduct of any person employed by the County Council, such question shall not be the subject of discussion until a Motion under Part I of Schedule 12A of the Local Government Act 1972 to exclude the press and public has been moved by the Chairman and put without debate.

17. Rules of debate – Part I items

Amendments to Recommendations to be in writing and seconded.

17.1 The mover of an Amendment shall, prior to moving the Amendment, and before speaking to, it put it in writing and deliver it to the Chairman. The Amendment shall not be discussed until after the Amendment has been seconded and the mover has spoken to it.

17.2 A Member may with the consent of the seconder, and of the County Council signified without discussion, alter an Amendment that they have proposed.

Withdrawal of Amendment

17.3 An Amendment may be withdrawn by the proposer with the concurrence of the seconder, and the consent of the County Council, which shall be signified without discussion, and no Member may speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.

Reservations of speech by seconder

17.4 The seconder of any Amendment may, if they want to and they indicate their intention when seconding, reserve their speech until a later period of the debate.

One Amendment at a time

- 17.5 When an Amendment to a Recommendation has been moved and seconded, the Chairman shall call for any other Amendments to be moved and seconded. The Chairman may then permit all Amendments to be discussed in the ensuing debate, if the Chairman considers that this course would facilitate the proper conduct of the County Council's business. Otherwise, all Amendments shall be discussed (but not voted on) in the order in which they were proposed.

Member not to move or second more than one Amendment

- 17.6 A Member who has moved or seconded an Amendment to any Recommendation shall thereafter neither move nor second any further amendment to that Recommendation, or to any Recommendation which has displaced it.

Notice of further Amendment

- 17.7 Notice of the terms of all further Amendments to Recommendations in a Report must be given before the reply to the debate commences (or, in the absence of a reply, before the vote is taken) on the Amendment (or if more than one, Amendments), by the Leader, appropriate Executive Member or Chairman of the appropriate Committee (as the case may be).

Amendment inconsistent with amended Recommendation already carried

- 17.8 When an original Recommendation has been amended, any further Amendment moved to, or to any proposition displacing, such amended Recommendation shall not be inconsistent with the Amendment(s) already carried.
- 17.9 When any Amendment has been duly put and either carried or lost, it shall be the Chairman's duty to refuse to put, at the same Meeting, any subsequent Amendment which would substantially contradict, override, repeat or reintroduce the subject matter of the previous Amendment.

Right to speak

- 17.10 A Member shall not speak more than once in any debate on any Recommendations or Amendment, except when the Chairman determines any Amendments should be debated separately, or

in exercising their right of reply given by Standing Order 17.11, or on a point of order, or by way of personal explanation.

Right of reply to Amendment

17.11 If any Amendment is proposed the Leader, appropriate Executive Member, or the Chairman of the appropriate Committee (as the case may be), shall be entitled to a reply at the close of the debate upon the Amendment, or if more than one Amendment is proposed, Amendments. The mover of an Amendment shall not be entitled to a right of reply. A Member exercising a right of reply shall not introduce new matter. After the reply to which this Standing Order refers, a decision shall then be taken without further discussion.

Substantive Propositions

17.12 Amendments shall be voted on against the original Recommendation in reverse order. This means that the last Amendment to be moved shall be voted on first. Where an Amendment to a Recommendation is carried, the Recommendation shall be displaced by the Amendment carried, which shall itself become the Substantive Proposition. Where the last Amendment fails and all other Amendments have failed, the question shall be put on the Substantive Proposition without further debate.

Formal Proposals moved in accordance with Standing Order 20 – Part I items

17.13 A Member who has not spoken may, at the conclusion of a speech of another Member, move without comment ‘that the vote on the Recommendation be now put’, or ‘that the County Council proceed to the next item of business’, or ‘that the Meeting or debate be adjourned’, on the seconding of which the Chairman shall put that Proposal to the vote without amendment or discussion, and if it is carried, the Recommendation before the Meeting shall (after allowing an opportunity for a Member to speak in seconding any Amendment which has been moved, and subject to the right of reply given by Standing Order 17.11), be put to the vote provided that if, on the moving and seconding of any such formal Proposal, the Chairman decides that the matter has not been sufficiently discussed, the Chairman may either refuse to accept the Proposal at that time, or may indicate how many more members will be permitted to speak before putting the Proposal.

Point of order and explanation

17.14 A Member may rise to a point of order or in personal explanation and, on rising, shall be entitled to be heard forthwith. The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall be final.

General conduct and demeanour of Members

17.15 Members shall stand when speaking and addressing the Chairman. If two or more Members indicate that they wish to speak on the same item, the Chairman shall decide the order in which they are to speak. No Member, upon rising in their place, shall commence to address the Meeting until the Chairman calls on them.

17.16 Whenever the Chairman rises, no other Member shall remain standing, and, until the Chairman sits, no Member shall rise. The Council shall be silent so that the Chairman may be heard without interruption.

18. Notices of Motion

18.1 Procedure for giving Notice of Motion

18.1.1 Every Notice of Motion shall be in writing, signed by the Member or Members giving the notice, and delivered 10 clear Working Days before the next Meeting of the County Council at the office of the Chief Executive (to the Head of Democratic and Member Services via members.services@hants.gov.uk) by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every Member.

18.1.2 The requirement regarding submission of the notice in writing and signature shall not apply where notice is given by e-mail, authenticated by the identification of the Member concerned.

18.2 Notices to be inserted in the Summons

The Chief Executive shall insert in the Summons for every Meeting of the County Council all Notices of Motion duly given, in the order in which they have been received, unless the Member giving such notice has, when giving it, intimated in writing that it is proposed to move it at some later Meeting, or has withdrawn it in writing.

18.3 Motion not moved

If a Motion, notice of which is specified in the Summons, is not moved by its originator, it shall, unless postponed by consent of the County

Council, be treated as abandoned and shall not be moved without fresh notice.

18.4 Procedure for Notices of Motions

Motions under this Standing Order, after being moved and seconded, and spoken to by the proposer of the Motion in accordance with Standing Order 19.1, shall be debated by the County Council unless immediately following the seconding of the motion and after the proposer of the Motion has spoken to the Motion, and following any observations of the Leader or Executive Member for the function(s) concerned or the Chairman of the appropriate Committee or Committees, the County Council resolve to refer the Motion to the Executive or any Committee or Committees. Upon being so resolved, the Motion shall stand referred, without discussion, to the Executive or to such Committee or Committees as the County Council may determine for consideration and report to the next Meeting of the County Council, unless circumstances necessitate a report to a later Meeting.

18.5 Proposer of Motion may attend subsequent Executive or Committee Meeting

A Member of the County Council who has proposed a Motion which has been referred to the Executive, or to any Committee, shall have notice of the meeting of the Executive or Committee and any Sub-Committee or Standing Panel at which it is proposed to consider the Motion and, if they attend, shall have the opportunity of explaining it, but shall not take part in the voting.

19. Rules of debate – Motions

Motions and Amendments to be in writing and seconded.

19.1 Notices of Motion will only be received in accordance with Standing Order 18, the mover of any Motion or Amendment shall, immediately on moving the Motion or Amendment, and before speaking to it – put it in writing and deliver it to the Chairman. The Motion or Amendment shall not be discussed until after the mover has spoken to it and the Motion or Amendment has been seconded.

19.2 A Member may with the consent of the seconder, and of the County Council signified without discussion, alter a Motion that they have proposed provided that the Alteration is in accordance with Standing Order 19.6.

Withdrawal of Motion or Amendment

19.3 A Motion or Amendment may be withdrawn by the proposer with the concurrence of the seconder, and the consent of the County Council,

which shall be signified without discussion, and no Member may speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.

Right of reply to Notice of Motion

- 19.4 The proposer of a Motion shall have a right of reply at close of the debate upon the Motion immediately before it is put to the vote (and after any Proposal 'that the vote on the Motion be now put' or 'that the County Council do proceed to the next item of business' is put and carried). If an Amendment is proposed, the Leader or other appropriate Executive Member and proposer of a Motion shall be entitled to a reply at the close of the debate upon the Amendment. The proposer of the Motion shall speak last. The mover of an Amendment shall not be entitled to a right of reply. A Member exercising a right of reply shall not introduce new matter. After every reply to which this Standing Order refers, a decision shall then be taken without further discussion.

Reservations of speech by seconder

- 19.5 The seconder of any Motion or Amendment may, if they want to and they indicate their intention when seconding, reserve their speech until a later period of the debate.

Relevance of Amendments to original Motion

- 19.6 An Amendment shall be relevant to, and a modification of, the Motion.

- 19.7 An Amendment shall be:

19.7.1 to leave out words, or;

19.7.2 to leave out words and insert or add other words, or;

19.7.3 to insert or add words

but such omission or insertion of words shall not have the effect of introducing a materially new issue into or of negating the Motion before the County Council.

One Amendment at a time

- 19.8 When an Amendment to a Motion has been moved and seconded, the Chairman shall call for any other Amendments to the Motion to be moved and seconded. The Chairman may then permit all the

Amendments to the Motion to be discussed in the ensuing debate, if the Chairman considers that this course would facilitate the proper conduct of the County Council's business. Otherwise, any Amendments to a Motion shall be discussed in the order they were proposed.

Member not to move or second more than one Amendment

- 19.9 A Member who has moved or seconded an Amendment to any Motion shall thereafter neither move nor second any further amendment to that Motion, or to any Amendment which has displaced it.

Notices of further Amendment

- 19.10 Notice of the terms of all further Amendments to a Motion must be given before the reply to the debate commences (or, in the absence of a reply, before the vote is taken) on the Motion.
- 19.11 When any Motion or Amendment thereto has been duly put and either carried or lost, it shall be the Chairman's duty to refuse to put, at the same Meeting, any subsequent Amendment which would substantially contradict, override, repeat or reintroduce the subject matter of the previous Motion or Amendment.

Substantive Propositions

- 19.12 Amendments to a Motion shall be voted on against the original Motion in reverse order. This means that the last Amendment to a Motion shall be voted on first. Where an Amendment to a Motion is carried, the original Motion shall be displaced by the Amendment, which shall itself become the Substantive Proposition. Where the last Amendment fails and all other Amendments to a Motion have failed, the question shall be put on the Substantive Proposition without further debate.

Right to speak

- 19.13 A Member shall not speak more than once on any Motion or Amendment, except when the Chairman determines any Amendments to a Motion should be debated separately, or in exercising their right of reply given by Standing Order 19.4, or on a point of order, or by way of personal explanation.

Formal Proposals moved in accordance with Standing Order 20 – Motions and Recommendations

- 19.14 A Member who has not spoken may, at the conclusion of a speech of another Member, move without comment 'that the vote on the Motion be now put', or 'that the County Council proceed to the next item of

business', or 'that the Meeting or debate now adjourned', on the seconding of which the Chairman shall put that Proposal to the vote without amendment or discussion and if it is carried, the Motion (or Amendment as the case may be) before the Meeting shall (after allowing an opportunity for a Member to speak in seconding any Motion or Amendment which has been moved, and subject to the right of reply given by Standing Order 19.4 such Proposal shall be put to the vote provided that if, on the moving and seconding of any such formal Proposal, the Chairman decides that the matter has not been sufficiently discussed the Chairman may either refuse to accept the Proposal at that time, or may indicate how many more Members will be permitted to speak before putting the Proposal.

Point of order and explanation

- 19.15 A Member may rise to a point of order or in personal explanation and, on rising, shall be entitled to be heard forthwith. The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall not be open to discussion.

General conduct and demeanour of Members

- 19.16 Members shall stand when speaking and address the Chair. If two or more Members indicate that they wish to speak on the same item, the Chairman shall decide the order in which they are to speak. No Member, upon rising in their place, shall commence to address the Meeting until the Chairman calls on them.
- 19.17 Whenever the Chairman rises, no other Member shall remain standing, and, until the Chairman sits, no Member shall rise. The Council shall be silent so that the Chairman may be heard without interruption.

20. Proposals which may be moved without notice

The following Proposals may be moved without notice:

- 20.1 an amendment to the Minutes of a Meeting;
- 20.2 an amendment to any Recommendation or Motion before the County Council, subject to Standing Orders 17 and 19;
- 20.3 a Proposal that a Motion be referred to the Executive or a Committee in accordance with Standing Order 18;
- 20.4 that the Meeting or debate be adjourned;
- 20.5 that the vote on a recommendation or a Motion be now put;

- 20.6 for suspending Standing Orders (but only so far as is necessary to enable the proper conduct of business);
- 20.7 that the County Council proceeds to the next item of business;
- 20.8 a Proposal to resolve under Part I of Schedule 12A of the Local Government Act 1972 to exclude the public (including the press);
- 20.9 a Proposal that a Member be not further heard or that a Member be allowed to speak for a longer period;
- 20.10 a Proposal that the County Council resolves to consider in open Council a question affecting a person in its employment;
- 20.11 that the County Council varies the order of business;
- 20.12 that there be no more questions on the matter under debate.

21. Relevance and length of speeches

Members shall direct their speech to the question under discussion or to an explanation or to a point of order. Except with the County Council's consent, no speech shall exceed the following lengths:

- 21.1 four minutes for a Member speaking on a paragraph on a Part I item or a Part II item, or on a Motion notice of which has been given under Standing Order 18, or on a Proposal, or in any other case except as indicated below;
- 21.2 seven minutes for the Leader or a member of the Executive or Chairman of a Committee in presenting a Report or in speaking in reply to a debate on a paragraph in a Part I item or a Part II item;
- 21.3 the mover of a Motion, notice of which has been given under Standing Order 18:
 - 21.3.1 five minutes for speaking to the Motion
 - 21.3.2 five minutes for speaking in reply to the debate on the Motion
- 21.4 five minutes for the Leader or a member of the Executive or the Chairman of the appropriate Committee in a debate on a Motion, notice of which has been given under Standing Order 18;
- 21.5 one minute for a Member speaking on a Proposal to suspend Standing Orders;

- 21.6 30 minutes for the leader or spokesman of a minority group on the County Council, in moving an Amendment in a debate on the budget proposals;
- 21.7 No time limit for the Leader when moving the budget proposals, or in reply to the debate on the budget proposals.
- 21.8 30 minutes total for answering General Questions or Questions concerning the Hampshire and Isle of Wight Fire and Rescue Authority pursuant to Standing Order 16.1.1 or 16.3.

22. ***Voting**

- 22.1 Every question shall be determined either by the voices of those present or, at the discretion of the Chairman, by way of digital voting, provided that, if any Member indicates dissent to this procedure, then a vote by a show of hands, or by way of digital voting, as determined by the Chairman, shall take place;
- 22.2 Immediately after any vote is taken on any question on the budget item at the County Council's Budget decision meeting, the voting on the question shall be recorded to show how each Member present and voting gave their vote or abstained from voting. Without prejudice to Standing Order 22.1 above, all questions relating to the budget item shall be determined by way of digital voting;
- 22.3 Without prejudice to Standing Orders 21.2 and 22.2 above, on the requisition of any Member supported by 10 other Members who should signify their support by rising in their places before the vote is taken, the voting on any question shall be recorded to show how each Member present and voting gave their vote or abstained from voting. This is provided that a recorded vote may not be requisitioned on a formal Motion or any Proposal which, under Standing Order 20.3 to 20.11 inclusive, may be moved without notice. In applying this Standing Order to Committees, Sub-Committees and Standing Panels, the number of Members required to support a requisition for a recorded vote shall be one quarter of the whole number of appointed Members of the Committee, Sub-Committee or Standing Panel, or three Members of the Committee, Sub-Committee or Standing Panel, whichever is the greater. All recorded votes shall be conducted by way of digital voting;
- 22.4 Where, immediately after a vote is taken (and without prejudice to the provisions of 22.1, 22.2, and 22.3) above at a Meeting of the County Council if any Member so requires, it shall be recorded in the minutes of the proceedings of that Meeting whether that person cast their vote for the question or against the question; or whether they abstained from voting.

23. Rescission of previous resolution

No Motion to rescind any resolution passed by the County Council or by a Committee, Sub-Committee or Standing Panel of the County Council within the preceding six months – and no Motion or Amendment to the same effect as one which has been negated by the County Council within the preceding six months – shall be proposed, unless notice of it is given under Standing Order 18 and bears the names of at least 10 Members. Any such Motion may be moved by any one of those 10 Members. When any such Motion has been disposed of, it shall not be open to any Member to propose a similar motion within a further period of six months.

This Standing Order shall not apply to Amendments moved in pursuance of a Report or Recommendations of the Leader or other Executive Member, a Committee or Sub-Committee.

24. Appointments to Committees

24.1 Appointments to Committees of the County Council

The County Council shall at its Annual Meeting in the year of the ordinary election of County Councillors appoint Members (including any Co-opted Members) to Committees and Standing Panels of the County Council, and make such provision as to the constitution or membership thereof as it thinks fit, to discharge any functions of the County Council;

24.2 Appointments of Substitute Members to Committees and Standing Panels of the County Council

The County Council shall at its Annual Meeting in the year of the ordinary election of County Councillors appoint up to four Substitute Members from each political group on the County Council represented on any Select (Overview and Scrutiny) Committee of the County Council, to substitute for any Member ('Ordinary Member') of such political group appointed to any Select (Overview and Scrutiny) Committee, Committee of the County Council in accordance with sub-paragraph 24.1 above.

24.3 The County Council shall at its Annual Meeting in the year of the ordinary election of County Councillors appoint two Substitute Members from each political group on the County Council represented on any other Committee or Standing Panel of the County Council, to substitute for any Ordinary Member of such political group appointed to any Committee or Standing Panel of the County Council in accordance with sub-paragraph 24.1 above

24.4 Where a Substitute Member of a Committee or Standing Panel of the County Council is appointed in accordance with Standing sub-paragraph 24.1 above, then such Substitute Member may attend any Meeting of a Committee or Standing Panel of the County Council to which such substitution relates in place of any Ordinary Member of the same political group appointed to such Committee or Standing Panel of the County Council, on notification to the Chief Executive by the relevant political group leader that an Ordinary Member is unable to attend and the Substitute Member will be attending in his place. A Substitute Member may only attend a Meeting when the Ordinary Member will be absent for the whole of the Meeting.

24.5 Appointments to Joint Committees

The County Council shall at its Annual Meeting in the year of ordinary election of Members to the County Council appoint Members (including any Co-opted Members) to any Joint Committees and Outside Bodies (statutory or otherwise) to which the County Council appoints Members;

24.6 Review of Appointments to Committees at Annual Meeting

The County Council shall at each subsequent Annual Meeting review the representation of Members to Committees and Standing Panels of the County Council and Joint Committees and Outside Bodies, and review the Proportionality Table.

Any alterations in the membership of Committees and Standing Panels of the County Council and Joint Committees (including any alterations of Co-opted Members), whether by filling casual vacancies or otherwise, shall be made at a Meeting of the County Council.

25. Membership of Committees

At least two-thirds of the Members of any Committee, Sub-Committee or Standing Panel shall be Members of the County Council (subject to any statutory provision which shall regulate such membership).

Every member of a Committee, Sub-Committee or Standing Panel who, at the time of appointment, is a Member of the County Council shall, when they cease to be a Member of the County Council, also cease to be a member of the Committee, Sub-Committee or Standing Panel.

26. Appointment of Members to Hampshire and Isle of Wight Fire and Rescue Authority

At its Annual Meeting each year, the County Council shall appoint its full quota of Members to the Hampshire and Isle of Wight Fire and

Rescue Authority, in line with the rules of appointment prevailing at the time.

27. ***Meetings of County Council Committees, etc – August recess**

Except in the case of urgent business which, in the opinion of the Chief Executive (after consultation with the Leader), ought not to be held over, no Meetings of the County Council, the Executive, Committees, or Sub-Committees, Standing Panels or working parties shall be held during the month of August; provided that this Standing Order shall not be deemed to extend to visits for the purpose of increasing members' knowledge of installations or sites relevant to their work.

28. ***Approval of Committee decisions – minority order procedure**

28.1 If Members numbering at least one quarter of the voting Members present at a Committee Meeting so request, immediately after the vote is taken on any matter (which is otherwise within the Committee's delegated powers) the decision shall take the form of a recommendation to the County Council and shall not be effective unless and until approved by the County Council. Where any matter is, for the time being, delegated to a Sub-Committee or a Standing Panel, Members numbering at least one quarter of the voting Members present at the Meeting of the Sub-Committee or Standing Panel may, in the same manner, require that the decision shall take the form of a recommendation to the appropriate Committee.

28.2 The Standing Order shall only apply to:

28.2.1 the Employment in Hampshire County Council Committee;

28.2.2 the Audit Committee;

28.2.3 the Pension Fund Panel and Board;

28.2.4 the River Hamble Harbour Board;

and shall not apply to:

28.2.5 Standing Panels or Sub-Committees established to appoint Senior Officers of the County Council in accordance with Standing Order 43

28.2.6 any decisions of a quasi-judicial nature

28.2.7 decisions where delay could put the County Council in breach of the law or in breach of legally binding obligations.

28.2.8 Select (Overview and Scrutiny) Committees.

29. ***Discretion to exclude any matter which ought not to be published**

If the Chief Executive is required, whether by statute, Standing Order, or otherwise, to issue any document (including any Agenda), to give notice of any item, or reproduce, or otherwise communicate the contents of any notice or document (including a notice of motion or questions asked in pursuance of Standing Orders), delivered to him or her, then he or she shall exclude any matter which, in his or her professional opinion, is out of order or which on the grounds of illegality, irregularity, confidentiality, liability for defamation or otherwise ought not to be published.

30. ***Confidentiality of proceedings**

No Member of the County Council, the Executive or of a Committee, Sub-Committee or Standing Panel thereof (where elected or co-opted) shall disclose confidential or exempt information specified on a Meeting Summons or Agenda, until or unless such confidentiality has been lifted. If, however, the matter has been dealt with or has been brought before the Executive, a Committee, Sub-Committee or Standing Panel while the press and public are entitled to be present, this Standing Order shall not apply.

31. ***Inspection of documents and Minutes**

For the purposes of their duty as a Member of the County Council or as a member of a Committee, Sub-Committee or Standing Panel of the County Council a Member may inspect any document (other than a draft) which is in the possession of, or under the control of the County Council, and which contains information relating to any business to be transacted as a Meeting of a Committee, Sub-Committee or Standing Panel to which the Local Government Act 1972 applies. This right does not, however, apply to certain categories of exempt information. Members' rights in respect of exempt information are set out at paragraph 5 of the Protocol for Member/Officer Relations in Part 4 Appendix D of this Constitution.

32. ***Misconduct of Members**

The Chairman shall call a Member to order for irrelevance, repetition, unbecoming language or any breach of order. If the Member should disregard the authority of the Chairman, or if it appears to the Chairman that the Meeting does not desire any longer to hear the Member then speaking, the Chairman may move (no seconder being required) that the Member be no longer heard. The Proposal shall be put to the vote without discussion and, if it is carried, the Member then speaking shall

discontinue their speech and resume their seat. If the Member continues to speak, disregarding the authority of the Chairman, then the Chairman shall warn the Member. If the Member shall then continue to disregard the authority of the Chairman, the Chairman shall order the removal of the Member from the Council Chamber.

33. ***Behaviour of the public**

If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn the person concerned. If the person continues, the Chairman shall order that person's removal from the Council Chamber. In the case of general disturbance in any part of the Council Chamber open to the public, the Chairman shall order that part to be cleared.

34. ***Adjourned Meetings**

When a Meeting or any item of business to be considered at a Meeting is adjourned to a future day, notice of the adjourned Meeting shall be sent to each Member, specifying the business to be transacted at that Meeting.

35. ***Signing of Minutes**

Local Government Act 1972, Schedule 12

Local Government and Housing Act 1989 Section 20

Minutes of every meeting of the County Council, of any Committee or of any Sub-Committee or Standing Panel or the Executive shall be submitted to, and signed at, that meeting or at the next following ordinary meeting of the body concerned.

The person presiding shall put the question that the Minutes submitted to the meeting be approved as a correct record of that Meeting, or of a specified former Meeting, as the case may be.

Any question on their accuracy shall be raised by a Proposal, and shall be duly seconded. If no such question is raised, or if it is raised, then as soon as it has been dealt with the person presiding shall sign the minutes ('the Approved Minutes').

The Chairman shall ask if there are any matters arising upon the approved Minutes, pursuant to which any Member may ask as to the current position or progress made on any item contained in the approved Minutes. The Chairman shall avoid any debate or discussion that could be construed as attempting to change or vary a previous decision, and shall not allow any debate or discussion to transgress the statutory rule that only business specified in the County Council summons may be disposed of at a County Council meeting.

If, in relation to any Meeting of the County Council, the next such Meeting is a Meeting called under Paragraph 3 (extraordinary meetings) of Schedule 12 to the 1972 Act, the next following Meeting of the County Council (being a meeting called otherwise than under that Paragraph of the 1972 Act) shall be treated as a suitable Meeting for the purposes of Paragraphs 41(1) and (2) (signing of minutes) of that Schedule.

This Standing Order is not capable of being suspended.

36. ***Signing of Minutes – Extraordinary Meetings**

Where, in relation to any Meeting of the Council, the next such Meeting is called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, that next Meeting of the County Council (being a meeting called otherwise than under that paragraph), shall be treated as a suitable meeting for the purposes of paragraph 41 of that Schedule (signing of Minutes).

37. ***Additional Committee Meetings**

The Chairman of a Committee may call an additional Meeting of a Committee at any time. An additional Meeting of the Committee may also be summoned on the requisition, in writing, of either one quarter of the total number of Members of the Committee or three Members, whichever is the greater. This requisition shall be delivered to the Chief Executive and shall specify the business to be considered. The Chief Executive will arrange for the Meeting to be held in accordance with the timetable specified in Standing Order 5. The Agenda shall set out the business so required to be considered at the additional meeting and no business other than that set out shall be considered at the meeting.

38. ***Suspension of Standing Orders**

38.1 Any Standing Order (save for Standing Order 35 and 36) may be suspended on a Proposal in accordance with Standing Order 20.6 carried by a majority of the Members present.

38.2 There shall be no questions, speeches or discussion whatsoever other than by the mover of a Proposal moved under Standing Order 20.6 to suspend a Standing Order.

38 (B) ***Reasonable Adjustments to Standing Orders**

38 (B).1 Where a Member or other person attending a meeting of the County Council or a County Council Committee has a disability as defined in the Equality Act 2010 and any of these Standing Orders puts that Member or other person at a substantial disadvantage in comparison with others who are not disabled

then, having taken advice from the Monitoring Officer, the Chairman of the County Council or the Chairman of any committee may make such adjustments to Standing Orders or apply such interpretations to Standing Orders, as are reasonable in the circumstances, in order to avoid that disadvantage.

39. **Withdrawal from Chamber or Room in cases of Disclosable Pecuniary Interests**

- 39.1 Unless a dispensation has been granted by the County Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as set out at Part 2 Paragraph 3 of the Members' Code of Conduct. You must as soon as it becomes apparent that you have an interest (save for in circumstances set out at Standing Order 39.2 below) withdraw from the chamber or room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business. If acting as a single Executive Member you may not take any further steps in relation to the matter other than for the purpose of arranging for the matter to be dealt with otherwise than by yourself.
- 39.2 Without prejudice to Standing Order 39.1 above where you have a disclosable pecuniary interest in any business of the County Council (including any meeting of a Select Overview and Scrutiny Committee of the County Council) you may, notwithstanding such disclosable pecuniary interest, attend such meeting for the purpose of making representations, answering questions or giving evidence relating to such business, provided members of the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

40. **Application of County Council Procedure Rules to Committees**

The following Standing Orders shall also apply, with any necessary modification, to Committees, Sub-Committees and Standing Panels of the County Council, (including Select (Overview and Scrutiny) Committees and the word 'County Council' shall be construed accordingly.

Standing Order

5. Summons and Agenda Papers
6. Chairmen and Vice-Chairmen
8. Order of Business
9. Variation of Order of Business

10. Recordings, etc of proceedings
11. Quorum
12. Deputations
22. Voting
28. Approval of Committee decisions – minority order procedure
29. Discretion to exclude any matter which ought not to be published
30. Confidentiality of proceedings
31. Inspection of documents and Minutes
32. Misconduct of Members
33. Behaviour of the public
34. Adjourned Meetings
35. Signing of Minutes
36. Signing Minutes – Extraordinary Meetings
37. Additional Committee Meetings
38. Suspension of Standing Orders
39. Withdrawal from Chamber or Room in cases of Disclosable Pecuniary Interests

NB For ease of reference those Standing Orders which apply to Committees, Sub-Committees and Standing Panels of the County Council are indicated by an asterisk.

Non-Committee Members will be allowed to speak at Committee and Sub-Committee meetings, following notice to the Chief Executive via members.services@hants.gov.uk , such notice to be received no later than noon on the working day immediately preceding such Committee/Sub-Committee meeting. Without prejudice to the above the Chairman may permit a non-Committee Member to speak where, in exceptional circumstances in the opinion of the Chairman, it has not been possible for the non-Committee Member to give the required notice.

41. **Execution and Signing of Documents**

The Common Seal of the County Council shall not be fixed to any document, and no document shall otherwise be executed as a Deed or signed as a Contract or Agreement on behalf of the County Council unless the sealing, execution, or signing of such document has been authorised by a resolution of the County Council or of the Leader and Cabinet (acting collectively or individually as the case may be), or a committee or sub-committee or standing panel, where the County Council has delegated its powers in this behalf. But a resolution of the County Council or the Leader and Executive (acting collectively or individually under the provisions of the Constitution) or of a committee, sub-committee or standing panel where the Leader or Executive or Executive Member or that committee, sub-committee or standing panel, has the power authorising the acceptance of any tender; the purchase, sale, letting or taking of any property; the issue of any stock; the presentation of any petition, memorial or address; or the making of any rate or contract or any other matter or thing; shall be sufficient authority for sealing, executing or signing any document necessary to give effect to the resolution. The execution of Deeds and signing of documents shall be done in accordance with the provisions of Part 1, Chapter 14, of the Constitution.

The seal shall be attested by the Assistant Director Legal Services and Monitoring Officer or other officer or officers authorised by the Assistant Director Legal Services and Monitoring Officer, and an entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for this purpose, and shall be signed by the person who shall have attested the seal.

42. Head of Paid Service, Chief Financial Officer, Monitoring Officer – disciplinary action

42.1 In this Standing Order:

42.1.1 ‘the 2011 Act’ means the Localism Act 2011;

42.1.2 ‘Chief Financial Officer’, ‘Disciplinary Action’, ‘Head of the County Council’s Paid Service’, and ‘Monitoring Officer’ have the same meaning as in Regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;

42.1.3 ‘Independent Person’ means a person appointed under Section 28(7) of the 2011 Act;

42.1.4 ‘Local Government Elector’ means a person registered as a local government elector in the register of electors in the County Council’s area in accordance with the Representation of the People Acts;

- 42.1.5 'the Panel' means a Committee comprising Independent Persons only appointed by the County Council under section 102(4) of the Local Government Act 1972 for the purpose of advising the County Council on matters relating to the dismissal of Relevant Officers of the County Council, following in accordance with paragraph 43, a proposal of a Committee or Sub-Committee of the County Council to dismiss a Relevant Officer;
- 42.1.6 'Relevant Meeting' means a meeting of the County Council to consider whether or not to approve a proposal to dismiss a Relevant Officer; and
- 42.1.7 'Relevant Officer' means the Chief Financial Officer, Head of the County Council's Paid Service or Monitoring Officer, as the case may be.
- 42.2 A Relevant Officer may not be dismissed by the County Council unless the procedure set out in the following Paragraphs is complied with.
- 42.3 The County Council must invite Relevant Independent Persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.
- 42.4 In Paragraph 42.3 'Relevant Independent Person' means any Independent Person who has been appointed by the County Council or, where there are fewer than two such person, such Independent Persons as have been appointed by another Authority or Authorities as the County Council considers appropriate.
- 42.5 Subject to Paragraph 42.6 the County Council must appoint to the Panel such Relevant Independent Persons who have accepted an invitation in accordance with Paragraph 42.3 in accordance with the following priority order:
- 42.5.1 a Relevant Independent Person who has been appointed by the County Council and who is a Local Government Elector;
- 42.5.2 any other Relevant Independent Person who has been appointed by the County Council;
- 42.5.3 a Relevant Independent Person who has been appointed by another Authority or Authorities.
- 42.6 The County Council is not required to appoint more than two Relevant Independent Persons in accordance with paragraph 42.5 but may do so.

- 42.7 The County Council must appoint any Panel at least 20 Working Days before the Relevant Meeting.
- 42.8 Before taking of a vote at the Relevant Meeting on whether or not to approve such a dismissal, the County Council must take into account, in particular:
- 42.8.1 any advice, views or recommendations of the Panel;
 - 42.8.2 the conclusions of any investigation into the proposed dismissal; and
 - 42.8.3 any representation from the Relevant Officer.
- 42.9 Any remuneration, allowances or fees paid by the County Council to an Independent Person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that Independent Person in respect of that person's role as Independent Person under the 2011 Act.
43. **Appointment, Dismissal and Disciplinary action in respect of Senior Officers**
- 43.1 In this Standing Order –
- “the 1989 Act” means the Local Government and Housing Act 1989;
 - “the 2000 Act” means the Local Government Act 2000;
 - “Disciplinary Action” shall have the same meaning as in the Local Authorities (Standing Orders) (England) Regulations 2001;
 - “Executive” and “Executive Leader” shall have the same meaning as in Part II of the 2000” Act;
 - “Member of Staff” means a person appointed to or holding a paid office or employment under the County Council; and
 - “Proper Officer” means the Chief Executive.
- 43.2 Subject to paragraphs 43.3 and 43.7, the function of appointment and dismissal of and taking disciplinary action against, a Member of Staff of the County Council must be discharged, on behalf of the County Council, by the officer designated under section 4(1) of the 1989 Act as the Head of the Authority's Paid Service or by an officer nominated by him.

- 43.3 Paragraph 43.2 shall not apply to the appointment or dismissal of, or disciplinary action against –
- 43.3.1 the Officer designated as the Head of Authority's Paid Service;
 - 43.3.2 a Statutory Chief Officer within the meaning of Section 2(6) of the 1989 Act;
 - 43.3.3 a Non-Statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act;
 - 43.3.4 a Deputy Chief Officer within the meaning of Section 2(8) of the 1989 Act; or
 - 43.3.5 a person appointed in pursuance of Section 9 of the 1989 Act (assistants for political groups).
- 43.4 (1) Where a Committee or Sub-Committee of the County Council or Officer is discharging, on behalf of the County Council, the function of the appointment of an officer designated as the Head of the County Council's Paid Service, the County Council must approve that appointment before an offer of appointment is made to him/her or,
- (2) Where a Committee or Sub-Committee of the County Council or Officer is discharging, on behalf of the County Council, the function of dismissal of an officer designated as the Head of the County Council's Paid Service, the Chief Financial Officer, or the Monitoring Officer, the County Council must approve the dismissal before notice of dismissal is given to that person.
- (3) Where a Committee or Sub-Committee of the County Council discharging on behalf of the County Council, the function of the appointment or dismissal of any Officer referred to in sub paragraphs 43.3.1 to 43.3.5 of paragraph 43.3, at least one member of the Executive must be a member of that Committee or Sub-Committee.
- 43.5 (1) In this paragraph, "Appointor" means, in relation to the appointment of a person as an Officer of the County Council, the County Council or, where a Committee, Sub-Committee or Officer is discharging the function of appointment on behalf of the County Council, that Committee, Sub-Committee or Officer, as the case may be.
- (2) An offer of an appointment as an Officer referred to in sub paragraphs 43.3.1 to 43.3.5 of paragraph 43.3 must not be made by the Appointor until –

43.5.1 the Appointer has notified the Proper Officer of the name of the person to whom the Appointer wishes to make the offer and any other particulars which the Appointer considers are relevant to the appointment.

43.5.2 The Proper Officer has notified every member of the Executive of the County Council of –

- i) the name of the person to whom the Appointer wishes to make the offer;
- ii) any other particulars relevant to the appointment which the Appointer has notified to the Proper Officer; and
- iii) the period within which any objection to the making of the offer is to be made by the Executive Leader on behalf of the Executive to the Proper Officer;

and

43.5.3 either –

- i) the Executive Leader has, within the period specified in the notice under sub-paragraph 44.5.2, notified the Appointer that neither he/she nor any other member of the Executive has any objection to the making of the offer;
- ii) the Proper Officer has notified the Appointer that no objection was received by him/her within that period from the Executive Leader; **or**
- iii) the Appointer is satisfied that any objection received from the Executive Leader within that period is not material or is not well-founded.

43.6 (1) In this paragraph, “Dismissor” means, in relation to the dismissal of an Officer of the County Council, the County Council or, where a Committee, Sub-Committee or other Officer is discharging the function of the dismissal on behalf of the County Council, that Committee, Sub-Committee or other Officer, as the case may be.

(2) Notice of the dismissal of an Officer referred to in sub-paragraphs 43.3.1 to 43.3.5 of paragraph 43.3 must not be given by the Dismissor until:

43.6.1 the Dismissor has notified the Proper Officer of the name of the person who the Dismissor wishes to dismiss and

any other particulars which the Dismissor considers are relevant to the dismissal;

43.6.2 the Proper Officer has notified every member of the Executive of the County Council of:

- i) the name of the person who the Dismissor wishes to dismiss;
- ii) any other particulars relevant to the dismissal which the Dismissor has notified to the Proper Officer; and
- iii) the period within which any objection to the dismissal is to be made by the Executive Leader on behalf of the Executive to the Proper Officer;
and

43.6.3 either:

- i) the Executive Leader has, within the period specified in the notice under sub-paragraph 43.6.2(iii), notified the Dismissor that neither he/she nor any other member of the Executive has any objection to the dismissal;
- ii) the Proper Officer has notified the Dismissor that no objection was received by him/her within that period from the Executive Leader; **or**
- iii) the Dismissor is satisfied that any objection received from the Executive Leader within that period is not material or is not well-founded.

43.7 Nothing in paragraph 43.2 shall prevent a person from serving as a member of any Committee or Sub-Committee established by the County Council to consider an appeal by:

43.7.1 another person against any decision relating to the appointment of that other person as a member of staff of the County Council; or

43.7.2 a member of staff of the County Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.

43.8 Where the Council proposes to appoint any Officer referred to in Standing Order 43.3 and it is not proposed that the appointment be made exclusively from among its existing Officers, it should:

43.8.1 draw up a statement specifying:

- i) the duties of the Officer concerned;
- ii) any qualifications or qualities to be sought in the person to be appointed.

43.8.2 make arrangements for the post to be advertised in such way as is likely to bring it to the attention of people who are qualified to apply for it;

43.8.3 make arrangements for a copy of the statement mentioned in paragraph 43.8.1 to be sent to any person, on request.

43.9 Where a post has been advertised as provided by Standing Order 43.8, the panel referred to in Standing Order 43.11 shall:

43.9.1 interview all qualified applicants for the post, or

43.9.2 interview those qualified applicants included on a selected short list

where no qualified person has applied, the County Council shall make further arrangements for advertisement in accordance with 43.8.2 above.

43.10 Where the County Council proposes to appoint any officer referred to in Standing Order 43.3 and it is proposed that the appointee be an existing Officer who is acting into that role, the Head of Paid Service in conjunction with the Director of Corporate Operations / Chief Financial Officer shall provide a report to a panel established under Standing Order 43.11, setting out;

43.10.1 the duties of the post to which appointments is to be made

43.10.2 any qualifications or qualities to be sought in the person to be appointed, and

43.10.3 the suitability of a particular candidate for such post including the performance of that individual while acting in that role

43.11 Appointments or dismissal of any Officer referred to in Standing Order 43.3 shall be made by a panel of members which shall comprise:

- 43.11.1 the Leader, Deputy Leader or other member of the Executive nominated by the Leader;
- 43.11.2 the Executive Member responsible for the service (or the Leader's nominee in the case of a Chief Executive or Chief Officer of a central service appointment), and;
- 43.11.3 the requisite number of other Members (to be nominated by relevant political group leaders) to achieve the proportionality required by the provisions of the Local Government and Housing Act 1989.

44. Candidates for appointment – canvassing of and recommendations by Members

- a) Canvassing of Members or Officers of the County Council or of any Committee of the County Council, directly or indirectly, for any appointment made by the County Council shall disqualify the candidate for that appointment. The purport of this paragraph of this Standing Order shall be included in every advertisement inviting applications for appointments or in any form of application;
- b) A Member of the County Council shall not seek support for any candidate for any appointment under the County Council, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience of character for submission to the County Council with an application for appointment.

45. Candidates for appointment – relatives of Members or Officers

- a) Candidates for any appointment under the County Council who know that they are related to any Member or senior officer of the County Council shall, when making their application, disclose that relationship to the appropriate officer. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and, if appointed, shall be liable to dismissal without notice. Every Member and senior officer of the County Council shall disclose to the Chief Executive any relationship known to them to exist between themselves and any person who they know is a candidate for an appointment under the County Council. The Chief Executive shall notify all disclosures made pursuant to this Standing Order to the head of department concerned or to the person chairing the panel authorised to make the appointment;
- b) The purport of this Standing Order shall be brought specifically to the attention of all applicants for posts with the County Council;
- c) For the purpose of this Standing Order, 'senior officer' means any officer of the County Council in receipt of a salary equal to, or greater than, applicable to Hampshire County Council Senior Management

Grade H. Persons shall be deemed to be related if they are husband and wife, or partners living together, or if either of them or the spouse of either of them is the son, daughter, grandson, granddaughter, brother, sister, nephew or niece of the other; or of the spouse or partner of the other; or a person with whom they have a close or established relationship.

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Part 3: Chapter 2

Executive Procedures and Role of Executive

- 1 **Composition and role of Cabinet**
 - 1.1 The Leader will Chair the Cabinet and convene its meetings. The Leader may appoint a nominee when he or she is not available. In the absence of the Leader the Deputy Leader will act in the place of the Leader. In the absence of both the Leader and the Deputy Leader the Leader will arrange for another member of Cabinet to act in his place.
 - 1.2 The responsibility and the role of the Cabinet encompasses the following areas:
 - 1.2.1 development of strategy and policies to implement the strategy (including preparation of the draft budget, together with plans and strategies for submission to the County Council where this is a statutory or constitutional requirement);
 - 1.2.2 political leadership;
 - 1.2.3 development of community partnerships;
 - 1.2.4 overall direction of the County Council;
 - 1.3 These roles will be discharged by the Cabinet:
 - 1.3.1 proposing strategies and policies to the County Council, including any changes in the Policy Framework (Part 1 Chapter 4 of the Constitution), together with a budgetary framework for adoption annually, and during the financial year, as necessary. Changes to strategy will be proposed as necessary to reflect changing circumstances;
 - 1.3.2 focusing on continuous service improvement and taking decisions on all services within the overall strategic and budgetary framework set by the County Council;
 - 1.3.3 overseeing complaints handling and Ombudsman investigations where these are concerned with service delivery and are not concerned with Member behaviour.

- 1.4 Executive functions (portfolios) may be discharged by:
 - 1.4.1 Cabinet as a whole;
 - 1.4.2 A Committee of Cabinet;
 - 1.4.3 An individual member of Cabinet, or two or more members of Cabinet acting together;
 - 1.4.4 An officer authorised by Cabinet, a member or members of Cabinet or the Constitution;
 - 1.4.5 Other arrangements provided for by the Constitution or otherwise legally available, e.g., joint arrangements including arrangement with another local authority.

2. **Powers of Cabinet**

- 2.1 Cabinet will exercise all powers it is enabled to under the Constitution (to avoid any doubt, all the Executive Functions in Part 2, Chapter 3 of the Constitution shall be delegated to the Leader and the Executive Members who shall be entitled to take every necessary action to decide, discharge, or implement any Executive Functions or functions otherwise of the Executive in accordance with this Constitution or otherwise by law).
- 2.2 In the event that an Executive Member is unavailable, due to absence or illness, the Leader will depute another Executive Member to discharge the responsibilities of the unavailable Executive Member, or may discharge the responsibility himself or herself. In the absence of the Leader, the Deputy Leader will have power to depute another Executive Member to discharge the responsibilities of the unavailable Executive Member.
- 2.3 Where an Executive Member is unable to act owing to a declaration of, or conflict of interest, the Leader will depute another Executive Member (or himself or herself) to act in the place of that Executive Member. In the absence of the Leader, or where the Leader is unavailable to act owing to a declaration of, or conflict of interest, the Deputy Leader will act or depute another Executive Member to act. Any conflict of interest will be dealt with under the County Council's Members' Code of Conduct, set out in Part 4 Appendix A of the Constitution.
- 2.4 Cabinet is empowered by the County Council, by virtue of the adoption of the Constitution, to take any urgent decision necessary to ensure that:
 - 2.4.1 any Government timetable for action is met;

- 2.4.2 the County Council's position is not compromised or disadvantaged by any inability to act;
- 2.4.3 County Council strategies and policies are delivered;
- 2.5 Cabinet shall be under a general duty to ensure legal and financial priority in the exercise of all their functions and responsibilities, and to act at all times within:
 - 2.5.1 the terms of the Constitution approved by the County Council;
 - 2.5.2 Standing Orders and Codes of Conduct approved by the County Council;
 - 2.5.3 Any legislation which has the effect of governing the actions of the Council, the Cabinet, and any Committee of the County Council, including Select (Overview and Scrutiny) Committees.

In exercising their responsibilities, the Cabinet will be advised on matters of powers, and legal and financial probity by the Chief Executive, the Chief Financial Officer, and the Monitoring Officer.

3. Executive Decision Making Statutory Requirements

Statutory requirements in respect of Executive Decision making are set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ('the Access to Information Regulations')

3.1 Key Decisions:

Key Decision means an Executive decision which is likely:

- 3.1.1 to result in the County Council incurring expenditure which is, or making savings which are, significant in terms of the County Council's budget for the service or function to which the decision relates. (The County Council has presently set a financial limit of £2,000,000); or
- 3.1.2 to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the County Council's administrative area.

In determining the meaning of significant, any guidance issued by the Secretary of State must be taken into account.

3.2 **Publicity in Connection with Key Decisions**

Where the Executive, an individual Executive Member or an Officer intends to make a Key Decision that decision must not be made unless a notice has been published at least 28 clear calendar days before the decision is made setting out

- 3.2.1 That a Key Decision is to be made on behalf of the County Council;
- 3.2.2 The matters in respect of which the decision is to be made;
- 3.2.3 Details of the decision maker;
- 3.2.4 The date on which, or the period within which, the Key Decision is to be made;
- 3.2.5 A list of the documents, submitted to the decision maker in relation to the matter in respect of which the Key Decision is to be made;
- 3.2.6 The address from which, subject to any prohibition or restriction on their disclosure copies of, or extracts from, any document listed is available;
- 3.2.7 That other documents relevant to those matters may be submitted to the decision maker and;
- 3.2.8 The procedure for requesting details of those documents (if any) as they become available.

Exempt information need not, however, be included on the notice, and confidential information cannot be included.

3.3 **Urgent Key Decisions**

Regulation 10 of the Access to Information Regulations applies in cases where the publication of a Key Decision notice is impracticable. In such cases, where a matter would be a Key Decision, the decision can only be made where:

- 3.3.1 The Proper Officer has informed the Chairman of the relevant Select (Overview and Scrutiny) Committee by notice in writing of the matter about which the decision is to be made; **and**
- 3.3.2 The Proper Officer has made a copy of such notice available for public inspection and published on the County Council's website; **and**

- 3.3.3 Five clear working days have elapsed since compliance with 3.3.1 and 3.3.2 above.
- 3.3.4 As soon as reasonably practicable after compliance with paragraphs 3.3.1, 3.3.2 and 3.3.3 the Proper Officer must make available for public inspection and publish a notice on the County Council's website setting out why compliance with Paragraph 3.2 is impracticable.

3.4 Special Urgency relating to Key Decisions

Where the date by which a Key Decision must be made makes compliance with Regulation 10 of the Access to Information Regulations impracticable, the decision can only be made where the Decision Maker has obtained agreement from:

- 3.4.1 The Chairman of the relevant Select (Overview and Scrutiny) Committee; **or**
- 3.4.2 If there is no such person, or if the Chairman of the relevant Select (Overview and Scrutiny) Committee is unable to act, then the Chairman of the County Council; **or**
- 3.4.3 In the absence of the Chairman of the County Council, the Vice-Chairman of the County Council

that the making of the decision is urgent and cannot reasonably be deferred and as soon as reasonably practicable after the decision maker has obtained the relevant agreement the Decision maker must make available for public inspection and publish a notice on the County Council's website setting out why making the decision is urgent and cannot reasonably be deferred

3.5 Leaders Report to County Council on Key Decisions of Special Urgency

The Leader will submit a quarterly Report to the County Council containing details of any Executive Key Decision taken during the preceding three months where the making of the decision was agreed as urgent under 3.4.

4. Decision Meetings and Individual Executive Member Decision Days

- 4.1 All Executive Meetings and Executive Decisions taken will be conducted in accordance with the Access to Information Regulations.

- 4.2 Decision Meetings of Cabinet and Committees of Cabinet Meetings will be held in public, except when dealing with confidential or exempt matters.
- 4.3 Decisions of Individual Executive Members will also be held in public, except when dealing with confidential or exempt matters.
- 4.4 For the purposes of Paragraph 4.3 above, 'public' shall include Decision Days of Individual Executive Members open to the public remotely or open to the public both in person or remotely by way of hybrid meeting room technology.
- 4.5 The quorum for a public Meeting of Cabinet shall be three, one of whom shall be the Leader or the Deputy Leader. The quorum for a public Meeting of a Committee of Cabinet shall also be three, one of whom shall be the Chairman or Vice-Chairman of the Committee or other Executive Member appointed by the Leader or Deputy Leader to act as Chairman.
- 4.6 Non-Executive Members will be allowed to speak at meetings of Cabinet and Committees of Cabinet and at Individual Executive Member Decision Days, following notice to the Chief Executive via Member.Services@hants.gov.uk, such notice to be received no later than noon on the working day immediately preceding such Meeting or Individual Executive Member Decision Day. NB For the avoidance of doubt, Opposition Group Spokespersons and Chairmen of Select Committees may make individual arrangements with Executive Members regarding speaking at Cabinet and Committees of Cabinet and at Individual Executive Member Decision Days'. Similarly for the avoidance of doubt, Members who have not previously indicated that they wish to speak after presentation of an Officers report may, with the consent of the Chairman, ask a question(s) on the report. Without prejudice to the above the Chairman may permit a non-Executive Member to speak where, in exceptional circumstances in the opinion of the Chairman, it has not been possible for the non-Executive Member to give the required notice.
- 4.7 Advance notice of public Meetings of the Executive and Individual Executive Member Decision days will be published in accordance with the requirements of Part 2 of the Access to Information Regulations, and in accordance with the Access to Information Procedure Rules in Chapter 4 of this Part. A link to Executive decision Reports will also be sent electronically to all Members. Decisions will be recorded by the Chief Executive and his staff, and records of decisions and Reports considered will be made public in accordance with the Access to Information Procedure Rules. Where a decision is taken this should be clear

on the face of the record of the decision, together with the implications of action arising from the decision, in order to facilitate effective scrutiny. Where the Executive is developing 'a position' (e.g., budget priorities for the coming year), a minute will record the general area under discussion, but Cabinet shall be not be obliged to disclose the detail of their discussion unless and until it results in either (a) a decision Cabinet is able to take and implement without further reference, except for scrutiny, or (b) a decision which must be presented to the County Council as a recommendation before any action can be taken.

- 4.8 Individual Executive Members will be spokespersons for their particular areas of responsibility.
- 4.9 Records of Executive decisions taken will be sent electronically to all Members of the County Council within five clear Working Days of the decision having been made.
- 4.10 The Leader may call additional Meetings of Cabinet at any time if it would be conducive to the conduct of business of the Executive to do so.
- 4.11 Individual Executive Members may also hold additional Individual Executive Member Decision Days at any time if they consider it would be conducive to the conduct of their Executive responsibilities to do so.

5. **Minutes of the Cabinet**

Meetings of Cabinet will be minuted by the Chief Executive, and when the Minutes are confirmed at the next following Meeting of Cabinet, they will be made public.

6. **Application of County Council Procedure Rules to Meetings of the Executive and to Individual Executive Member Decision Days.**

- 6.1 The following Standing Orders (as set out in Chapter 1 of this Part) shall apply, with any necessary modification, to Meetings of the Executive and to individual Executive Member Decision Days.

Standing Orders

- 8. Order of Business
- 9. Variation of Order of Business
- 10. Recordings, etc of proceedings
- 12. Deputations

- 22. Voting
- 30. Confidentiality of Proceedings
- 31. Inspection of Documents and Minutes
- 32. Misconduct of Members
- 33. Behaviour of Public
- 34. Adjourned Meetings
- 38. Suspension of Standing Orders
- 39. Withdrawal from Chamber or Room in cases of Disclosable Pecuniary Interests

Part 3: Chapter 3

Select (Overview and Scrutiny) Committees

Scrutiny Procedures

1.1 Background

The County Council will have the Select (Overview and Scrutiny) Committees set out in Part 1, Chapter 13 of the Constitution, and it will appoint Members to them in such numbers in political proportionality as it considers appropriate from time to time. The membership of the Hampshire 2050, Corporate Services and Resources Select Committee shall include the Chairmen of the other Select (Overview and Scrutiny) Committees. The Hampshire 2050, Corporate Services and Resources Select Committee, having a corporate overview, may agree the appointment of working groups of Members and Officers to advise relevant select (Overview and Scrutiny) Committees. Such working groups may be appointed for a fixed period, if appropriate, on the expiry of which they shall cease to exist;

1.2 Membership of Select (Overview and Scrutiny) Committees

Members of (Overview and Scrutiny) Select Committees – all Members (except members of the Executive) may be members of any Select (Overview and Scrutiny) Committee. No Member may be involved in scrutinising a decision in which he or she has been directly involved;

1.3 Co-optees

Co-optees – each Select (Overview and Scrutiny) Committee or working group may include in its membership any person or persons as non-voting co-optees where the Committee or working group considers this would be advantageous to their work;

1.4 Children and Young People Select (Overview and Scrutiny) Committee

The Children and Young People Select (Overview and Scrutiny) Committee, when dealing with the education Functions of the Executive shall include in its membership the following voting representatives:

1.4.1 one Church of England Diocese representative;

1.4.2 one Roman Catholic Diocese representative;

1.4.3 three Parent Governor representatives.

1.5 Health and Adult Social Care Select (Overview and Scrutiny) Committee

The Health and Adult Social Care Select (Overview and Scrutiny) Committee, when dealing with health scrutiny matters shall include in its membership four district, city and borough Council Members (nominated via the Hampshire and Isle of Wight Local Government Association) who shall be voting members of the Committee on health scrutiny matters in accordance with a Scheme of Voting Rights for Co-opted Members of the Health and Adult Social Care Select (Overview and Scrutiny) Committee approved by the County Council;

1.6 Meetings of Select (Overview and Scrutiny) Committees

Select (Overview and Scrutiny) Committees will normally meet four times a year (except the Health and Adult Social Care Select (Overview and Scrutiny) Committee which shall normally meet six times a year), in accordance with a timetable to be published by the Chief Executive. In addition, extraordinary or ad hoc meetings may be called from time to time as and when appropriate. A Select (Overview and Scrutiny) Committee meeting may be called by the chairman of the relevant Select (Overview and Scrutiny) Committee, by a quorum of the members of the committee or by the Chief Executive if he or she considers it necessary or appropriate;

1.7 Chairing Select (Overview and Scrutiny) Committees

The Chairman and Vice-Chairman of each select committee shall be appointed by the County Council at its Annual General Meeting. In the absence of the Chairman, the Vice-Chairman will preside. In the event that neither the Chairman or the Vice-Chairman are present within 10 minutes from the time appointed for any meeting to begin, the Committee may appoint a person to chair it from amongst the members sitting on it. Sub-Committees and working groups shall appoint their own Chairman from among their membership. An officer of the County Council may not chair a working group;

1.8 Work programme

Select (Overview and Scrutiny) Committees will be responsible for proposing their own work programme of activities within their planned meetings structure and, in doing so, shall take into account wishes of members on that Committee who are not members of the largest political group on the County Council. The Hampshire 2050, Corporate Services and Resources Select Committee will oversee and determine the overall work programme of working groups;

1.9 Agenda items

1.9.1 Any member of a Select (Overview and Scrutiny) Committee shall be entitled to give notice to the Chief Executive that they wish an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next convenient meeting (Section 9 FC (1) (a) and (b) of Part 1A of the 2000 Act). On receipt of such a request, the Chief Executive will ensure that it is so included;

1.9.2 Any member of the County Council may refer to any Select (Overview and Scrutiny) Committee, of which they are not a member, any matter which is relevant to the function of that Committee in accordance with Section 9 FC (1) (c) of Part 1A of the Local Government Act 2000, and which is not an excluded matter under Section 9 FC (5) of Part 1A of the 2000 Act (crime and disorder matters and excluded matters within the meaning of the Overview and Scrutiny (Reference by Councillors) (Excluded Matter) (England) Order 2012). In considering whether to exercise this power, the member must have regard to any relevant statutory guidance;

1.9.3 Any member of the County Council who is not a member of the Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee may refer to that Committee a local crime and disorder matter affecting all or part of their division, or any person who lives or works in that area (Section 19 (3) (b) of the Police and Justice Act 2006);

1.9.4 A local health watch organisation or local health watch contractor may refer any matter relating to the planning, provision and operation of health services or social care service to the Health and Adult Social Care Select (Overview and Scrutiny) Committee and any such referral shall be acknowledged by the Committee within 20 working days of the referral being made and the referrer shall be kept informed of any action taken in regard to the matter;

1.9.5 A matter referred to a Select (Overview and Scrutiny) Committee under paragraph 1.9.2 or to the Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee under paragraph 1.9.3 shall be included in the agenda for, and discussed at, a meeting for the Committee. Arrangements for the handling of a matter so referred shall be in accordance with the 'Councillor Call For Action' protocol agreed by the County Council (and the provisions of the 2000 Act and the Police and Justice Act 2006 as appropriate);

1.9.6 The County Council or the Executive may request a Select (Overview and Scrutiny) Committee to consider matters referred by it or them. Where this occurs, the matter shall be placed on the agenda of the next convenient meeting of the Committee and the Committee will decide what further action should be taken.

1.10 Review and Scrutiny

The Health and Adult Social Care Select (Overview and Scrutiny) Committee must, when reviewing or scrutinising any health matter, invite interested parties to comment on the matter and take account of relevant information available to it and in particular information provided by the Local Healthwatch organisation or a Local Healthwatch contractor pursuant to paragraph 1.9.4.

1.11 Reports from Select (Overview and Scrutiny) Committees

1.11.1 Once it has formed recommendations on a particular matter, the Select (Overview and Scrutiny) Committee will request the Chairman of the relevant Committee to report to the Executive (if the recommendations are consistent with the existing budgetary and policy framework), or to the County Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework). Where members of a Select (Overview and Scrutiny) Committee cannot agree on a single report, the report to the County Council or the Executive shall contain a paragraph giving brief details of where there is dissent from the majority finding. In accordance with Section 9 FE (3) of Part 1A of the 2000 Act, the Committee must notify the Executive or the County Council of the Committee's requirement in respect of its report. The Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee in regard to its review and scrutiny of crime and disorder matters is exempt from the provision of Section 9 FE (3) of Part 1A of the 2000 Act but must comply with the requirement of Section 19 of the Police and Justice Act.

1.11.2 The County Council or Executive will consider the report of the Select (Overview and Scrutiny) Committee as soon as

practicable after the report has been submitted to it or them, and will provide at least an initial response within 2 months of receipt of the report (Section 122 of the Local Government and Public Involvement in Health Act 2007);

1.11.3 In the event of any dispute between the Executive, the County Council, and/or any Select (Overview and Scrutiny) Committee, it shall be resolved by the County Council. If there is any issue as to whether a matter is a dispute that needs to be resolved by the County Council, the Chief Executive shall advise, and if necessary, will place the matter on the County Council agenda for the next convenient meeting.

1.12 **Reports on Health Matters from the Health and Adult Social Care Select (Overview and Scrutiny) Committee**

1.12.1 The Health and Adult Social Care Select (Overview and Scrutiny) Committee may in addition make reports and recommendations on health matters to relevant NHS bodies or relevant health service providers. Such reports and recommendations shall include:

- An explanation of the matter reviewed or scrutinised:
- a summary of the evidence considered;
- a list of the participants involved in the review or scrutiny:
and
- an explanation of any recommendations on the matter reviewed or scrutinised.

1.12.2 Where the Health and Adult Social Care Select (Overview and Scrutiny) Committee requests a response from a relevant NHS body or relevant health service provider to whom it has made a report or recommendation, that body must respond to the request within 28 calendar days of the date of the request.

1.12.3 Where the Health and Adult Social Care Select (Overview and Scrutiny) Committee has completed its review and made reports and recommendations to relevant NHS bodies or relevant health service providers scrutinised, the Scrutiny Officer will copy the report to:

- The Cabinet;
- The Local MPs and MEPs;
- The relevant Clinical Commissioning Groups;

- The local health watch organisation; and
- Other bodies or organisations that have expressed an interest in the inquiry.

The Scrutiny Officer will also place a copy of the report on the County Council's website.

1.13 Consultation

1.13.1 Each relevant NHS body or relevant health service provider has a duty to consult the Health and Adult Social Care Select (Overview and Scrutiny) Committee on any proposals for any substantial development of the Health Service in Hampshire or any proposals to make any substantial variation in the provision of such services.

1.13.2 When consulting the Health and Adult Social Care Select (Overview and Scrutiny) Committee the relevant NHS body or relevant health service provider must provide the Committee with the proposed dates by which the relevant NHS body or relevant health service provider intends to make a decision to proceed with the proposal and the date by which the Health and Adult Social Care Select (Overview and Scrutiny) Committee is required to comment on the proposal.

1.13.3 The relevant NHS body or relevant health service provider must inform the County Council of any change in the dates provided under Paragraph 1.13.2 and publish those dates, including any change to those dates.

1.13.4 The relevant NHS body or relevant health service provider may undertake a substantial development or substantial variation to the health service in Hampshire without consulting the Health and Adult Social Care Select (Overview and Scrutiny) Committee where it is satisfied that the decision had to be taken without consultation because of a risk to safety or welfare of patients or staff subject to notifying the County Council immediately of the decision and the reason why no consultation has taken place.

1.13.5 The Health and Adult Social Care Select (Overview and Scrutiny) Committee may make comments and recommendations on the proposal consulted on by the specified date.

1.13.6 When the Health and Adult Social Care Select (Overview and Scrutiny) Committee's comments include a recommendation and the relevant NHS body or relevant health service provider

disagrees with that recommendation.

1.13.6.1 the relevant NHS body or the relevant health service provider must notify the Health and Adult Social Care Select (Overview and Scrutiny) Committee of the disagreement

1.13.6.2 the relevant NHS body or relevant health service provider and the Health and Adult Social Care Select (Overview and Scrutiny) Committee must take such step as are reasonably practicable to try to reach agreement in relation to the subject at the recommendation.

1.13.7 When the Health and Adult Social Care Select (Overview and Scrutiny) Committee has not commented or when it has commented but its comments do not contain a recommendation the Health and Adult Social Care Select (Overview and Scrutiny) Committee must inform the relevant NHS body or the relevant health service provider whether or not it intends to report the matter to the Secretary of State and if applicable the date by which it proposes to make the report or the date by which it proposes to make a decision as to whether to report the proposal to the Secretary of State.

1.13.8 Subject to Paragraph 1.13.9 the Health and Adult Social Care Select (Overview and Scrutiny) Committee may report to the Secretary of State in writing when:

1.13.8.1 the Health and Adult Social Care Select (Overview and Scrutiny) Committee is not satisfied that that consultation on a proposal has been adequate in relation to the content or time allowed

1.13.8.2 in a case where Paragraph 1.13.4 applies the Health and Adult Social Care Select (Overview and Scrutiny) Committee is not satisfied that the reasons given are adequate

1.13.8.3 the Health and Adult Social Care Select (Overview and Scrutiny) Committee considers that the proposal would not be in the interests of the health service in Hampshire

1.13.9 The Health and Adult Social Care Select (Overview and Scrutiny) Committee may not make a report to the Secretary of State unless the Health and Adult Social Care Select (Overview and Scrutiny) Committee is satisfied that:

- 1.13.9.1 the steps specified in Paragraph 1.13.6.1 and 1.13.6.2 have been taken but agreement has not been reached in a reasonable time
- 1.13.9.2 the relevant NHS body or relevant health service provider has failed to comply with its duty under Paragraph 1.13.6.2 within a reasonable time
- 1.13.9.3 in a case where Paragraph 1.13.7 applies unless the Health and Adult Social Care Select (Overview and Scrutiny) Committee has complied with its duty under Paragraph 1.13.7 and that
- 1.13.9.4 it has obtained the agreement of the County Council to the making of the report to the Secretary of State

1.13.10 A report made under Paragraph 1.13.8 must include:

- 1.13.10.1 an explanation of the proposal to which the report relates
- 1.13.10.2 the reason why the Health and Adult Social Care Select (Overview and Scrutiny) Committee believes the consultation to have been inadequate or the reasons why the Health and Adult Social Care Select (Overview and Scrutiny) Committee does not agree that the proposal should be implemented without consultation
- 1.13.10.3 in the case of a report under Paragraph 1.13.8.3 a summary of the evidence considered including evidence of the effect or potential effect of the proposal on the sustainability or otherwise of the health service in Hampshire
- 1.13.10.4 an explanation of the steps the Health and Adult Social Care Select (Overview and Scrutiny) Committee has taken to try to reach agreement with the relevant NHS body or relevant Health service provider in relation to the proposal
- 1.13.10.5 in a case falling within Paragraph 1.13.6 evidence to demonstrate that the Health and Adult Social Care Select (Overview and Scrutiny) Committee has complied with the conditions in Paragraph 1.13.9

1.13.10.6 an explanation of the reasons for the making of the report

1.13.10.7 any evidence in support of those reasons

1.13.11 A relevant NHS body or relevant health service provider undertaking a consultation should be prepared to attend the Health and Adult Care Select (Overview and Scrutiny) Committee, if so requested, to explain the rationale behind the proposals and the options for change being considered.

1.14 Co-ordinating role

As provided for in its terms of reference, the Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee, will co-ordinate the scrutiny function so as to ensure effective resource allocation, and that review reports are consistent and take account of corporate issues;

1.15 Members' and Officers' attendance at Select (Overview and Scrutiny) Committees or working groups

1.15.1A Select (Overview and Scrutiny) Committee or working group may scrutinise and review decisions made or actions taken in connection with the discharge of Executive functions. A Select (Overview and Scrutiny) Committee also has an advisory role in respect of any County Council functions within its terms of reference. As well as reviewing documentation, it may require any member of the Executive, the Chief Executive, and/or any other Senior Officer to attend before it to explain, or give evidence, in relation to matters within their remit and it is the duty of those persons to attend if so required.

1.15.2 Where any Member or Officer is required to attend a Select (Overview and Scrutiny) Committee or Sub-Committee under this provision, they shall be given reasonable notice of the meeting they are required to attend. The notice will state the nature of the matter on which they will be asked to explain or answer, and they will also be given notice of whether any papers are required to be produced. Where attendance is likely to require the production of a report, the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

1.15.3 The Health and Adult Social Care Select (Overview and Scrutiny) Committee may require the attendance of an officer from a relevant NHS Body or relevant health service provider to answer question the relevant Body or relevant health service provider are under a duty to comply with such a request. Any request for an officer from a relevant NHS Body or relevant

health service provider to attend must make clear the nature of the information requested, its relevance to its review, and must give the officer requested to attend reasonable notice.

1.16 Attendance by others

A Select (Overview and Scrutiny) Committee or Sub-Committee may invite people other than those referred to in the previous paragraph, to address it, discuss issues of local concern, and/or answer questions. This could include, for example, residents, external experts, stakeholders, and members and officers in other parts of the public sector. In the case of these people, unless required by law attendance will be optional.

1.17 Call-in

1.17.1 Where a decision of the Executive has been made but not yet been implemented, a quorum of members of the relevant Select (Overview and Scrutiny) Committee(s) may require by way of notice in writing to the Chief Executive that a meeting of the Committee is held to consider whether or not to exercise the Committee's powers under Section 9 F (4) of Part 1A of the 2000 Act (referred to in this Constitution as 'call-in'). These powers are to arrange that the decision be reconsidered by the Executive, or arrange for its powers in respect of review or scrutiny of the decision to be exercised by the County Council. Where a decision materially affects more than one Select Committee (i.e. it is cross-cutting) a call-in must be made by at least two of the Select (Overview and Scrutiny) Committees;

1.17.2 A decision can only be called-in within 5 clear working days of the date the decision was notified to all members of the appropriate Select (Overview and Scrutiny) Committee(s), in accordance with Part 3, Chapter 2, Paragraph 4.8 of the Constitution.

1.17.3 When a valid call-in request is made, the Select (Overview and Scrutiny) Committee(s) must meet to consider the request, make a decision and communicate to the Executive any recommendations it wishes to make within 14 clear calendar days of the request being made. When it meets the Committee(s) must consider whether or not to recommend;

- i) that the decision be reconsidered by the relevant decision making body who made the decision; or
- ii) that the County Council consider whether the relevant decision making body should reconsider the decision (this recommendation shall not be made when the decision is in line with the budget, or the Policy Framework, or statutory

requirements regarding notice procedures in respect of publicity for Key Decisions)

1.17.4 Any decision of the Executive which is not in line with the Budget or the Policy Framework, or the notice procedure in respect of Key Decisions as set out at Part 3 Chapter 2 Paragraph 3.2 of the Constitution, if called-in, shall not be implemented until the request has been disposed of by;

- i) The withdrawal of the request
- ii) The rejection of the request by the Select (Overview and Scrutiny) Committee(s) or by the County Council
- iii) The relevant decision-making body rejecting the recommendation for reconsideration or;
- iv) The relevant decision-making body reconsidering and confirming the original decision.

1.17.5 Call-in shall not prevent the decision from being acted on where the decision is in line with the Budget or Policy Framework and other policies approved by the County Council but when the views of the Select Committee differ from, or are critical of, the Executive decision, the facts shall be reported to the next County Council meeting and be debated without changing the previous decision although the County Council may request the Cabinet or relevant Executive Member(s) to review the decision in question.

1.18 **Call-in and urgency**

1.18.1 The call-in procedure set out above shall not apply where the decision being taken by the Executive is an urgent Key Decision (see Chapter 2, Paragraphs 3.3 and 3.4 of this Part).

1.18.2 The record of the urgent Key Decision, and the notice by which it is made public, shall state whether (in the opinion of the decision-making person or body) and confirmed by the Chairman of the relevant Select (Overview and Scrutiny) Committee the decision is an urgent one. If it is considered urgent, the decision will not be subject to call-in. The Chief Executive, or his or her nominee, will have to advise on the issue of urgency in all cases.

1.18.3 Decisions taken as a matter of urgency must be reported by the Chief Executive to the members of the relevant Select (Overview and Scrutiny) Committee, together with the reasons for the urgency. If considered appropriate, the Select (Overview and Scrutiny) Committee may refer the matter to the next

appropriate Meeting of the County Council.

1.18.4 The operation of the provisions relating to call-in and urgency shall be monitored by the Hampshire 2050, Corporate Services and Resources Select (Overview and Scrutiny) Committee and a report submitted to the County Council with proposals for review, if necessary.

Part 3 Chapter 4

Public Access to Information Procedure Rules

1. Background

- 1.1 The Local Government Act 1972 (“the 1972 Act”) Part VA (as amended) sets out the statutory requirements in respect of rights of access of the public to Meetings and Reports of the County Council, its Committees, Sub-Committees and Standing Panels.
- 1.2 Section 9 FA (6) of Part 1A of the Local Government Act 2000 (“the 2000 Act”), applies the requirements set out in Part VA of the 1972 Act in respect of rights of access of the public to Meetings and Reports to Select (Overview and Scrutiny) Committees.
- 1.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Access to Information Regulations”) made pursuant to the 2000 Act set out the statutory requirements in respect of rights of access of the public to Meetings and Reports of the Executive and the publication of Executive Decisions.
- 1.3 The Openness of Local Government Bodies Regulations 2014 made pursuant to the Local Audit and Accountability Act 2014 (“the Openness of Local Government Bodies Regulations’) set out further provisions regarding the publication of certain records of Non-Executive Decisions made by Officers under delegated powers.
- 1.5 The rights contained in the above legislation are supplemented by statutory guidance. In practice as a modern business providing public services, the County Council operates a procedure more generous than the statutory requirements in respect of access to information, and aims to be as open as possible in all aspects of its decision making.

2. County Council, Committee, Sub-Committee and Standing Panel Meetings

2.1 Publication of Notice of Meetings

Public notice of the time and place of County Council, Committee, Sub-Committee and Standing Panel Meetings of the County Council will be published at least five clear working days before any Meeting.

2.2 Meetings to be open to the public

County Council, Committee, Sub-Committee and Standing Panel Meetings will be open to the public (unless confidential or exempt items as referred to at Paragraph 2.6 of this Part are discussed).

2.3 Access to Agenda and Reports before the Meeting

Copies of the Agenda and any Reports (save for confidential and exempt items) to be considered at a Meeting of the County Council, a Committee, Sub-Committee or Standing Panel Meetings will be open for inspection by the public at least five clear working days before any Meeting, unless a matter is to be considered as a matter of urgency, in which case the item will be available for inspection as soon as it is added to the Agenda for the Meeting.

2.4 Access to Minutes and other Documents after County Council, Committee, Sub-Committee and Standing Panel Meetings

Copies of the Minutes, Agenda, and Reports considered at County Council, Committee, Sub-Committee and Standing Panel Meetings will be available for public inspection for six years after a Meeting, except where confidential or exempt information was discussed, in which case a summary of the relevant part of the proceedings will be available.

2.5 Access to Reports and Records relating to Non-Executive Decisions taken by Officers

Subject to Paragraph 2.5.5 below, as soon as reasonably practicable after an Officer has made a Non-Executive Decision under delegated powers, the Officer must produce a written statement which must include:

2.5.1 a record of the decision including the date it was made;

- 2.5.2 a record of the reasons for the decision;
- 2.5.4 where made under a specific delegation a record of any Member of the decision making body that delegated authority to make the decision.
- 2.5.5 The provisions of Paragraph 2.5 only apply where:
- (a) An Officer is discharging a Non-Executive Function pursuant to a specific express delegation; **or**
 - (b) where the decision is made pursuant to a general delegation to Officers to take a decision and the effect of the decision is:
 - (i) to grant a permission or licence: **or**
 - (ii) affects the rights of an individual; **or**
 - (iii) is to award a contract or incur expenditure which in either case materially affects the County Council's position.
- 2.5.6 A written statement of any Non-Executive Decision taken by an Officer produced pursuant to this Paragraph 2.5 will be available for public inspection for six years after the date of the decision except any exempt or confidential information contained.

2.6 **Background Papers**

A list of Background Papers will be included in any Report to be considered at a County Council, Committee, Sub-Committee or Standing Panel Meetings. Such Background Papers and the Background Papers for any Non-Executive Decision referred to at Paragraph 2.5.5 made by an Officer (other than confidential or exempt items) will be available for inspection by the public from the time any Report to which such Background Papers relate to is available for inspection, or from the date of the relevant Non-Executive Decision made by an Officer, as the case may be.

“Background Papers” are those documents (excluding any published works) which disclose any facts or matters on which, in the opinion of the Monitoring Officer, the report or an important part thereof is based, and which have been relied on to a material extent in preparing the Report and in the case of relevant decisions made by Officers are those documents that relate to the subject matter of the decision and which in the opinion of the Monitoring Officer disclose any facts or matters on

which the decision or an important part of the decision is based; and were relied on to a material extent in making the decision..

Background Papers will be available for inspection by the public for a period of at least four years beginning with the date of the Council, Committee or Standing Panel Meeting at which the Report to which such Background Papers relate were considered, or the date of a relevant Non-Executive Decision taken by an Officer as the case may be.

2.7 Restriction of Public Rights of Access to Meetings and Reports containing Confidential or Exempt information

2.7.1 Members of the public are excluded from County Council, Committees, Sub-Committee and Standing Panel Meetings where confidential information would otherwise be disclosed in breach of an obligation of confidence. Confidential information means information given to the County Council on terms which forbid its public disclosure, or information which cannot by law be disclosed, or by a court order.

2.7.2 Members of the public are also excluded from a Meeting where exempt information would otherwise be disclosed, after resolution at the meeting to exclude the public. Categories of exempt information are set out at Schedule 12A of the 1972 Act, and include;

- i) Information relating to any individual;
- ii) Information which is likely to reveal the identity of an individual;
- iii) Information relating to the financial or business affairs of any particular person (including the Authority holding that information);
- iv) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority;
- v) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;
- vi) Information which reveals that the Authority proposes;

- (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment
 - vii) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- 2.8 Where a Report or any part of a Report relates to confidential, or exempt information where the public are likely to be excluded, such Reports or part of any such Report will be marked “Confidential Not for Publication”, together with the category of information otherwise likely to be disclosed.

3. Executive Decision Meetings and Individual Executive Member Decision Days

3.1 Publication of Notice of Public Meetings

- 3.1.1 Public notice of the time and place of Cabinet, Committees of Cabinet and Individual Executive Member Decision Days will be published at least five clear working days before any public Meeting or Individual Executive Member Decision Day
- 3.1.2 At least 28 clear calendar days before Cabinet or a Committee of Cabinet considers a report where members of the public are excluded from the meeting on the basis that the report contains exempt or confidential information a notice must be made available and published on the County Council's website setting out the intention to hold the meeting or part of the meeting in private and stating why the meeting or the part of the meeting is to be held in private ('Private Meeting')
- 3.1.3 At least 5 clear working days before the Private Meeting a further notice must be made available and be published on the County Council's website:
 - 3.1.3.1 Confirming the intention to hold a Private Meeting in private;
 - 3.1.3.2 Containing a statement of the reasons why the meeting or the part of the meeting should be held in private;
 - 3.1.3.3 Containing details of any representations received about why the meeting or part of the meeting should be open to the public;
 - 3.1.3.4 Containing a statement of response to any such representations
- 3.1.4 When the date by which a Private Meeting must be held make compliance with paragraphs 3.1.2 and 3.1.3 impracticable the meeting or part of the meeting can only be held in private if the decision making body has obtained agreement from the Chairman of the relevant Select (Overview and Scrutiny) Committee that the meeting is urgent and cannot reasonably be delayed.
- 3.1.5 As soon as reasonably practicable after compliance with paragraph 3.1.4 a notice must be made available and published on the County Council's website setting out the

reasons why the meeting is urgent and cannot reasonably be deferred

3.2 Meetings to be open to the public

Meetings of Cabinet, Committees of Cabinet and Individual Executive Member Decision Days will be open to the public (unless confidential or exempt items as referred to at Paragraph 2.6 of this Part are discussed)

3.3 Access to Agenda and Reports before Executive Meetings and Individual Executive Member Decision Days

Copies of the Agenda and any Reports to be considered at a public Meeting of Cabinet, Committees of Cabinet, and Individual Executive Member Decision Days (save for confidential and exempt items) will be open for inspection by the public at least five clear working days before any Meeting or Individual Executive Member Decision Day unless a non-Key Decision is to be considered as a matter of urgency, or in the case of a Key Decision where a Meeting or Individual Executive Member Decision Day is convened at shorter notice in accordance with Regulations 10 or 11 of the Access to Information Regulations (as referred to at Part 3, Chapter 2, Paragraph 3.3 or 3.4 of this Constitution from the time the Meeting is convened.

3.4 Access to Reports and Records relating to Executive Decisions made by Members

As soon as reasonably practicable after a Meeting of the Executive or after an Individual Executive Member Decision Day at which an Executive decision has been made, a written statement will be produced in respect of any Executive Decision taken. This statement will include the following:

- 3.4.1 A record of the decision including the date it was made;
- 3.4.2 A record of the reasons for the decision;
- 3.4.3 Details of any alternative options considered and rejected by the decision maker at the Meeting or Individual Executive Member Decision Day when the decision was made
- 3.4.4 A record of any conflict of interest in relation to the matter decided declared by the decision maker who made the decision.

- 3.4.5 in respect of any declared conflict of interest, a note of any dispensation granted by the Conduct Advisory Panel

3.5 Access to Reports and Records relating to Executive Decisions taken by Officers

As soon as reasonably practicable after an Officer has made an Executive Decision under delegated powers, the Officer must produce a written statement which must include:-

- 3.5.1 a record of the decision including the date it was made;
- 3.5.2 a record of the reasons for the decision;
- 3.5.3 details of any alternative options considered and rejected by the Officer when making the decision;
- 3.5.4 a record of any conflict of interest declared by any Executive Member who is consulted by the Officer which relates to the decision; and
- 3.5.5 in respect of any declared conflict or interest, a note of any dispensation granted by the Chief Executive.
- 3.5.6 The provision of paragraph 3.5 only applies where an Officer is discharging an Executive function delegated to them under the Constitution. This paragraph does not apply to delegated decisions taken by Officers pursuant to non-Executive functions or to administrative decisions made by Officers in the normal course of their employment by the County Council.

3.6 Records of Executive Decisions

- 3.6.1 A written record of any Executive decision and any Report considered when making the decision will be available for public inspection for six years after such Executive Decision has been made except any confidential or exempt information contained.
- 3.6.2 Such written statement, together with any reports considered when an Executive decision was taken will be made available for inspection and published on the County Council's website as soon as reasonably practicable after the Decision has been made.

3.7 Background Papers

A list of Background Papers (as referred to at Paragraph 2.5) will be included in any Report to be considered at any Executive Meeting or

Executive Member Decision Day. Such Background Papers (other than confidential or exempt items) will be available for inspection by the public from the time any Report to which such Background Papers relate to is available for inspection, and for at least four years beginning on the date of the Executive Meeting or Executive Member Decision Day at which the Report to which such Background Papers relate were considered, or date of the Executive Decision taken by an Officer as the case may be.

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Part 3 Chapter 5

Financial Regulations

1. What are financial regulations?

These regulations identify the financial responsibilities of the County Council, the Cabinet, Executive Members, members of Select (Overview and Scrutiny) Committees and of other Committees, Sub-Committees and Standing Panels, the Chief Executive, the Monitoring Officer, the Chief Financial Officer and other Chief Officers.

Executive Members and Chief Officers should maintain a written record where decision making has been delegated to members of their staff including seconded staff. Where decisions have been delegated or devolved to other bodies or responsible officers, such as school governors or head-teachers, references to the Executive or Chief Officer in the regulations should be read as referring to them.

1.1 Who should read this document?

These regulations apply to all staff and members of the County Council.

The prime audience for financial regulations consists of:

- 1.1.1 Members;
- 1.1.2 Chief Officers; and
- 1.1.3 Finance Officers;
- 1.1.4 Staff with financial responsibilities.

More detailed guidance on how the regulations should be implemented in practice is contained in financial procedures which are applicable to all Members and all staff.

1.2 Why have financial regulations?

Financial regulations form a part of the means by which the County Council manages its business. They clarify responsibilities and provide a framework for decision making. Where there are specific statutory powers and duties, the financial regulations seek to ensure these are duly complied with, as well as setting the best professional practices and processes for all activities and decisions of the County Council, the Cabinet, Executive Members and its Committees.

In summary, financial regulations are the regulatory framework within which the financial affairs of the County Council operate.

1.3 Corporate governance and financial regulations

All staff and Members must comply with the three fundamental 'principles of public life' as set out in the Committee on Standards in Public Life (the Nolan Committee) namely openness, integrity and accountability.

These regulations also reinforce the corporate governance 'standards', as recommended by the Nolan Committee, governing:

- 1.3.1 organisational structures and processes:
- 1.3.2 financial reporting and internal controls;
- 1.3.3 standards of behaviour.

1.4 What is the coverage of financial regulations?

The regulations apply to all activities of the County Council.

In practice, this means all budgets, money and funds administered by Members and officers in carrying out their duties across all of the County Council's services and activities. This also includes:

- 1.4.2 funds managed on behalf of third parties such as Hampshire Pension Fund, trust funds, community accounts and school funds;
- 1.4.3 the rules governing the financial relationship between the County Council and its maintained schools, which are set out in the scheme for financial management. The scheme is consistent with the County Council's financial regulations and therefore applies to all maintained schools;
- 1.4.4 the County Council's activity within partnership arrangements.

External providers (outsourced services, contractors and consultants for example) are managed through the contract process. The contract document will set out the financial requirements. This will include for example, compliance with key control procedures, performance standards and statistics, attendance at service client meetings and access to accounts.

1.5 **Awareness and access**

It is the responsibility of Chief Officers to ensure that all employees with financial responsibilities are made aware of and have access to these regulations and the accompanying financial procedures which set out in more detail how the regulations should be implemented and complied with.

1.6 **Non-compliance with financial regulations**

Failure to comply with these regulations and the accompanying financial procedures may have the following consequences:

1.6.1 For employees, these regulations form part of the Officer's Code of Conduct, so a breach will be considered a disciplinary offence which will invoke those procedures (and can lead to dismissal);

1.6.2 For Members, these regulations form part of the Code of Conduct for Members, so a breach will be reported to the Conduct Advisory Panel which will make an appropriate decision.

An index for these documents may be found in [the Constitution](#) under part 4.

1.7 **Review of financial regulations**

The Chief Financial Officer is responsible for maintaining a continuous review of these regulations;

1.8 **Other rules**

Apart from these regulations, there are other rules which all Members and officers must comply with. These include:

1.8.1 the law:

- i) general local government law;
- ii) specific local government law;
- iii) general civil and criminal law.

1.8.2 other County Council rules:

the Constitution, including:

- i) Standing Orders;

- ii) Scheme of Delegation, Rules of Procedure and Standing Orders for Cabinet, Executive Members and all Committees;
- iii) Scheme of Delegation for Officers;
- iv) Contract Standing Orders;
- v) Personnel policies and procedures;
- vi) Schemes of delegation and instructions issued to staff and managers by Chief Officers.

1.8.3 Financial procedures and guidance notes.

Financial Regulations

2 Financial regulations A – Financial accountabilities and management

- 2.1 Financial management covers all financial accountabilities in relation to the running of the County Council including the policy framework and budget;
- 2.2 The County Council is responsible for adopting the County Council's Constitution and Members Code of Conduct and for approving the policy framework and budget within which the Cabinet and executive members operate. It is also responsible for approving and monitoring compliance with the County Council's overall framework of accountability and control. The framework is set out in the County Council's constitution. The County Council is also responsible for monitoring compliance with the agreed policy and related executive decisions;
- 2.3 The County Council is responsible for approving procedures for recording and reporting decisions taken. This includes those 'Key Decisions' delegated by and decisions taken by the County Council, the Cabinet and Executive Members. These delegations including any subsequently made to Committees and details of who has responsibility for which decisions are set out in the Constitution;

The Cabinet and Executive Members

- 2.4 The Cabinet is responsible for proposing the policy framework and budget to the County Council, and for discharging executive functions in accordance with the policy framework and budget;
- 2.5 Executive decisions can be delegated to a Committee of the Executive, an individual Executive Member, officer, or a Joint Committee appointed in accordance with Section 102 of the Local Government Act 1972;

- 2.6 The Cabinet is responsible for establishing protocols to ensure that individual Executive Members consult with relevant officers before taking a decision within his or her delegated authority. In doing so, the Executive Member must take account of legal and financial liabilities and risk management issues that may arise from the decision;

Select (Overview and Scrutiny) Committees

- 2.7 The Select (Overview and Scrutiny) Committees are responsible for scrutinising Executive decisions before or after they have been implemented and for holding the Cabinet and executive members to account. They are also responsible for making recommendations on future policy options and reviewing the general policy and service delivery of the County Council.

Conduct Advisory Panel

- 2.8 The Conduct Advisory Panel is established by the County Council and is responsible for promoting and maintaining high standards of conduct in public office. In particular, it is responsible for advising the County Council on the adoption and revision of the Code of Conduct for Members, and for monitoring the operation of the Code;

Regulatory Committee and Audit Committee

- 2.9 There are a number of functions which are not exercised by the Executive, Cabinet or Members but are the responsibility of Regulatory Committee and Audit Committee. These functions relate to planning, licensing and elections (amongst others). These Committees report to the County Council;

Roles of Statutory Officers

- 2.10 The County Council is required by statute to designate Officers to carry out the following functions: Head of Paid Service, Monitoring Officer and Chief Financial Officer.

The posts that carry out these functions and their responsibilities are summarised below. Throughout financial regulations the title for the post holder in the County Council (Chief Executive) is used rather than the statutory definition (Head of Paid Service);

The Chief Executive (Head of Paid Service)

- 2.11 The Chief Executive as Head of Paid Service is responsible for the corporate and overall strategic management of the County Council as a whole. He or she must report to and provide information for the County Council, the Cabinet and Executive Members, Select (Overview and Scrutiny) Committees and other Committees. He or she is responsible

for establishing a framework for management direction, style and standards and for monitoring the performance of the organisation. The Chief Executive is also responsible, together with the Monitoring Officer, for the system of record keeping in relation to all of the County Council's decisions;

The Monitoring Officer

- 2.12 The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and therefore provides support to the Conduct Advisory Panel. The Monitoring Officer is also responsible for reporting any actual or potential breaches of the law or maladministration to the County Council and/or to the Cabinet or Executive Members and for ensuring that procedures for recording and reporting 'key decisions' are operating effectively.
- 2.13 The Monitoring Officer must ensure that the Cabinet and Executive Member decisions and the reasons for them are made public. He or she must also ensure that members are aware of decisions made by the Cabinet and executive members and of those made by officers who have delegated executive responsibility;
- 2.14 The Monitoring Officer is responsible for advising all Members and officers about who has authority to take a particular decision;
- 2.15 The Monitoring Officer is responsible for advising the Cabinet and Executive Members or the County Council about whether a decision is likely to be considered contrary or not wholly in accordance with the policy framework or which becomes a key decision;
- 2.16 The Monitoring Officer in consultation with the Chief Financial Officer is responsible for advising the Cabinet and Executive Members or the County Council about whether a decision is likely to be considered contrary or not wholly in accordance with the budget. Actions that may be contrary to the budget include;
 - 2.16.1 initiating new policies and commitments
 - 2.16.2 committing expenditure in year and in future years above budget
 - 2.16.3 budget or spending transfers above virement limits.
- 2.17 The Monitoring Officer is responsible for maintaining an up-to-date Constitution.

The Chief Financial Officer

- 2.18 The Director of Corporate Operations / Chief Financial Officer has statutory duties in relation to the financial administration and

stewardship of the County Council. This statutory responsibility cannot be overridden. The statutory duties arise from:

2.18.1 Section 151 of the Local Government Act 1972 (“the 1972 Act”)

2.18.2 Local Government Finance Act 1988 (“the 1988 Act”)

2.18.3 The Local Government and Housing Act 1989 (“the 1989 Act”)

2.18.4 The Local Government Act 2003 (“the 2003 Act”)

2.18.5 The Audit and Accountability Act 2014

2.19 The Chief Financial Officer is responsible for:

2.19.1 the proper administration of the County Council’s financial affairs

2.19.2 setting and monitoring compliance with accounting policies and financial management procedures and standards

2.19.3 maintaining an effective and adequate internal audit and all audit arrangements

2.19.4 advising on the corporate financial position

2.19.5 key financial controls necessary to secure sound financial management and to prevent fraud and corruption

2.19.6 providing financial information

2.19.7 preparing and controlling forward financial plans, budget strategies, the revenue budget, the capital strategy and capital programme

2.19.8 treasury management and banking arrangements

2.19.9 schemes of financial delegation

2.19.10 financial and related IT systems

2.19.11 procedures and controls for ordering services, supplies and works

2.19.12 payment of accounts and collection of income

2.19.13 pay and pensions administration

2.19.14 advice to the Pension Fund Panel

- 2.19.15 appointing all finance staff
- 2.19.16 determining financial systems and ensuring that they are applied consistently
- 2.20 Section 114 and 114A of the 1988 Act require the Chief Financial Officer to report to the County Council, Cabinet and the external auditor if the County Council, the Executive or one of its Officers:
 - 2.20.1 has made, or is about to make, a decision which involves incurring unlawful expenditure
 - 2.20.2 has taken, or is about to take, an unlawful action which has or would result in a loss or deficiency to the County Council
 - 2.20.3 is about to make an unlawful entry to the County Council's accounts
- 2.21 Section 114 of the 1988 Act also requires;
 - 2.21.1 That an appropriate Deputy Chief Financial Officer performs these functions in the absence of the Chief Financial Officer
 - 2.21.2 That the Council provides the Chief Financial Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114 of the 1988 Act.

Chief Officers

- 2.22 Chief Officers are responsible for:
 - 2.22.1 ensuring that Executive Members are advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Financial Officer
 - 2.22.2 operating financial processes within their departments. To do this they must ensure that adequate operational controls are in place, including a scheme of delegation
 - 2.22.3 controlling expenditure and income, monitoring performance and taking the necessary action to remain within budgets and cash limits
 - 2.22.4 signing contracts on behalf of the County Council (as set out in Contract Standing Orders).
- 2.23 It is the responsibility of Chief Officers to consult with the Chief Financial Officer and seek approval regarding any matters outside of

the budget and policy framework which are liable to affect the County Council's finances materially, before any commitments are incurred.

Other financial accountabilities

Revenue Budget transfers (virement)

Virements can be defined as a conscious decision to use approved budgets originally intended for one purpose for a different purpose, during the course of a financial year. This is distinct from general budget management whereby overspends in one service area may be offset by underspends in another, as part of remaining within overall Departmental cash limits. Recurring changes in use of approved budgets would normally be approved by Cabinet and County Council as part of the formal budget setting process.

- 2.24 Chief Officers can agree single, in year virements up to £500,000 unless a virements or series of virements of any value indicate a significant change in policy, in which case it must be reported to Cabinet for approval before implementation.
- 2.25 Single virements between £500,000 and £999,999 must be approved by the relevant Executive Member.
- 2.26 Single virements of £1 million or more must be approved by Cabinet.

Capital Programme Management

- 2.27 Management of changes to the Capital Programme are defined in the following table:

Additions : Existing or new schemes *			Approval to Spend	Virements and Variations *
100% funded by external sources	Funded by existing departmental revenue or capital sources	Funded by corporate resources including borrowing	If scheme is defined in capital programme and within approved cash limit	Variations across a programme of works within an overall scheme or virements up to £500,000 can be approved by the Chief Officer in consultation with the Executive Member
Any sum Approved by Chief Officer in consultation with Executive Member	Up to £500,000 Approved by Chief Officer in consultation with Executive Member		Up to £500,000 Approved by Chief Officer in consultation with Executive Member	
	Up to £1 million Approved by Executive Member		Over £500,000 Approved by Executive Member	Single variations over £500,000 Approved by Executive Member
	Over £1 million Approved by Cabinet	Up to £5 million Approved by Cabinet	If not defined in the capital programme and not within cash limit Executive Member for Hampshire 2050 and Corporate Services approval required	Single variations over £1 million Approved by Cabinet
	Over £2 million Approved by County Council	Over £5 million Approved by County Council		Single variations over £2 million Approved by County Council

For all decisions within the above table consultation with the Chief Financial Officer or their representative is required.

* If the addition or virements is not in line with current approved council policies and strategies, the decision must be made by County Council regardless of value.

Deletion of Schemes

- 2.28 Deletion of individual schemes up to the value of £500,000 may be undertaken by the Chief Officer in consultation with the relevant Executive Member. Deletion of schemes above this amount must be approved by the Executive Member for the Leader and Executive Member for Hampshire 2050 and Corporate Services.

Tender / quotation costs (schemes over £500,000)

- 2.29 If tenders/quotations exceed the approved estimate by more than 10% after allowing for inflation, then Executive Member approval is required. Inflation should be calculated in accordance with guidance from the Chief Financial Officer.

Final scheme costs (schemes over £500,000)

- 2.30 If final scheme costs exceed the approved estimate by more than 10% after allowing for inflation, then a post project completion report should be submitted to the Executive Member. Inflation should be calculated in accordance with guidance from the Chief Financial Officer.

Urgent Decisions

- 2.31 Where an urgent financial decision is required that falls outside of the defined process or limits within Financial Regulations or Financial Procedure Rules, but is felt to be in the wider interests of the County Council, the Chief Financial Officer in consultation with the Chief Executive and the Leader can make the decision subject to it being reported to the next appropriate decision making meeting.

Treatment of year-end balances

- 2.32 The Cabinet is responsible for agreeing procedures for carrying forward under and overspendings on budget headings on advice of the Chief Financial Officer.

The annual statement of accounts

- 2.33 The Chief Financial Officer is responsible for ensuring that the annual statement of accounts is prepared and certified in accordance with all relevant regulations. The Audit Committee is responsible for approving the annual statement of accounts.

3 Financial regulation B – Financial planning

- 3.1 The County Council is responsible for approving the policy framework and budget, which will be proposed by the Leader and Cabinet. In terms of financial planning, the key elements are:

- 3.1.1 the Corporate Strategy

3.1.2 the Revenue Budget

3.1.2 the Capital Programme

Policy framework

- 3.2 The County Council is responsible for approving the policy framework and budget. The policy framework comprises a number of statutory plans and strategies laid out in the Constitution.
- 3.3 The County Council is also responsible for approving procedures for agreeing variations to approved budgets, plans and strategies forming the policy framework and for determining the circumstances in which a decision will be deemed to be contrary to the budget or policy framework. Decisions should be referred to the County Council by the Monitoring Officer.
- 3.4 The County Council is responsible for agreeing the level at which the Cabinet and executive members may reallocate budget funds from one service to another. The Cabinet and executive members are responsible for taking in-year decisions on resources and priorities in order to deliver the budget policy framework within the financial limits set by the County Council.

Preparation of the corporate strategy

- 3.5 The Chief Executive is responsible for proposing the Corporate Strategy to the Cabinet for consideration before its submission to County Council for approval.

Budgeting

Budget format

- 3.6 The general format of the budget will be approved by the County Council and proposed by the Cabinet on the advice of the Chief Financial Officer. The draft budget should include allocation to different services and projects, proposed taxation levels and contingency funds.

Budget preparation

- 3.7 The Cabinet is responsible for issuing annual guidelines on the revenue budget and capital programme, in consultation with the Chief Financial Officer, ahead of the preparation of the revenue budget and capital programme. These guidelines will take into account:
- legal requirements
 - the medium term planning prospects
 - the corporate strategy

- available resources
 - spending pressures
 - the community plan and other relevant plans
- 3.8 The Chief Financial Officer is responsible for ensuring that a revenue budget and capital programme is prepared on an annual basis and a forward financial forecast is prepared in line with Government Funding notifications for consideration by the Cabinet, before submission to the County Council. The County Council may amend the budget and capital programme or ask the Cabinet to reconsider it before approving it.
- 3.9 It is the responsibility of chief officers to ensure that revenue and capital budget estimates reflecting agreed service plans are prepared in consultation with the Chief Financial Officer and Executive Member and submitted to the Cabinet and that these estimates are prepared in line with the budget guidance issued by the Cabinet.

Budget monitoring and control

- 3.10 The Chief Financial Officer is responsible for providing appropriate financial systems to enable budgets to be monitored effectively. The Chief Financial Officer must monitor expenditure against budget allocations and report to the Cabinet on the overall position on a regular basis.
- 3.11 It is the responsibility of Chief Officers to control income and expenditure on their budgets and to monitor performance taking account of financial information provided by the Chief Financial Officer. They should report to the relevant Executive Member on variations and take any action necessary to avoid exceeding their budgets and alert the Chief Financial Officer to any problems. Any new proposal containing significant financial implications must take note of the Chief Financial Officer's advice as well as that of the relevant Chief Officer and Executive Member.

Maintenance of balance and reserves

- 3.12 In line with the 2003 Act, it is the responsibility of the Chief Financial Officer to advise the Cabinet and the County Council on prudent levels of balances and reserves for the County Council.

Maintenance of an Insurance Reserve

- 3.13 It is the responsibility of the Chief Financial Officer to Advise the County Council and the Cabinet on the prudent level of Insurance Reserve required to meet the assessed potential liabilities of the County Council.”

4 Financial regulation C – Risk management and control of resources

- 4.1 It is essential that robust systems are developed and maintained for identifying and evaluating all significant operational risks to the County Council on an integrated basis.

Risk management

- 4.2 The Cabinet is responsible for approving the County Council's risk management policy strategy. The Cabinet is responsible for ensuring that proper insurance exists where appropriate.
- 4.3 The Chief Executive is responsible for preparing the County Council's risk management policy statement and for promoting it throughout the County Council and for advising the Cabinet on proper insurance cover where appropriate.
- 4.4 The Chief Executive is responsible for ensuring regular corporate assessments of risk and chief officers for reviewing risks annually.

Internal control

- 4.5 Internal control refers to the systems of control to ensure that the County Council's objectives are achieved in a manner which promotes economical, efficient and effective use of resources and that the County Council's resources and interests are safeguarded.
- 4.6 The Chief Financial Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. The relevant Chief Officer is responsible for the implementation of such advice.
- 4.7 It is the responsibility of chief officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their performance targets.

Audit requirements

- 4.8 In accordance with the Accounts and Audit Regulations 2015 the County Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.
- 4.9 The County Council is responsible for the appointment of their own external auditor under the provisions of the Local Audit and

Accountability Act 2014. Any such appointment must be approved by Full Council.

- 4.10 The County Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs who have statutory rights of access.

Treasury management

- 4.13 The County Council has adopted the key principles of CIPFA's *Treasury Management in the Public Services: Code of Practice* (the Code).

- 4.14 Accordingly, the County Council will create and maintain, as the cornerstones for effective treasury management:

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
- suitable treasury management practice (TMPs) setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

- 4.15 The County Council will receive reports on its treasury management policies, practices and activities, including as a minimum, an annual strategy and plan in advance of the year, a mid-year review, and an annual report after its close, in the form prescribed in its TMPs. The annual investment strategy requires the approval of the full County Council.

- 4.16 Whilst the County Council assumes full responsibility for the implementation and monitoring of its treasury management policies and practices, it delegates the execution and administration of treasury management decisions to the Chief Financial Officer, who will act in accordance with the County Council's Treasury Management Policy Statement, TMPs and CIPFA's Standard of Professional Practice on Treasury Management. The County Council nominates The Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

Banking arrangements

- 4.17 All arrangements with bankers must be made only by the Chief Financial Officer, who is authorised to operate any bank accounts considered necessary.

Staffing

- 4.18 The Chief Executive in consultation with the Leader is responsible for determining how officer support for the Cabinet and Executive Members and for all other Member roles within the County Council will be organised.
- 4.19 The Chief Executive is responsible for providing overall management to staff and for ensuring that there are systems for the proper evaluation of pay for all staff and evaluation of performance.
- 4.20 Chief Officers are responsible for controlling total staff numbers by:
 - 4.20.1 advising the Executive Members on the budget necessary in any given year to cover estimated staffing levels
 - 4.20.2 adjusting the staffing numbers within approved budget provision, varying the provision as necessary within that constraint in order to meet changing operational needs
 - 4.20.3 the proper use of appointment procedures, workforce plans and verified personnel information

5 Financial regulation D – Systems and processes

- 5.1 Sound systems and processes are essential to an effective framework of accountability and control

General

- 5.2 The Chief Financial Officer is responsible for ensuring the County Council has appropriate IT systems for financial purposes, for accounting systems, the form of accounts and the supporting financial records. Any changes made by chief officers to the existing financial systems or the establishment of new systems must be approved by the Chief Financial Officer.
- 5.3 Chief Officers are responsible for the proper operation of financial processes in their own departments. Any changes to agreed processes by Chief Officers to meet their own specific service needs should be agreed with the Chief Financial Officer.
- 5.4 Chief Officers should ensure that their staff receives relevant financial training which has been approved by the Chief Financial Officer.
- 5.5 Chief Officers must ensure that, where appropriate, computer and other systems are registered in accordance with Data Protection legislation, as advised by the Data Protection Officer. Chief Officers must ensure that staff are aware of their responsibilities under the freedom of information legislation.

Income and expenditure

- 5.6 It is the responsibility of Chief Officers to ensure that a proper scheme of delegation has been established within their area and is operating effectively. Scheme of delegation should identify staff authorised to act on the Chief Officers' behalf, or on behalf of the Executive Members, in respect of payments, income collection and for placing orders together with the limits of their authority. The Chief Financial Officer is responsible for specifying the procedure to be followed in ordering, making payments, collecting income and approving procedures for writing off debts as part of the overall control framework of accountability and control.

Payments to employees, members and pensioners

- 5.7 Payments of salaries to all employees, allowances to members and pensions should be made via the payroll system, unless an exception has been specifically approved by the Chief Financial Officer. The Chief Financial Officer is responsible for paying all employees, allowances to Members and pensions.

Taxation

- 5.8 The Chief Financial Officer is responsible for advising Chief Officers, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the County Council. The Chief Financial Officer is responsible for maintaining the County Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

Anti Money Laundering

- 5.9 Following advice received from HM Revenue and Customs, the County Council will not accept settlement in cash of any transaction above the value of €15,000 equivalent (approximately £11,300 as at June 2015).

Trading with Other Organisations

- 5.10 It is the responsibility of the Chief Executive and Chief Financial Officer to approve the establishment and financial procedures for business / trading units and any significant sold or shared service arrangements.

Assets, stocks, stores and inventories

- 5.11 Chief Officers must ensure that proper security is maintained at all times for all assets, stocks and stores and that inventories are maintained for all items of moveable furniture, equipment, vehicles and plant above a limit agreed with the Chief Financial Officer.

Information technology systems

- 5.12 Chief Officers must ensure that there is a corporate approach to systems development in line with the IT strategy and liaise with the Head of IT Services accordingly.

6 Financial regulation E – External arrangements

- 6.1 The County Council must act to achieve the promotion or improvement of the economic or social or environmental well-being of its area.

Partnerships

- 6.2 Partnerships can take many forms from local consultation arrangements to partnerships committing significant staff and financial resources. At a basic level, a partnership is: "an agreement between two or more independent bodies to work collaboratively to achieve an objective"
- 6.3 The Cabinet and Executive Members are responsible for approving partnership arrangements with local public, private, voluntary and community sector organisations to address local needs.
- 6.4 The Cabinet and Executive Members can delegate functions to officers. These are set out in the scheme of delegation that forms part of the County Council's Constitution. Where functions are delegated, the Cabinet and Executive Members remain accountable for them to the County Council.
- 6.5 The Chief Executive is responsible for ensuring due diligence and legality of all partnership arrangements.
- 6.6. The Monitoring Officer is responsible for promoting and maintaining the same high standards of conduct and corporate governance arrangements with regard to the County Council's participation in partnerships as apply throughout the County Council.
- 6.7 The Chief Financial Officer must ensure that accounting arrangements adopted relating to partnerships and joint ventures are in accordance with proper accounting practice. The Chief Financial Officer must ensure that the financial risks have been fully appraised before agreements are entered into with external bodies.
- 6.8 Chief Officers are responsible for ensuring that the County Council's participation in a partnership complies with our own Constitution, including these financial regulations.

External funding

- 6.9 The Chief Financial Officer is responsible for ensuring that all funding due to the County Council from external bodies is received and properly recorded in the County Council's accounts.

Work for third parties

- 6.10 The Chief Financial Officer and Assistant Director Legal Services and Monitoring Officer are responsible for approving contractual frameworks or other similar agreements for any work for third parties or external bodies.

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Part 3 Chapter 6

Contract Standing Orders

1. Interpretation
2. Status of, and Compliance with, Contract Standing Orders
3. Approval to spend
4. Contract Value and Aggregation
5. Framework Agreements and Suitability of Contractors
6. Publication of Notices
7. Purchasing Procedures for Contracts of a Value less than £179,000
8. Tendering Procedures for Contracts of a Value of £179,000 or greater but less than relevant Threshold
9. Tendering Procedures for Contracts Above Thresholds
10. Receipt and Opening of Tenders
11. Evaluation of Tenders and Award of Contract
12. Waiver of Contract Standing Orders

Contract Standing Order 1: Interpretation

1.1 In these Contract Standing Orders, the following terms have the following meanings:

“Advance Works Order” means an advance works order issued under CSO 11.10

“Area of Responsibility” means the function and area of responsibility for a Chief Officer as detailed in Part 1, Chapter 13, Paragraph 1.2, and Part 2, Chapter 4 of the County Council’s Constitution

“Chief Officer” means any of the posts identified at Part 1 Chapter 13, Paragraph 1.2 of the County Council’s Constitution

“Contract” means

(i) any agreement for the supply of goods, services, or the execution of works to or for the Council including the use of consultants;

(ii) any Framework Agreement; or

(iii) any agreement where no payment is made by the County Council but which is of financial value to the Contractor (e.g. a catering concession)

but does not include (without exception)

(iv) an employment contract: or

(v) a Grant Agreement

"Contract Lead Officer" means a County Council officer nominated to deal with Contracts in accordance with CSO 3.3

“Contractor” means the party or potential party to a Contract

“Contracts Finder” means a web-based portal provided for the purposes of the UK Regulations by or on behalf of the Cabinet Office

“County Council” means Hampshire County Council

“CSO”/ "CSOs" means Contract Standing Order/ Contract Standing Orders

“Thresholds” means the thresholds for public advertisement of goods, works and services contracts as provided for in the UK Regulations and advised by the Government

“Evaluation Report” means a report on the evaluation of tenders prepared under

CSO 11

"Framework Agreement" means an agreement between one or more contracting authorities (bodies governed by public law) and one or more Contractors as defined in CSO 5.1

"Grant Agreement" means an agreement giving financial assistance to an individual or organisation with no supply of goods or services, or execution of works, in return

"Procurement Network" means a formal group of officers of the County Council representing all departments and procurement teams whose main purpose is to provide leadership on procurement matters for the County Council

"Senior Officer" means a County Council officer on Grade H or above

"UK e-notification service" are as defined in the UK Regulations

"UK Regulations" means the Public Contracts Regulations 2015 and the Health Care Services (Provider Selection Regime) Regulations 2023 as amended from time to time

"works" "supplies" & "services" are as defined in the UK Regulations

Contract Standing Order 2: Status of, and Compliance with, Contract Standing Orders

- 2.1 By law, the County Council is required to make standing orders with respect to contracts for the supply of goods or services or for the execution of works which provide for securing competition and regulation of the manner in which tenders are invited.
- 2.2 The County Council is a contracting authority for the purposes of the UK Regulations, and is thereby legally bound to comply with certain practices and procedures in the award of Contracts.
- 2.3 The County Council has therefore adopted these Contract Standing Orders (CSOs), setting set out the procedures that must be followed in relation to the procurement and award of a Contract. CSOs provide a framework to ensure that the County Council uses its resources efficiently in making purchasing decisions to obtain best value in public services. CSOs also provide a means of safeguarding the reputation of the County Council and its staff from any implication of dishonesty or corruption.
- 2.4 The Chief Financial Officer and Monitoring Officer are the joint custodians of these CSOs and are responsible for keeping them under review. This includes giving advice on their implementation and interpretation.
- 2.5 Every Contract made by the County Council or on its behalf (irrespective of the source of funding) shall comply with the UK Regulations and all other domestic legal requirements, CSOs and Financial Regulations. In the event that there is any conflict or inconsistency between the provisions of CSOs and any legal requirement, the legal requirement shall apply.
- 2.6 The UK Regulation-based principles, including nondiscrimination, equal treatment, transparency and proportionality, apply generally in the award of public contracts – including those of a value below the Thresholds. Care must be taken at all times to ensure that nothing is done which is discriminatory, improper or which distorts competition.
- 2.7 It is the role of the Director of Corporate Operations / Chief Financial Officer to publish the [Corporate Procurement Strategy](#) and to maintain a Procurement Network on behalf of the County Council.
- 2.8 These CSOs are supplemented by the Procurement Best Practice Guide maintained by the Director of Corporate Operations / Chief Financial Officer. In the event that there is any conflict or inconsistency between the provisions of the Procurement Best Practice Guide and CSOs, CSOs shall apply.
- 2.9 These CSOs supplement the Officers' Code of Conduct and a failure to comply will normally be regarded as a disciplinary offence. Where a person who is not a County Council employee is contracted to a position where they are authorised to carry out purchasing functions, it is a condition of their contract that they comply with CSOs.

- 2.10 These CSOs shall always be interpreted and applied in a way that supports the achievement of the County Council's identified business objectives, within relevant legal frameworks.
- 2.11 Any contracts procured and awarded by way of collaboration with other public bodies where a competitive process has been followed that complies with the equivalent of these CSOs of the leading organisation will be deemed to comply with these CSOs and no waiver in accordance with CSO 12 will be required.

Contract Standing Order 3: Approval to spend

- 3.1 The procurement of a Contract (not including a Framework Agreement) is subject to the approval of the relevant decision maker who has the authority to give approval for the relevant expenditure under the Constitution. The giving of approval is subject to the expenditure involved having been included in approved estimates and sufficient budgetary provision having been made in the County Council's capital programme or revenue budget.
- 3.2 In estimating the value of the Contract, the principles of CSO 4 shall be applied
- 3.3 In all cases, the Chief Officer within whose Area of Responsibility the Contract falls shall designate a Senior Officer as Contract Lead Officer for the Contract. It shall be the responsibility of the Contract Lead Officer to ensure that the processes followed in relation to the procurement and award of the Contract are compliant with these CSOs.

Contract Standing Order 4: Contract Value and Aggregation

- 4.1 The estimated value of a Contract shall be the total value of the Contract net of VAT. This is the total consideration estimated to be payable over the full term of the Contract by the County Council to the Contractor which shall include any option to extend the term under the contract. Where the Contract is one where no payment is made by the Council (e.g. a concession) a best estimate of the financial value to the Contractor shall be ascertained.
- 4.2 Where the Contract period is indefinite or uncertain, the estimated value shall be calculated on the basis that the Contract will be for a period of four years.
- 4.3 The estimated value of a Framework Agreement is the total value of all the Contracts which could be entered into by the County Council and other contracting authorities, further to that Framework Agreement.
- 4.4 Purchases of the same or similar goods or services must be aggregated wherever practicable. Contracts must not be artificially separated so as to circumvent the application of any part of CSOs or the UK Regulations.
- 4.5 Contracts which are each of a value below the relevant Threshold may nevertheless be subject to full UK Regulations tendering requirements, where they constitute a series of related or repeat purchases. Advice should be sought where this is the case, in order that the relevant procurement route can be adopted.

Contract Standing Order 5: Framework Agreements and Suitability of Contractors

- 5.1 A Framework Agreement is an agreement between one or more contracting authorities (bodies governed by public law) and one or more Contractors, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. Framework Agreements may be established by the County Council, or by other public bodies, or public sector buying consortia, as arrangements through which the County Council, along with other public bodies, may make specific purchases.
- 5.2 Where appropriate a Framework Agreement that has been approved as suitable by the Director of Corporate Operations / Chief Financial Officer should be used for the making of the proposed purchase. A suitable Framework Agreement shall be appropriate for the specific requirement and procured in compliance with the UK Regulations, and the terms and conditions applicable shall meet the minimum requirements of the County Council.
- 5.3 Provisions contained in the UK Regulations which govern Framework Agreements must be complied with when concluding a Framework Agreement or awarding a contract based on a Framework Agreement.
- 5.4 In all cases where a Contract is awarded under these CSOs, a Contractor can only be appointed who, as a minimum:
 - a) meets the County Council's insurance requirements for the Contract (in respect of public liability, product, professional indemnity and/or employer's liability as appropriate, based on an assessment of risk for the Contract)
 - b) is registered for tax and holds a valid certificate (where appropriate)

Contract Standing Order 6: Publication of Notices

- 6.1 In all cases where, by virtue of these CSOs or by UK Regulations, a public notice is required, it shall be placed on the corporate tendering opportunities portal on Hantsweb and on Contracts Finder.
- 6.2 Where the estimated total value of a proposed Contract is £179,000 or above, the notice shall additionally be placed in at least one relevant local publication and/or journal circulating among Contractors who undertake Contracts of that nature. However, this is not required where the relevant Chief Officer is satisfied that to do so would not be value for money.
- 6.3 Where the value of the contract is £25,000 or greater, or a Framework / Dynamic Purchasing System (DPS) call-off contract at any value, the information regarding the Contract award is required to be placed on Contracts Finder.
- 6.4 Where the value of the Contract exceeds the relevant Threshold, the Contract notice and Contract award notice shall also be placed in the UK e-notification service in accordance with the UK Regulations.

Contract Standing Order 7: Purchasing Procedures for Contracts of a Value less than £179,000

- 7.1 Where the estimated value of the Contract, calculated in accordance with CSO 4, is less than £179,000 and there is a suitable Framework Agreement approved by the Director of Corporate Operations / Chief Financial Officer under CSO 5.2, that Framework Agreement shall be used.
- 7.2 Where no suitable Framework Agreement is available, and the estimated value of the Contract, calculated in accordance with CSO 4, is less than £1,000, then one written quotation should be obtained.
- 7.3 Where no suitable Framework Agreement is available, and the estimated value of the Contract, calculated in accordance with CSO 4, is £1,000 or greater and less than £179,000 three written quotations should be requested against the same written request for quotation in accordance with the procedure set out in the Procurement Best Practice Guide. Where it proves not reasonably practicable to obtain three quotations, then provided three written quotations have been requested in accordance with the procedure set out in the Procurement Best Practice Guide a contract may be awarded
- 7.4 In the selection of the Contractor, the Contract Lead Officer shall bear in mind the need to seek best value for money and be able to demonstrate that they have achieved this.
- 7.5 The Contract shall be evidenced in writing, by submission of an order in accordance with the Framework Agreement or, where a Framework Agreement is not used, by the placing of an order on the basis that the price in the written quotation received shall apply.

Contract Standing Order 8: Tendering Procedures for Contracts of a Value of £179,000 or greater but less than relevant Threshold

- 8.1 Where the estimated value of the Contract, calculated in accordance with CSO 4, is £179,000 or greater but less than the relevant Threshold, and there is a suitable Framework Agreement approved by the Director of Corporate Operations / Chief Financial Officer, under CSO 5.2, that Framework Agreement shall be used.
- 8.2 Where no suitable Framework Agreement is available, tenders shall be invited using a procedure comparable/similar to the open procedure under the UK Regulations.
- 8.3 The procedure requires the publication of a notice in accordance with CSO 6. The public notice shall specify (i) a time period within which interested parties may express an interest in tendering, and (ii) the method by which such interest shall be expressed. At the end of this period, an invitation to tender shall be sent to all parties who have expressed an interest, specifying a reasonable period for tenders to be returned.
- 8.4 In all cases, every invitation to tender shall include the following:
 - A statement that the tendering process will be conducted within the County Council's corporate electronic tendering system;
 - Full instructions on how to submit their tender to this system;
 - Advice that tenders, once received in the system, will be anonymous until the time specified for their opening;
 - Advice as to the deadline for submission of tenders to this system
- 8.5 In exceptional circumstances, and with the prior approval of the Director of Corporate Operations / Chief Financial Officer, an invitation to tender may be sent to tenderers in hard copy paper form, rather than through the electronic tendering system.
- 8.6 The invitation to tender shall state the evaluation criteria, including sub-criteria and sub-sub-criteria (where used), weightings and scoring criteria that will be applied in the award of the Contract. These criteria must be capable of objective assessment, include price and any other relevant factors, and be weighted by relative importance. The invitation to tender shall also include the terms and conditions that will apply to the Contract.
- 8.7 The Contract shall be evidenced in writing by the completion of a formal written Contract, the terms of which have been approved by the Assistant Director of Legal Services and Monitoring Officer or other person authorised by him for this purpose.

Contract Standing Order 9: Tendering Procedures for Contracts above Thresholds and Modifications of Contracts above Thresholds

- 9.1 The UK Regulations set a financial threshold beyond which prescribed tendering procedures must be followed. The Thresholds are reviewed every two years, and the updated figures can be found in the Best Practice Guide.
- 9.2 Where the estimated value of the Contract is in excess of the relevant Threshold, the procedures set out in the UK Regulations must be followed. In most cases, the open procedure, restricted procedure or competitive procedure with negotiation will be used, but in certain specialist cases, the negotiated procedure without prior publication, competitive dialogue procedure or innovation partnership procedure shall apply. Advice on which procedure is appropriate to the specific case should be sought from the Monitoring Officer.
- 9.3 Approval of the Chief Officer within whose area of responsibility the contract falls, in consultation with the Monitoring Officer, shall be sought to the use of the negotiated procedure without prior publication, competitive dialogue procedure or innovation partnership procedure.
- 9.4 In the event that the Chief Officer determines that the contract relates to a strategic or policy decision, then approval of the Executive or, in respect of Non-Executive matters, the Committee with delegated responsibility for the relevant service area shall be sought to the use of the negotiated procedure without prior publication, competitive dialogue procedure or the innovation partnership procedure.
- 9.5 Any proposed modifications to existing contracts which have not been provided for in the initial procurement documents in clear, precise and unequivocal review clauses shall be approved by the Chief Officer within whose areas of responsibility the contract falls, in consultation with the Monitoring Officer. In the event that the Chief Officer determines that the contract relates to a strategic or policy decision, then approval of the Executive shall be sought or, in respect of Non-Executive matters, the approval of the Committee with delegated authority for the relevant services area, shall be sought.
- 9.6 In the event that the Chief Officer for the relevant service area is unavailable the decisions reserved to that Chief Officer by paragraphs 9.3, 9.4 and 9.5 may be taken by a Deputy Chief Officer nominated by the Chief Officer for the relevant service area.

Contract Standing Order 10: Receipt and Opening of Tenders

- 10.1 Subject to CSO 10.2 – 10.3, all tenders shall be opened at the same time, by an officer independent of the procurement process and appropriately trained to open tenders on the electronic tendering system as soon as reasonably practicable on or after the date for return of tenders. People under contract to the County Council, but not permanent employees of the County Council shall not open tenders unless approved by a Chief Officer or Monitoring Officer.
- 10.2 The officer opening tenders shall record, in respect of each tender opened, the name of the tenderer and, where applicable, the total value.

Contract Standing Order 11: Evaluation of Tenders and Award of Contract

- 11.1 The Contract Lead Officer (who should normally be an employee of the County Council) shall ensure that the tenders received are evaluated in accordance with the evaluation criteria that have been adopted for the Contract, and stated in the invitation to tender. These criteria must be capable of objective assessment, include price and other relevant factors, and be weighted by relative importance.
- 11.2 The Contract Lead Officer shall produce a written report evaluating each tender received against the evaluation criteria. The report shall identify the tenderer who has submitted the most economically advantageous tender (i.e. the tender that achieves the highest score in the evaluation) and recommend the award of the Contract to that tenderer. This report shall be submitted to the person authorised to award the Contract under CSO 11.4.
- 11.3 No contract may be awarded unless the expenditure involved has been included in approved estimates and sufficient budgetary provision made in the County Council's capital or revenue accounts in accordance with CSO 3.1. The Evaluation Report shall confirm how this requirement is met.
- 11.4 Each Chief Officer is authorised to award and sign any contract entered into on the County Council's behalf, where it relates to their Area of Responsibility, and where the value of the Contract is less than £179,000. The Contract may be awarded and signed by a Senior Officer who is authorised to do so on behalf of the Chief Officer as documented in that Chief Officer's scheme of financial delegation. All other Contracts shall be awarded by the Monitoring Officer or a Senior Officer nominated by the Monitoring Officer for this purpose, and signed by or on behalf of the Monitoring Officer in accordance with Part 1, Chapter 16 of the Constitution.
- 11.5 Where the value of a Contract is above the relevant Threshold, the Contract shall be awarded in accordance with the UK Regulations and in particular the requirements relating to a "standstill" period prior to the Contract being entered into.
- 11.6 All Contracts, including an arrangement subject to a purchase order, must be made in writing under English Law, and must clearly and carefully specify the supplies, services or works to be provided, the agreed programme for delivery and the price and terms for payment together with all other terms and conditions.
- 11.7 Where purchases of a value less than £179,000 are made for which standard terms and conditions have been approved by the Monitoring Officer those standard terms should be used. Where a Contract is estimated at a value £179,000 or above or is of an unusual or complex nature, the Monitoring Officer shall be consulted to produce a suitable set of conditions of contract or to advise on existing conditions for use under a Framework Agreement

- 11.8 Every contract must also include certain clauses, in a form approved by the Monitoring Officer, to protect the County Council from fraud and to ensure that Contractors understand their responsibilities when they are acting on the County Council's behalf as well as clauses required to comply with the UK Regulations.
- 11.9 The Chief Officer within whose area of responsibility the Contract falls shall allocate to a Senior Officer responsibility for the ongoing management of the Contract.
- 11.10 In exceptional circumstances, where a Contract has been awarded under CSO 11.4, but it is considered necessary in the best interests of the County Council to initiate the provision of goods or services under that Contract prior to the Contract being signed, the issue of an Advance Works Order by the Monitoring Officer may be requested. Issue will be subject to confirmation that a decision to award the Contract has been made in accordance with CSOs, the necessary funding for the Contract having been approved, and the value of the Advance Works Order not exceeding £179,000.

Contract Standing Order 12: Waiver of Contract Standing Orders

- 12.1 Any of the requirements of these CSOs may be waived in an individual case, by the person authorised as follows:
- Where the estimated value of the Contract is less than **£179,000**, the Chief Officer within whose area of responsibility the Contract falls
 - Where the estimated value of the Contract is **£179,000** or greater, the Chief Officer within whose area of responsibility the Contract falls, with the benefit of advice from the Monitoring Officer
 - Where the estimated value of the contract is £179,000 or greater the Chief Officer, with the benefit of advice from the Monitoring Officer, determines that the Contract relates to a decision on a strategic or policy decision, the Executive or, in respect of Non-Executive matters, the Committee with delegated responsibility for the relevant service area
- 12.2 A request for the issue of a waiver must be made in writing to the person authorised under CSO 12.1, with full reasons as to why the waiver is required, and evidence that the issue of a waiver will not prevent best value from being obtained. The decision in response to the request for a waiver must also be in writing. No action shall be taken to enter into the Contract until such request has been submitted and the decision made.
- 12.3 The County Council is subject to legal requirements to ensure fair competition for Contracts of a value exceeding the Thresholds, and subject to obligations under the UK Regulations to ensure that all Contracts (regardless of value) are awarded having regard to the need to avoid any action that is discriminatory, improper or which distorts competition.
- 12.4 It is understood that a waiver may be utilised where it can be demonstrated that the ability to act quickly to engage a single supplier would make economic sense and fit with service requirements, in circumstances where there is no more effective way to secure the capacity.
- 12.5 In the event that the Chief Officer for the relevant service area is unavailable, the decision reserved to that Chief Officer by paragraph 12.1 may be taken by a Deputy Chief Officer nominated by the Chief Officer for the relevant service area.

Part 4

Codes and protocols

Appendix A – Code of Conduct for Members

Part 1: General Provisions and Interpretation

1. Introduction

This Code of Conduct is adopted by the County Council pursuant to its statutory duty to promote and maintain high standards of conduct by Members and Co-opted Members of the County Council. This Code applies to all Members and Co-opted Members of the County Council.

This Code is based on and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership as referred to in the Localism Act 2011.

In the interests of transparency and openness, and in accordance with the requirements of the Localism Act 2011, a copy of the Register of Members' Interests is published on the County Council's website, and is available for public inspection at the County Council's offices at all reasonable hours.

2. Scope

This Code applies to all Members and Co-opted Members of the County Council when acting in their official capacity, or when giving the impression that they are acting as a representative of the County Council.

Where a Member or Co-opted Member is a member of more than one local authority, but acting on behalf of the County Council, such Member or Co-opted Member is, for the avoidance of doubt, bound by this Code of Conduct.

3. General obligations of Members and Co-opted Members

As a Member of Hampshire County Council, your conduct will address the principles of the Code of Conduct by:

- 3.1 Representing the needs of residents, and putting their interests first.
- 3.2 Dealing with representations or enquiries from residents, members of communities within the administrative area of Hampshire County Council and visitors fairly, appropriately and impartially.
- 3.3 Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the County Council's area, or the good governance of the County Council in a proper manner.
- 3.4 Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.
- 3.5 Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the County Council, taking all relevant information into consideration, remaining objective and making decisions on merit.
- 3.6 Being accountable for your decisions and co-operating when scrutinised internally and externally.
- 3.7 Contributing to making the County Council's decision-making processes as open and transparent as possible.
- 3.8 Restricting access to information when the wider public interest, the County Council's Constitution, or the law requires it.
- 3.9 Behaving in accordance with all the County Council's legal obligations, the County Council's policies, protocols and procedures, and having due regard to the County Council's equality duties in the performance of your duties as a Member of the County Council.
- 3.10 Ensuring that when using or authorising the use by others of the resources of the County Council that such resources are not used improperly for political purposes.
- 3.11 Having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or otherwise.
- 3.12 Not knowingly doing anything which might cause the County Council to breach any legislation.

- 3.13 Valuing your colleagues and Officers of the County Council and engaging with them in an appropriate manner.
- 3.14 Always treating all people and organisations with respect and propriety and not bullying or harassing any person¹.
- 3.15 Providing leadership through behaving in accordance with these principles.

Part 2: Disclosable Pecuniary Interests

1. Introduction

A disclosable pecuniary interest is an interest falling within the Schedule set out at Paragraph 3 below of:

- 1.1 Yourself; or
- 1.2 Your spouse or civil partner, or someone you are living with as if you were husband and wife or civil partners, where you are aware that that other person has the interest.

2. Interpretation

In the Schedule set out at Paragraph 3 below, the following words or expressions mean as follows:

- 2.1 'the Act' means the Localism Act 2011;
- 2.2 'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- 2.3 'director' includes a member of the committee of management of an industrial and provident society;
- 2.4 'land' excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone

¹ The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

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

or jointly with another) to occupy the land or to receive income;

- 2.5 'M' means a member of a relevant authority;
- 2.6 'member' includes a co-opted member;
- 2.7 'relevant authority' means Hampshire County Council of which M is a member;
- 2.8 'relevant period' means the period of 12 months ending with the day on which M gives a notification for the purposes of Section 30(1) or Section 31(7), as the case may be, of the Act;
- 2.9 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 (2000 c. 8) and other securities of any description, other than money deposited with a building society.

3. Schedule of Disclosable Pecuniary Interests

Subject	Prescribed description
Employment, office, trade profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (1992 c. 52).</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge):</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	Any beneficial interest in securities of a body where:

	<p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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Part 3: Registration and Disclosure of Disclosable Pecuniary Interests

1. Obligations

- 1.1 You must, within 28 days of taking office as a Member or Co-opted Member of the County Council, notify the County Council's Monitoring Officer of any disclosable pecuniary interests as defined by regulations made by the Secretary of State (as set out at Part 2 of this Code), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
- 1.2 You must also, within 28 days of becoming aware of any new disclosable pecuniary interest, or change thereto, notify the County Council's Monitoring Officer of such new or changed interest.
- 1.3 If you have a disclosable pecuniary interest included on the Register of Members' Interests, you must disclose this interest at any meeting of the County Council, its Committees or the Executive at which you are present and participating in the business. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent. You do not need to disclose details of the interest itself.
- 1.4 If a disclosable pecuniary interest has not been entered onto the County Council's Register of Interests, then you must also disclose the interest to any meeting of the County Council, its Committees or the Executive at which you are present where you have such an interest in any matter being considered. Such interest should be disclosed at the commencement of consideration of the business or

when the interest becomes apparent. Following disclosure of a disclosable pecuniary interest not on the County Council's Register or the subject of pending notification, you must notify the Monitoring Officer of such interest within 28 days, beginning with the date of disclosure.

- 1.5 Unless a dispensation has been granted by the County Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must as soon as it becomes apparent that you have such an interest (save for in circumstances set out at Paragraph 1.6 below) withdraw from the chamber or room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business. If acting as a single Executive Member you may not take any further steps in relation to the matter other than for the purpose of arranging for the matter to be dealt with otherwise than by yourself.
- 1.6 Without prejudice to Paragraph 1.5 above where you have a disclosable pecuniary interest in any business of the County Council (including any meeting of a Select Overview and Scrutiny Committee of the County Council) you may, notwithstanding such disclosable pecuniary interest, attend such meeting for the purpose of making representations, answering questions or giving evidence relating to such business, provided members of the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 4: Registration of Gifts and Hospitality

You must, within 28 days of receipt, notify the County Council's Monitoring Officer of any gift or hospitality you receive, if such gift or hospitality has an estimated value of at least £50.

Part 5: Registration and Disclosure of Personal Interests

1. Without prejudice to requirements contained at Part 3 of this Code in respect of the Registration and Disclosure of Pecuniary Interests, you may in addition notify the County Council's Monitoring Officer of any Personal Interests you consider it appropriate to be entered on the Register of Members' Interests.
2. You have a "personal interest" in an item of business where it relates to or is likely to affect any of the following bodies of which you are a member: a public or charitable body, any body to which you have been appointed by the authority, any political party, trade union or other body one of whose

principal purposes is to influence public opinion or policy.

3. You also have a “personal interest” in an item of business where a decision in relation to it might reasonably be regarded as affecting the well being or financial position of yourself, a member of your family or person with whom you have a close association, more than other council tax payers, ratepayers or inhabitants of the authority’s area.
4. You shall disclose a “personal interest” at a meeting of the County Council, its Committees or the Executive, where you consider that interest to be relevant to an item of business being considered at that meeting. The disclosure shall be made at the commencement of the meeting, or when the interest becomes apparent, and shall be recorded in the minutes of the meeting.
5. Disclosure of a personal interest does not affect your ability to participate in discussion or vote on the relevant item, provided it is not also a disclosable pecuniary interest. If you consider, having taken advice in appropriate circumstances, you should not participate in the business being considered, you should leave the chamber or room where the business is being considered, after exercising any right to speak which a member of the public would have.

Part 4

Appendix B

Local Protocol on Planning, Rights of Way, Commons and Village Greens Registration for Members of Regulatory Committee, Substitute Members of Regulatory Committee and Officers

- 1. General Matters and Role of the Committee**
- 2. Members Conduct:**
 - General
 - Registration and Disclosure of Disclosable Pecuniary Interests, Personal Interests, Gifts and Hospitality
 - Declarations of Interest
 - Bias or Pre-determination
 - Pre-disposition
 - Dual Hatted Members
- 3. Lobbying of and by Members and attendance at public meetings**
 - Lobbying
 - Public Meetings prior to Committee date
- 4. Member Training**
- 5. Officers Conduct:**
 - General
 - Officer Attendance at Public Meetings
- 6. Officer Pre-Application and Pre-Decision-Making Discussions**
- 7. Membership of the Committee**
- 8. Items to be considered by the Committee**
- 9. Officer Reports to the Committee:**
 - General
 - Planning Reports
 - Rights of Way, Village Green and Commons Registration Reports

10. **Development, modification or registration proposals submitted by Members, Officers and County Council:**
 - Member or Officer Applications
 - County Council Applications (including Reg. 3 applications)
11. **The Committee Process:**
 - Determining Planning Matters
 - Determining Rights of Way, Town or Village Greens and Common Registration Matters
 - Meeting Structure and Order
12. **Deputations to the Committee:**
 - Applicants, agents, interested parties other than County Council Members
 - County Council Members wishing to address the Committee
13. **Decision Making by the Committee:**
 - General
 - Amendments to Recommendations
 - Planning - Decision making
 - Rights of Way, Town or Village Greens, Commons Registration - Decision making
14. **Site Visits by the Committee**
15. **Record of Committee meetings**
16. **Complaints about the Committee**
17. **Freedom of Information/Environmental Information requests related to the Committee**

Annex A -Links to procedural guidance for public path orders, definitive map modification and town and village green applications

Annex B -Guidance for determining planning applications under the Town and Country Planning Act 1990 (TCPA) (as amended)

- Material Considerations

Annex C - Scheme of delegation for planning decisions

Annex D – Scheme of authorisation for Countryside and Rights of Way

1. General Matters and Role of Committee

- 1.1 The public is entitled to expect the highest standards of conduct and probity by all persons holding public office. There are statutory provisions and codes (for both [Members](#) and [Officers](#)) which set standards that must be followed if the public perception of the integrity of public service is to be maintained.
- 1.2 Planning Applications are to be determined in accordance with the development plan unless material considerations indicate otherwise.¹ The emphasis in determining applications is upon a plan-led system.
- 1.3 Town or Village Green registration applications are to be determined in accordance with the [Commons Act 2006](#), accompanying relevant legislation, government guidance, and supporting case law.
- 1.4 Rights of Way matters will be determined in accordance with relevant legislation, government guidance and supporting case law.
- 1.5 Commons Registration matters will be determined in accordance with relevant legislation, government guidance and supporting case law.
- 1.6 Whilst this local Protocol ('the Protocol') deals primarily with regulatory matters listed above, the principles apply equally to consideration of local development documents and briefs, enforcement cases and all other related matters.
- 1.7 Throughout the Protocol references to Regulatory Committee ("Committee") apply equally to all sub-committees, panels and meetings of the County Council when exercising regulatory functions.
- 1.8 This Protocol is supplemental to the relevant parts of the County Council Standing Orders the [Members' Code of Conduct](#) and [Officer's Code of Conduct](#) (and also supplemental to other relevant legislation) and provides further specific advice and guidance for Members and Officers involved in Committee matters.
- 1.9 Only Officers and Members who are prepared to observe this Protocol should be involved in the process of dealing with regulatory matters and determining planning, rights of way, town or village greens or commons registration applications.

2. Members Conduct

¹ Section 38(6) of the [Planning and Compulsory Purchase Act 2004](#) states: if regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts (principally the Town and Country Planning Act 1990), the determination must be made in accordance with the plan unless material considerations indicate otherwise.

General

- 2.1 This Protocol applies equally to Members and Substitute Members of the Committee, as provided for in the County Council's [Constitution](#).
- 2.2 Dealing with regulatory matters places upon Members a particular need for probity and they must ensure that only relevant considerations are taken into account.
- 2.3 Members should not favour any individual or groups and must determine matters brought before the Committee in accordance with relevant policy and guidance. Whilst Members should take account of all views expressed, they should not favour any person, company, group or locality, nor put themselves in a position where they appear to do so.
- 2.4 Members should not openly declare which way [they intend to vote in advance](#) of a Committee meeting, or give the impression that they have reached a final decision. To do so without all relevant information and views expressed at the Committee meeting would be unfair and prejudicial and may amount to predetermination.
- 2.5 Members should reach their own conclusions after full consideration of all available information at Committee, rather than follow the lead of another Member.
- 2.6 A Member should not use their position to further a private or personal interest, rather than the general public interest, or give the impression this is the case.
- 2.7 All Members are required to comply with the provisions of the [Members' Code of Conduct](#) or any successor document and the [Protocol for Member/Officer Relations](#) or any successor document.

Registration and Disclosure of Disclosable Pecuniary Interests, Personal Interests, Gifts and Hospitality

- 2.8 Members should observe the requirements in respect of the registration and disclosure of both Disclosable Pecuniary Interests and Personal Interests set out in the [Members' Code of Conduct](#). Members who have substantial property interests, or other interests which would prevent them from voting on a regular basis, should avoid serving on the Committee.
- 2.9 Members should observe the requirements in respect of the registration of gifts and hospitality set out in [Members' Code of Conduct](#). Where hospitality is unavoidable it should be minimal and its receipt declared as soon as possible.

Declarations of Interest

- 2.10 Members should declare an interest in any item at the beginning of a meeting or as part of the relevant agenda item for each meeting or when the interest becomes apparent. Declarations of interest shall be recorded in the Minutes of the meeting.
- 2.11 The responsibility for determining the nature of and declaring any interest lies with the individual Member
- 2.12 Where a Member is unsure of whether their interest is a Disclosable Pecuniary Interest or a Personal Interest that should be declared, the Member shall seek advice from the Legal Adviser to the Committee, or the Monitoring Officer, as soon as the issue becomes apparent.

Bias or Pre-determination

- 2.13 Any Member of the Committee with bias or who has pre-determined² a matter should not participate at all in the decision-making process. If they do there is a strong risk that the decision will be vulnerable to challenge by way of judicial review and possibly quashed.
- 2.14 Bias can be assessed by asking two questions:
 - 2.14.1 Would a fair-minded observer, knowing the background, consider that there was a real possibility of bias arising from a particular Member being a member of the relevant decision-making body?
and
 - 2.14.2 Would a fair-minded and informed observer consider that there was a real possibility that the Committee, or some of its members, were biased in the sense of approaching the decision with a closed mind and without impartial consideration of the relevant issues?
- 2.15 Pre-determination occurs when a Member's mind is closed to the merits of any arguments which differ from their own about a particular issue on which the Member is making a decision. It is objectively determined. Pre-determination is likely to be evidenced by previous statements by the Member either at meetings or in the Press, that they are determinedly for or against a proposal, that they have reached a decision, and nothing will change their mind.
- 2.16 Members should approach decision making with an open mind, having regard to all the material facts and remain open to the possibility that, however unlikely, they may hear arguments during debate that might change their mind about how they intend to vote. In doing so, such Member will not be held to have pre-determined an issue.

² Section 25 of the [Localism Act 2011](#) clarifies the distinction between pre-determination and pre-disposition and applies to all Members.

Pre-disposition

- 2.17 Members of the Committee are not precluded from expressing views favourable to or against matters that are likely to come before them for a decision at Committee.
- 2.18 Members should, to avoid the claim that they have pre-determined the matter, qualify any comments made (favourable or otherwise), with a statement that their views are not fixed or final and they will make their final decision taking into consideration all the information presented to them. This will include Officer Reports, deputations, questioning of deputations and Officers, and debate at the Committee meeting.

'Dual Hatted' Members

- 2.19 Members of the Committee who are also members of a District, Borough or City Council or National Park Authority may be faced with taking a decision on the same matter at both tiers. Members are not precluded from making decisions at both tiers providing, at the meeting which deals with the matter first, they make it clear that any decision is being made on the basis of the information before them at that meeting, and any subsequent decision will be made on the basis of the information before that subsequent meeting. However, depending on the significance of the decision in question, Members may sometimes consider it preferable to abstain from decision making at one tier or the other.
- 2.20 Members who find themselves in the position described above are advised to declare any such involvement as a relevant Personal Interest at the relevant time during the Committee meeting.
- 2.21 Members unsure of their position should seek advice from the Legal Adviser at the Committee meeting, or the Monitoring Officer. Any final decision as to whether a Member should form part of decision making by the Committee rests with the individual Member.

3. Lobbying of and by Members and Member attendance at public meetings

Lobbying

- 3.1 For Members to undertake fully their constituency roles it is inevitable that they will be subject to lobbying on regulatory matters and specific applications. It is essential to maintain the integrity of both the County Council and Members and the public perception of the regulatory process when Members are lobbied. Members should not, therefore, favour or appear to favour, any person, company, group or locality.
- 3.2 Members of the Committee involved in the decision making on regulatory matters should not:

- 3.2.1 organise support or opposition to a proposal;
 - 3.2.2 lobby other Members;
 - 3.2.3 act as an advocate; or
 - 3.2.4 put pressure on Officers for a particular recommendation.
 - 3.2.5 However, other County Councillors (who are not part of the decision making process) can make representations and address the Committee in accordance with 12.7 below.
- 3.3 Any political group meetings prior to Committee meetings should not be used to decide how Members should vote, and votes on such matters should not be taken at such political group meetings. The view of the Local Government Ombudsman is that the use of political `whips' at group meetings in this way amounts to maladministration.
- 3.4 If Members consider that they have been exposed to undue or excessive lobbying or approaches, these should be reported to the Monitoring Officer who will in turn advise the appropriate Officers (usually the Director of Universal Services as appropriate).

Public Meetings prior to Committee date

- 3.5 Members of the Committee should take great care to maintain impartiality when attending public meetings in relation to such matters. At such meetings it is preferable for no view on the merits or otherwise of a proposal or application to be given, but if a view is given the advice in paragraph 3.6 and 3.7 below should be followed.
- 3.6 Members should not openly declare which way they [intend to vote in advance](#) of the Committee meeting, or give the impression that they have reached a final decision. To do so without all relevant information and views expressed at the Committee meeting would be unfair and prejudicial, and may amount to predetermination.
- 3.7 If Members are in a position where they consider it necessary to express an opinion, they should make it clear that this is a preliminary view and that they will only be in a position to take a final decision after having heard all the relevant evidence and arguments at Committee.

4. Member Training

- 4.1 Seminars are held after the County Council elections to give guidance to all Members on the declaration of interests and any other issues in the [Members' Code of Conduct](#).
- 4.2 Members appointed to the Committee must demonstrate a commitment to being trained, both upon appointment and throughout their period of service. All Members of the Committee will receive training in the following areas:

- 4.2.1 committee protocol and procedures;
 - 4.2.2 policy and procedure in respect of planning, rights of way, town or village greens and commons registration;
 - 4.2.3 the development plan; and
 - 4.2.4 past implemented planning decisions.
- 4.3 It is a mandatory requirement for new Members of the Committee to undertake 'Initial Committee Training' before they are able to take a seat on the Committee. Initial Committee Training will provide new Members with an induction in the relevant legislative frameworks covering the matters considered by the Committee, committee protocol and procedures and their duties as a Member of the Committee.
- 4.4 All Members must attend 'Refresher Training' sessions to be held as organised by Officers. The Refresher Training will provide all Members with a review of current legislation, recent caselaw and any anticipated future changes to legislation.
- 4.5 Where a Member is unable to attend any Refresher Training session it is the Member's responsibility to arrange alternative training pursuant to 4.9 below to ensure they are updated and maintain their competency.
- 4.6 Training will be discussed within Committee meetings and Members shall be advised of any forthcoming training events or, if appropriate, informed of any recent decisions relevant to the operation of the Committee.
- 4.7 Every four years, after the County Council elections, a special event will usually be arranged usually in early June to ensure that all Members (including returning Members) of the Committee are familiar with the operation of the Committee, this Protocol and current legislation.
- 4.8 The content of each Training Session will be determined by the Director of Universal Services, Legal Adviser, relevant Democratic and Member Services Officer or Monitoring Officer in discussion with the Chair of the Committee. Members may also make suggestions to the Officers and the Chair as to any particular areas or subjects upon which they would like training.
- 4.9 Members can request individual coaching sessions with Officers if unable to attend Training Sessions.
- 4.10 Periodic tours are arranged for Members to help develop an understanding and appreciation of the complex issues associated with planning decision making, and provide the opportunity for Members to see the permissions that they have granted in operation and to assess the impacts of the committee's decision-making process.
- 4.11 All Members of the Committee are required to maintain their competency to determine matters brought to the Committee by attending the Training

Sessions offered throughout the calendar year. Those Members who fail within a two year calendar period to attend Refresher Training (or don't make alternative arrangements as noted in 4.5 above) or fail to demonstrate adequate understanding of the operation of the Committee will be reported by Officers to the Chair and the Monitoring Officer.

- 4.12 The Monitoring Officer in consultation with the Chair of the Committee will consider whether the significance of any failure of a Member to attend a sequence of training events warrants referral to the relevant Group Leader.

5. Officers Conduct

General

- 5.1 Officers are employed by, and serve, the whole County Council. They advise the County Council, the Executive and its non-Executive committees, and are responsible for effective implementation of County Council decisions.
- 5.2 Officers must act in accordance with the requirements of the [Local Government and Housing Act 1989](#) , and all other relevant legislation, the County Council's [Constitution](#) the County Council's [Officers' Code of Conduct](#) and the [Protocol for Member/Officer Relations](#). Officers must also act in accordance with the orders of conduct of the professional bodies to which they belong.³
- 5.3 Officers must always act impartially. The County Council will review, on a regular basis, the restrictions in relation to outside activities under the [Local Government and Housing Act 1989](#) under which private work and interests are declarable.
- 5.4 Officers should observe the requirements in respect of the acceptance and registration of gifts and hospitality set out in the [Officers Code of Conduct](#).
- 5.5 Officers should (as a general premise) not accept gifts or hospitality. If, however, a degree of hospitality is unavoidable, it should be minimal and its receipt declared as soon as possible.

Officer Attendance at Public Meetings

- 5.6 Officers involved in the processing or determination of regulatory matters who, with their Chief Officer's consent, attend public meetings in

³ Planning officers who are RTPI accredited must act in accordance with the [Royal Town Planning Institute's Code of Professional Conduct](#), or any successor documents. Solicitors advising the Committee will act in accordance with the principles and standards set out in the SRA Standards and Regulations and the Code of Conduct for Solicitors or any successor document.

connection with development proposals (i.e. pre-application) or submitted planning applications should take great care to maintain impartiality. They should concentrate on providing factual information and listening to comments and avoid giving views on the merits or otherwise of the proposal.

6. Pre-Application and Pre-Decision Making Discussions

- 6.1 The County Council offers a [pre-application advice service](#) for planning matters. Advice given will be consistent and based upon the relevant law and guidance, development plan and other material considerations. Any views or opinions expressed in pre-application advice are made at Officer level in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application. It does not constitute a formal response or decision of the County Council.
- 6.2 The final decision on any planning application will only take place after the County Council has consulted the local community, statutory consultees and any other interested parties as part of the formal planning application process, and taken into account the comments that they may raise.

7. Membership of the Committee

- 7.1 Members will be appointed to the Committee in accordance with the County Council's [Constitution](#).
- 7.2 The County Council webpages include information on all [Members of the Committee and their contact details](#).

8. Items to be considered by the Committee

- 8.1 Planning applications will be considered in accordance with the Director of Universal Services' [Scheme of Authorisation and Delegation](#).
- 8.2 Applications for registration of Rights of Way, Commons, and Town or Village Greens which in accordance with the Director of Universal Services' [Scheme of Authorisation and Delegation](#) require Committee consideration.
- 8.3 Consideration of local development documents and briefs, enforcement cases and all other related matters as required by the County Council's statutory role as (inter alia) a Local Planning Authority, Highway Authority, Commons Registration Authority, and Surveying Authority (for Rights of Way).

9. Officer Reports to the Committee

General

- 9.1 Reports to Committee must be accurate and cover all relevant points.
- 9.2 All reports shall be prepared and published 5 clear working days before the date of the Committee. Reports will be published on [the County Council website](#).
- 9.3 Oral reporting of new information (other than to update an existing report) will only be used on rare occasions when absolutely necessary and will be carefully minuted.

Planning Reports

- 9.4 Where a planning application is subject to a full report, the report will refer to whether the proposal is in conformity (or not) with the relevant national and local policy (development plan) and guidance, together with all other relevant material planning considerations. Where appropriate this will include a full description of the site and any related regulatory background. The report will also summarise the consultations and representations made in respect of the application
- 9.5 All planning reports will have a written recommendation for action/decision. All reasons for approval or refusal must be justified, related to policy considerations, clear and unambiguous. All proposed conditions must meet the tests set out in [Government guidance](#).
- 9.6 Update planning reports will be prepared if there are supplementary matters which need to be reported to the Committee following the publication of the Committee reports.
- 9.7 Copies of the update reports will be available to all at the meeting and will be distributed to Members prior to the meeting. All Substitutes will be informed of their publication by the relevant Democratic and Members Services Officer if they are due to sit on the Committee.

Rights of Way, Town or Village Green and Commons Registration Reports

- 9.8 All reports for rights of way applications, town or village green applications or commons registration must:
 - 9.8.1 accurately present all relevant information, setting out the relevant law and including any necessary legal tests;
 - 9.8.2 provide a summary of the application and its supporting evidence, the results of the investigation into the evidence and analysis of that evidence;
 - 9.8.3 have a written statement of whether the application meets all the required legal tests, and a written recommendation, whether the evidence supports the making of an Order (in the

case of rights of way) or whether it should be rejected or rights should be registered, in the case of town or village green applications.

10. Development, modification or registration proposals submitted by Members, Officers and County Council

Member or Officer applications

- 10.1 Serving Members and Officers should never act as agents for individuals (including a company, group or body) pursuing a planning, rights of way, town or village green or commons registration matter.
- 10.2 If Members or Officers submit their own proposal to the County Council, they should take no part in its processing. The County Council's Monitoring Officer should be informed of all such proposals as soon as they are submitted.
- 10.3 Proposals submitted by Members or Officers should be reported to the Committee in accordance with the Scheme of Delegation (see Annex C) as main items and not dealt with by Officers under delegated powers. As part of the report the case Officer (or such other person as may be appointed to take on this role) should confirm that the application has been processed normally.

County Council Applications (including Reg. 3⁴ applications)

- 10.4 Proposals for the County Council's own development (or a development involving the County Council and another party) should be treated in the same way as those by private developers and in accordance with national planning policy and associated guidance.
- 10.5 The same administrative planning process, including consultation, should be undertaken in relation to the County Council's own planning applications, and they should be determined against the same policy context (i.e. the development plan and any other material planning considerations).
- 10.6 Decisions must be made strictly on planning merits and without regard to any financial or other gain that may accrue to the County Council if the development is permitted. It is important that the Committee is seen to be treating such applications on an equal footing with all other applications, as well as actually doing so.

⁴ Regulation 3 of The Town and Country Planning General Regulations 1992(SI.1992/1492) (as amended)

11. The Committee Process

Determining Planning Matters

- 11.1 The Committee has given delegated authority to the Director of Universal Services to determine planning applications in certain circumstances and in accordance with the [Scheme of Authorisation and Delegation](#).
- 11.2 In determining any application submitted pursuant to the [Town and Country Planning Act 1990](#) the County Council will follow the Guidelines adopted and attached in Annex B. This will be subject to change from time to time to reflect Government guidance, and changes in statutory law and case law.
- 11.3 Members of the Committee are at liberty to disagree with the recommendation made by the Officers. Where the Committee does not adopt the recommendation the reasons for not adopting the recommendation must be clearly stated to the Chair. The reasons will be compiled in writing by the officers and will be displayed to the Committee or read out by the Chair before the alternative recommendation is put to the Committee. The reasons must be justified with reference to any relevant planning policy and/or any relevant material considerations, be based on evidence, and be clear and unambiguous. Members may seek advice from the Officers on the appropriate wording of the reasons for disagreeing with the recommendation.
- 11.4 The Committee shall have the right to defer consideration of any planning matter at its discretion. The reason for deferral must relate to relevant planning considerations and shall be recorded in the minutes of the Committee meeting. Members may seek advice from the Officers on the appropriate wording of the reasons for deferral of the recommendation

Determining Rights of Way, Town or Village Greens and Common Registration Matters

- 11.5 The Committee has given delegated authority to the Director of Universal Services for the determination of Orders made under Section 53 Wildlife and Countryside Act 1981 and various Orders under the Highways Act 1980 (Annex D). However, items will still be brought to Committee if it is considered appropriate by Officers (i.e. if it is controversial).
- 11.6 The Committee shall have the right to defer any consideration of any regulatory matter at its discretion. The reason for deferral must relate to the relevant legal tests that are required to be satisfied and shall be recorded in the minutes of the meeting.

Meeting Structure and Order

- 11.7 To enable the Chair and Vice-Chair to give an effective lead on agenda management in the Committee meeting they should attend a briefing with Officers prior to meeting.

- 11.8 The Chair will call the Committee to order and will then introduce the Committee business. Each item of business will be considered by the Committee as follows:
- 11.8.1 Chair introduces item;
 - 11.8.2 Members make any necessary declaration in accordance with 11.9 below and if necessary, leave the meeting;
 - 11.8.3 Officer updates/summarises the Report on the item as appropriate;
 - 11.8.4 Chair invites deputations to address the Committee. Members of the public speak first, then the applicant, followed by any local Member not on the Committee who wishes to be heard;
 - 11.8.5 Members of the Committee may ask questions of the deputees for purposes of clarification of fact of the deputation;
 - 11.8.6 Members of the Committee may ask the Officer questions;
 - 11.8.7 Officer clarifies matters raised as appropriate;
 - 11.8.8 Committee debates the item;
 - 11.8.9 Officer responds to issues outstanding from the debate and clarifies any matter in the Committee Report in the light of the debate;
 - 11.8.10 The Chair may, for the benefit of the Members of the Committee, clarify any issues that have arisen during consideration of the matter;
 - 11.8.11 The vote is taken, including any amendments that may have been moved and seconded by the Committee Members; and
 - 11.8.12 If the Committee fails to approve a recommendation in the Officer's report, immediately afterwards the Chair shall establish the reasons for failing to approve the recommendation (see 11.3 above). The Chair shall then move an alternative recommendation with the reasons and a vote is taken.
- 11.9 Members on the Committee who have had previous involvement in an application, or a link with the applicant (such as contact with the applicant/objectors, participation in a campaign group, or speaking at a public meeting on the application) will need to consider the requirements of [Code of Conduct for Members](#) including:-
- whether they have a Disclosable Pecuniary Interest;
 - whether they have a Personal Interest;
 - whether they are biased or have predetermined the application in the light of the guidance in Section 2.
- 11.9.1 Members that have a Disclosable Pecuniary Interest, must leave the meeting for the duration of the item.
 - 11.9.2 Members that have a personal interest will need to make the appropriate declarations but may participate, depending on the nature and extent of the interest.
- 11.10 Conscious of the public arena in which regulatory decisions are made,

Members will conduct the business of the Committee in a fair and sensitive manner. The debate on all applications will be confined to the merits of the item under debate.

- 11.11 Senior Legal, Rights of Way and Planning Officers should always attend meetings of the Committee to ensure that relevant procedures have been properly followed and relevant issues properly addressed.
- 11.12 When the Committee meeting has ended, the Chair will announce that the business of the meeting has concluded.

12. Deputations to the Committee

Applicants, agents, interested parties other than County Council Members

- 12.1 Deputations to the Committee will be permitted in accordance with the County Council's general deputation rules [Part 3 - Chapter 1 - County Council Standing Orders - May 2018 \(hants.gov.uk\)](#) and without prejudice to the generality of the deputation rules in accordance with the following procedure:
 - 12.1.1 The total time permitted for all deputations in any one Committee meeting is one hour;
 - 12.1.2 Deputations may be made by the applicant; their agent; and other interested parties, including elected Members of other authorities.
 - 12.1.3 Deputations will be permitted to address the Committee for up to a maximum of 10 minutes.
 - 12.1.4 In the event that there are more than six deputations at any one meeting of the Committee, the time allowed for each deputation shall be reduced equally so as to ensure that the total time permitted for all deputations does not exceed one hour.
 - 12.1.5 If there are a number of interested parties in respect of a particular matter before the Committee, the Chair may request that contributions be restricted to nominated spokespersons.
- 12.2 Officers shall not be permitted to make a deputation to the Committee unless:
 - 12.2.1 It is being made by the Officer in their personal capacity, and not as an Officer of the County Council; or
 - 12.2.2 it is being made by the Officer on behalf of the County Council in its capacity as the applicant or landowner to any matter being considered by the Committee.
- 12.3 Officers of other authorities shall not be permitted to make a deputation to the Committee unless in a personal capacity, and not as an Officer of that other authority.

- 12.4 Members from adjacent authorities or other authorities within the administrative area of the County Council are able to make a deputation to the Committee.
- 12.5 The Chair may in their absolute discretion extend the time permitted for deputations.
- 12.6 Where pursuant to 11.4 and 11.6 the Committee has deferred an item that item will be brought back to Committee any deputation in respect of that item will be permitted to address the Committee again in accordance with the above provisions⁵.

County Council Members wishing to address the Committee

- 12.7 A County Council Member who is not a Member of the Committee may, following notice to the Chief Executive via members.services@hants.gov.uk, request to speak.⁶ Such notice should be received no later than noon on the working day immediately preceding the Committee Meeting, address the Committee in their capacity as a County Council elected member for a maximum of 10 minutes. This time may be extended at the discretion of the Chair. Without prejudice to the above the Chair may permit a non-Committee Member speak where, in exceptional circumstances in the opinion of the Chair, it has not been possible for the non- Committee Member to give the required notice.
- 12.8 A County Council Member who wishes to exercise their right to address the Committee should not sit with Members of the Committee, nor should they have private conversations with or pass notes to the Committee Members, as this might give the perception of undue influence.
- 12.9 Any time spent by a County Council Member in addressing the Committee shall not be counted towards the total time permitted for deputations.

13. Decision Making by the Committee

General

- 13.1 In discussing, and then determining an item on the meeting agenda, the Committee will confine itself to the merits of the case.
- 13.2 Members should not vote or take part in the Committee's discussion on an application unless they have been present to hear the entire debate, including the Officer's introduction and the deputations,
- 13.3 In all cases, the reasons for making a final decision should be clear and supported by relevant evidence. Where Committee Members wish to

⁵ As set out in the County Council's [Standing Orders](#) in the Constitution

⁶ Members of the County Council who are not members of the Committee may address the Committee pursuant to Standing Order 40 of the County Council's [Standing Orders](#)

refuse or grant an application against Officer advice, or impose additional conditions to a permission, the reasons for refusal or the additional conditions must be clearly stated at the time the proposals are moved at the meeting and minuted accordingly.

- 13.4 Where an appeal is made against a decision that was taken contrary to the Officer recommendation, it may be necessary for external consultants to represent the County Council at the appeal hearing, if the Officer's position has been professionally compromised by a decision against their recommendation.

Amendments to Recommendations

- 13.5 Any amendment to a recommendation shall be proposed during the debate, and the proposed amendment including the reasons for the amendment shall be put in writing and delivered to the Chair.
- 13.6 No amendment shall be discussed until delivered to the Chair and the Chair has accepted and read out the proposed amendment and the amendment has been seconded.
- 13.7 The proposer of an amendment may, with the consent of the seconder, alter or withdraw an amendment they have proposed.
- 13.8 During the course of determination of a planning application a Member shall not propose or second more than one amendment to the same condition, or propose or second a new condition in substantively the same terms and effect as any amended condition proposed or seconded by them or any other Member, unless and until the earlier amendment to that condition is withdrawn.
- 13.9 When necessary the Chair will rule on the appropriateness of any proposed amendments to the recommendation, having taken into account any advice from the Officer and/or Legal Adviser. Any ruling for not proceeding with an amendment will be recorded in the minutes of the meeting.
- 13.10 If more than one amendment to a recommendation is proposed and seconded the amendments shall be discussed in the order in which they were proposed and shall be voted upon in the reverse order they were proposed.
- 13.11 Proposed amendments accepted by the Chair shall be voted on immediately before the vote on the recommendation. If an amendment is voted on and carried, then the proposed recommendation shall be treated as so amended.
- 13.12 Where an amendment is voted upon and either carried or lost the Chair shall refuse to put any other amendment that would substantially contradict, override, repeat or re-introduce the subject matter of a previous

amendment.

Planning – Decision Making

- 13.13 Guidelines for determining planning applications are set out under the [Part III of the Town and Country Planning Act 1990 as amended](#).
- 13.14 In the event that amendments to conditions have been agreed at Committee, Officers may request delegated authority from the Chair to agree the final wording in consultation with the Chair and the Vice Chair.
- 13.15 Officers may request delegated authority from the Chair to prepare the detailed reasons for refusal in consultation with the Chair and the Vice Chair.
- 13.16 If a resolution is passed contrary to a recommendation of the Officer's report (whether for approval or refusal) a detailed Minute of the Committee's reasons will be made and a copy placed on the application or case file.
- 13.17 If the Officer's report recommends approval of a departure from the Development Plan, the justification for this should be included in full in the report.

Rights of Way, Town or Village Greens, Commons Registration – Decision Making

- 13.18 Approval should be given to make an order concerning a right of way or to register town or village green rights, where the majority of Committee Members, having heard all the evidence are satisfied, on the balance of probabilities, that such order should be made, or such rights should be registered, because all the relevant legal tests, as set out in the legislation and/or regulations, have been met.
- 13.19 An application to make an order concerning a right of way or to register town or village green rights, may be refused where the majority of Committee Members, having heard all the evidence are satisfied, on the balance of probabilities, that the application should be refused, because one or more of the relevant legal tests, as set out in the legislation and/or regulations, has not been met.

14. Site Visits by the Committee

- 14.1 The Officers may decide to carry out a site visit for the members at an application site and any adjoining land. Examples of when site visits might be appropriate would include:
- The proposal represents a departure from the development plan; or
 - The proposal is contrary to a specific policy, or raises wider policy issues; or
 - The proposal raises particularly unusual factors, for example, it

would have a major environmental impact or could lead to loss of jobs and/or financial hardship (e.g. enforcement against an existing use; or

- Development that has already been carried out; or
- There is considerable local concern about a proposal, allied to relevant regulatory reasons for carrying out a visit (e.g. the physical relationship of the site to other sites in the neighbourhood).

- 14.2 The relevant Democratic and Members Services Officer will organise all site visits and all Members will be informed of the arrangements and encouraged to attend the site visits.
- 14.3 When making arrangements for site visits Officers will have due regard , among other things, to the need to take account of a Member's protected characteristic where they are aware of it.
- 14.4 The purpose of a site visit is for Members to gain knowledge of the proposal, the application site, and its relationship to adjacent areas.
- 14.5 Officers will ensure that the purpose of a site visit is set out in the accompanying site visit report. The purpose of the report will be to provide Members with background information on the site and the proposal before the site visit. The report will not constitute a full decision report and will not discuss nor make any recommendations on the merits of the proposal.
- 14.6 District, Borough or Parish Councillors (who are not also Members of the Committee) and members of the public will not be permitted to attend site visits.
- 14.7 The appropriate local County Councillors will be invited to and may attend the site visit if they wish.
- 14.8 The applicant and/or landowner will only be present to allow entry to the site and to brief Members on the appropriate health and safety guidance and will not be allowed to attend the site visit itself other than where necessary to ensure safe access on the site. The applicant and/or landowner will not discuss the application with any Members.

15. Record of Committee meetings

- 15.4 A full record of the Committee meeting will be prepared by the relevant Democratic and Members Services Officer. The draft minutes will be available as soon as practical on [the County Council website](#).
- 15.5 The draft minutes will be considered at the next available Committee meeting and will be signed by the Chair once agreed by the Committee. Any agreed changes or amendments to the previous Minutes will be summarised under Item 3 within the Minutes of the current meeting. No changes shall be made to the previous Minutes themselves.

- 15.6 All decisions in relation to planning applications by the Director of Universal Services or the Committee will be published on the County Council's [web](#) pages.

16. Complaints about the Committee

- 16.4 In order that any complaints about the Committee can be fully investigated, minutes of meetings will be complete and accurate. Minutes of the previous meeting will be signed by the Chair at the next meeting of the Committee

17. Freedom of Information/Environmental Information requests related to the Committee

- 17.4 Requests will be dealt with in accordance with the [Corporate process](#).

ANNEX A

Links to procedural guidance for public path orders, definitive map modification and town and village green applications

Guidelines for rights of way applications under section 53 of the **Wildlife and Countryside Act 1981** – Definitive Map Modification Orders can be found [here](#)

Guidelines for applications under the **Highways Act 1980** – Public Path Orders – diversions, extinguishments, dedications and creations can be found [here](#)

Guidelines for village green applications under section 15 of the **Commons Act 2006** can be found [here](#)

ANNEX B

Guidelines for determining planning applications under the Town and Country Planning Act 1990 (TCPA) (as amended)

(i) Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that if regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts (principally the Town and Country Planning Act 1990) the determination must be made in accordance with the plan unless material considerations indicate otherwise. The development plan includes the South East Plan, Hampshire Minerals and Waste Plan – for relevant proposals – other development plan documents and ‘saved’ policies from earlier adopted plans. When an application is being determined where a District Council’s planning policies are relevant then that Council’s development plan policies will also be considered. The emphasis in determining applications is upon a plan led system.

(ii) Other material considerations include policies and proposals in emerging plans. The weight to be attached to emerging development plan document policies depends upon the stage of preparation or review, increasing as successive stages are reached. Once examined as sound, but prior to adoption, the development plan document has significant material weight. However refusal of planning permission on grounds of prematurity, where a development plan document is being prepared or is under review and not yet adopted, will not usually be justifiable. Other local development documents which are also the subject of consultation and objection will be material to the planning decision which is to be taken.

(iii) Material considerations include also national planning guidance in the form National Policy Statements, planning/Mineral/Waste Policy Statements and case law. A ministerial statement may be a material consideration.

(iv) In exceptional circumstances the personal circumstances of an applicant for planning permission may be a material consideration which may outweigh other planning considerations. Where this is the case specific and valid reasons must be given to justify an exception.

(v) What constitutes a material consideration is a matter of law. The weight to be attached to the consideration is a matter of planning judgment for the decision maker having regard to the planning evidence.

(vi) Members of the Committee must thoroughly consider any advice given

by a statutory consultee or relevant Government Department, including views expressed by Natural England, Environment Agency and highway authorities.

(vii) Members of the Committee must take into account the views of local residents when determining a planning application, but recognise that opposition to the proposal by local residents cannot be a reason in itself for refusing planning permission unless founded on valid planning reasons, which are supported by substantial evidence.

(viii) Members of the Committee must take into account earlier County Council decisions, appeal decisions in relation to the site, or other related appeal decisions.

(ix) Members of the Committee must not prevent, inhibit or delay development which could reasonably be permitted.

(x) In relation to planning conditions, Members of the Committee must avoid the imposition of conditions which are unnecessary, unreasonable, unenforceable, imprecise or irrelevant to planning or irrelevant to the development to be permitted

MATERIAL CONSIDERATIONS

Policy:
National
Regional
Local

**Views of Statutory Consultees
and Environment Officers**

Factors on the Ground:

Material	Non-Material
<ul style="list-style-type: none"> Visual Impact Privacy/Overbearing Daylight/Sunlight Noise, Smell etc Access/Traffic Health and Safety Ecology Crime (and fear of) Economic Impact Planning History Related Decisions Cumulative Impact Personal Factors (rarely) 	<ul style="list-style-type: none"> The Applicant Land Ownership Private Rights (e.g., access) Restrictive Covenants Competition Property Value Loss of View Change from Previous Scheme Financial Viability That it will make something Lawful

ANNEX C

Scheme of Delegation for Planning Decisions

County Council matters

In accordance with the provisions of Section 101 of the **Local Government Act 1972** (as amended) the Director of Universal Services is hereby authorised to take decisions under Part III (Control of Development) and Part VII (Enforcement) of the **Town and Country Planning Act 1990** (as amended) except when one of the following apply:

- A member of the County Council requests that the decision be made by the Regulatory Committee;
- The Director of Universal Services considers that the application should be determined by the Regulatory Committee;
- The applicant is a member or an officer of the County Council acting in a private capacity;
- A representation is received requesting to make a 'deputation'
- A decision may result in a financial compensation claim being made against any local authority.

County Council developments

In accordance with the provisions of Section 101 of **the Local Government Act 1972** (as amended) the Director of Universal Services is hereby authorised to take decisions under Part III (Control of Development) of the **Town and Country Planning Act 1990** (as amended) except when one of the following apply:

- A member of the County Council requests that the decision be made by the Regulatory Committee;
- The Director of Universal Services considers that the application should be determined by the Regulatory Committee;
- The proposal involves the County Council either as land owner or applicant and the scheme is either a major departure from policy not of a minor nature or not of a temporary nature;
- A representation is received requesting to make a 'deputation'
- A decision may result in a financial compensation claim being made against any local authority.

If it is unclear who should make the decision, the Chairman of the Regulatory Committee will be consulted on who should make the decision.

Secondary legislation

In accordance with the provisions of Section 101 of the **Local Government Act 1972** (as amended) the Director of Universal Services is hereby authorised to take all decisions, determinations and assessments (as appropriate) under all planning related secondary legislation, including the **Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999** and the **Conservation (Natural Habitats Etc) Regulations 1994**.

Monitoring

All decisions in relation to planning applications by the Director of Universal Services or the Regulatory Committee will be published on the County Council's web site.

<http://www3.hants.gov.uk/planning/mineralsandwaste.htm>

ANNEX D

Scheme of authorisation for Countryside

[2017-04-12 Reg Com - Scheme of Authorisation for the Countryside Service - Appendix 1.pdf \(moderngov.co.uk\)](#)

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Part 4

Appendix C - Officers Code of Conduct

1. **Standards**

- 1.1. Local government employees are expected to give the highest possible standards of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service.

Employees must report to the appropriate manager any impropriety or breach of procedure.

2. **Disclosures of information**

- 2.1. It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The County Council itself may decide to be open about other types of information. Employees must be aware of which information their authority is and is not open about, and act accordingly.
- 2.2. Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a councillor, which is personal to that councillor and does not belong to the County Council, should not be divulged by the employee without the prior approval of that councillor – except where such disclosure is required or sanctioned by the law.

3. **Political neutrality**

- 3.1. Employees serve the County Council as a whole. It follows they must serve all councillors and not just those of the controlling group, and they must ensure that the individual rights of all councillors are respected.

- 3.2. Subject to the County Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.
- 3.3. Employees, whether or not politically restricted, must follow every lawful expressed policy of the County Council and must not allow their own personal or political opinions to interfere with their work.
- 3.4. Political assistants appointed on fixed-term contracts, in accordance with the Local Government and Housing Act 1989, are exempt from the standards set in the above paragraphs on political neutrality.

4. Relationships

4.1. Councillors

Employees are responsible to the County Council through its senior managers. For some, their role is to give advice to councillors and senior managers, and all are there to carry out the County Council's work. Mutual respect between employees and councillors is essential to good local government.

Close personal familiarity between employees and individual councillors can damage the relationship, and prove embarrassing to other employees and councillors, and should therefore be avoided.

4.2. The local community and service users

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community, as defined by the policies of the County Council.

4.3. Contractors

All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

- 4.4. Employees who engage or supervise contractors, or who have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the appropriate manager.

5. Appointment and other employment matters

- 5.1. Employees involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship with him or her.
- 5.2. Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner, etc.

6. Outside commitments

Some employees have conditions of service which require them to obtain written consent to take any outside employment. All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the County Council's interests.

Employees should follow the County Council's rules on the ownership of intellectual property or copyright created during their employment.

7. Personal interests

- 7.1. Employees must declare, to an appropriate manager, any non-financial interests that they consider could bring conflict with the County Council's interests.
- 7.2. Employees must declare, to an appropriate manager, any financial interests which could conflict with the County Council's interests.

Employees should declare, to an appropriate manager, membership of any organisation not open to the public, without formal membership and commitment of allegiance, and which has secrecy about rules or membership or conduct.

8. Equality issues

- 8.1. All local government employees should ensure that policies relating to equality issues as agreed by the authority are complied with, in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equality.

9. Separation of roles during tendering

- 9.1. Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor

roles within the County Council. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.

- 9.2. Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 9.3. Employees who are privy to confidential information on tenders or costs for either internal or external contractors, should not disclose that information to any unauthorised party or organisation.
- 9.4. Employees contemplating a management buyout should, as soon as they have formed a definite intent, inform the appropriate manager and withdraw from the contract awarding processes.
- 9.5. Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

10. **Corruption**

- 10.1. Employees must be aware that it is a serious criminal offence for them to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

11. **Use of financial resources**

- 11.1. Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the County Council.

12. **Hospitality**

- 12.1. Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the local authority in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community, or where the County Council should be seen to be represented. They should be properly authorised and recorded.
- 12.2. When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operating within the County Council.

- 12.3. Employees should not accept significant personal gifts from contractors and outside suppliers, although the County Council may wish to allow employees to keep insignificant items of token value such as pens, diaries, etc.
- 12.4. When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions that the County Council may be taking affecting those providing the hospitality.
- 12.5. Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the County Council gives consent in advance; and where the County Council is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc, are required, employees should ensure that the County Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

13. **Sponsorship – giving and receiving**

- 13.1. Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity – whether by invitation, tender, negotiation or voluntarily – the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 13.2. Where the County Council wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way, without there being full disclosure to an appropriate manager of any such interest. Similarly, where the County Council, through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

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Part 4

Appendix D - Protocol for Member/Officer Relations

1. Introduction

- 1.1. Members are democratically elected and are responsible for the strategic direction, policing and budget of the County Council. They are supported by the County Council's officers who provide professional and managerial expertise in the running of the County Council's business and in implementing the decision of the County Council.
- 1.2. The purpose of this Protocol is to guide members and officers of the County Council in their relations with one another in such a way as to ensure the smooth running of the County Council.
- 1.3. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It does, however, offer guidance on some of the issues which most commonly arise.
- 1.4. This Protocol is, to a large extent, no more than a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the advice is followed it should also ensure that members receive objective and impartial advice, and that officers are protected from accusations of bias and any undue influence from members.
- 1.5. This Protocol also seeks to reflect the principles underlying the respective Codes of Conduct which apply to members and officers. The shared object of these codes is to enhance and maintain the integrity (real and perceived) of local government and they, therefore, demand very high standards of personal conduct.
- 1.6. Mutual respect between councillors and officers is essential to good local government. Close personal familiarity between individual councillors and officers can damage this relationship and prove embarrassing to other councillors and officers."
- 1.7. It is important that any dealings between members and officers should observe reasonable standards of courtesy, and that neither party should seek to take unfair advantage of their position.

2. Conduct and Capability Issues

- 2.1. Members should not raise matters relating to the conduct or capability of a County Council employee or of employees collectively at meetings held in public. This is a long-standing tradition in public service. Employees have no means of responding to criticisms like this in public. If members feel they have not been treated with proper respect or courtesy or if they have any concern about the conduct or capability of a County Council employee, they should raise the matter with the chief officer of the department concerned if they fail to resolve it through direct discussion with the employee. The chief officer will then look into the facts and report back to the member. If the member continues to feel concern, they should then report the facts to the Chief Executive who will look into the matter afresh.
- 2.2. Officers are bound by the Officer's Code of Conduct and relevant contractual and disciplinary Codes. The Chief Executive may inform the relevant political group leader of the matter, if it is referred to him following ongoing concerns by the Member, but should only do so in full knowledge of the facts surrounding the issue and where doing so would not contravene any legal or confidentiality requirements or other Protocol contained within this Constitution, or would otherwise prejudice determination of the matter.
- 2.3. If an officer feels that he or she has not been properly treated with respect and courtesy they should raise the matter with their line manager, their chief officer, the Monitoring Officer or the Chief Executive as appropriate, especially if they do not feel able to discuss it directly with the member concerned. In these circumstances and subject to Paragraph 2.4, the chief officer, the Monitoring Officer or the Chief Executive will take appropriate action either by approaching the individual member or group leader.
- 2.4. Members are bound by the Members' Code of Conduct. Where a complaint is made by an Officer under the Members' Code of Conduct, then regard must be given to any statutory requirements or statutory guidance thereon regarding confidentiality. Whilst a Member subject of a complaint under the Members' Code of Conduct may inform his political group leader of the matter, Officers may not inform the group leader without the permission of the Member.

3. Officer advice to party groups

- 3.1. It must be recognised by all officers and members that in discharging their duties and responsibilities, officers serve the County Council as a whole and not exclusively any political group, combination of groups or any individual member of the County Council.

- 3.2. It is common practice for party groups to give preliminary consideration to matters of County Council business in advance of such matters being considered by the relevant County Council decision-making body. Officers may properly be called upon to support and contribute to such deliberations by party groups, but they must maintain political neutrality at all times. All officers must, in their dealings with political groups and individual members, treat them in a fair and even-handed manner.
- 3.3. The support provided by officers can take many forms, ranging from a briefing meeting with a chairman or spokesperson prior to a committee meeting to a presentation to a full-party group meeting. Whilst in practice such officer support is likely to be in most demand from whichever party group is for the time being in control of the County Council, such support is available to all party groups.
- 3.4. Certain points must however, be clearly understood by all those participating in this type of process, members and officers alike. In particular:
 - 3.4.1. Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of County Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if officers are not expected to be present at meetings or parts of meetings, when matters of party business are to be discussed.
 - 3.4.2. Party group meetings, while they form part of the preliminaries to County Council decision making, are not empowered to make decisions on behalf of the County Council. Conclusions reached at such meetings do not therefore rank as County Council decisions and it is essential that they are not interpreted or acted upon as such; and
 - 3.4.3. Similarly, where officers provide information and advice to a party group meeting in relation to a matter of County Council business, this cannot act as a substitute for providing all necessary information and advice to the relevant committee or sub-committee when the matter in question is considered.
- 3.5. Special care needs to be exercised whenever officers are involved in providing information and advice to a party group meeting, which includes persons who are not members of the County Council. Such persons will not be bound by the Members' Code of Conduct (in particular, the provisions concerning the declaration on interests and confidentiality) and for this and other reasons, officers may not be able to provide the same level of information and advice as they would do for a members-only meeting.

- 3.6. Any request for advice, together with the advice given to a political group of Members, will be treated with strict confidentiality by the officers concerned and will not be accessible to any other political group. It is acknowledged, however, that factual information on which any advice is based will, if requested, be available to all political groups.
- 3.7. It must not be assumed by any political group or Member that any officer is personally supportive of any policy or strategy developed because of that officer's assistance in the formulation of that policy or strategy.
- 3.8. Officers must respect the confidentiality of any party group discussions at which they are present, in the sense that they should not relay the content of any such discussion to another party group or other non-involved officers.
- 3.9. Any particular cases of difficulty or uncertainty in this area of officer-advice to party groups should be raised with the Chief Executive who will discuss them with the relevant group leader(s).

4. Support services to members and party groups

- 4.1. The only basis on which the County Council can lawfully provide support services (e.g., stationery, typing, printing, photocopying, transport, etc) to members is to assist them in discharging their role as members of the County Council. Such support services must therefore only be used on County Council business. They should never be used in connection with party political or campaigning activity, or for private purposes.
- 4.2. It is acknowledged however, that certain equipment provided, such as personal computers and mobile phones, can be put to ancillary personal use by members, provided that such use incurs no cost to the County Council. Any such equipment provided by the County Council, such as personal computers, must however only be used in accordance with any County Council policies which apply at the time. Furthermore, the member will be fully responsible for the use or misuse of the equipment, including any use or misuse by anyone to whom the member has given access to the equipment.

5. Members' access to information and to County Council documents

- 5.1. Members are free to approach any County Council department to provide them with such information, explanation and advice (about that department's functions) as they may reasonably need in order to assist them in discharging their role as members of the County Council. This can range from a request for general information about some aspect of a department's activities, to a request for specific

information on behalf of a constituent. Such approaches should normally be directed to the chief officer or another senior officer of the Department concerned. In cases of doubt, the Monitoring Officer should be asked for assistance.

- 5.2. As regards the legal rights of members to inspect County Council documents, these are covered partly by statute and partly by the common law.
- 5.3. By virtue of Section 100F(1) of the Local Government Act 1972 (“the 1972 Act”), Members have a statutory right to inspect any County Council document which contains material relating to any business which is to be transacted at a County Council, Committee, Sub-Committee or Standing Panel Meeting. This right applies irrespective of whether the Member is a Member of the Committee, Sub-Committee or Standing Panel concerned, and it extends not only to Reports which are to be submitted to the Meeting, but also to any relevant background papers.
- 5.4. Similar provisions apply in respect of Executive documents by virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Access to Information Regulations”), in respect of documents in the possession or under the control of the Executive. Where the document contains information relating to business to be transacted at a public meeting of the Executive or individual Executive Member Decision Day, Members have a right to inspect the document once it is available. Where the document contains information relating to business to be discussed at a private meeting of the Executive, or to an individual Executive Member decision made in private, or an Executive Decision to be made by an Officer, then the document should be available for inspection on conclusion of the Meeting. Members may also inspect any contemporaneous notes taken by the Chief Executive’s business support staff at any such meeting.
- 5.5. This right does not, however, apply to documents relating to some exempt items. The items in question are described in Schedule 12A of the 1972 Act, and are those which contain exempt information relating to:
 - 5.5.1. Information relating to any individual (e.g. appointment of staff),
 - 5.5.2. Information which is likely to reveal the identity of an individual,
 - 5.5.3. Information relating to the financial or business affairs of any particular person (including the County Council), where the information relates to any terms proposed or to be proposed by the County Council in the course of negotiations for a contract (e.g. property transactions),

- 5.5.4. Employment and industrial relations negotiations (e.g. pay and other employment matters),
- 5.5.5. Information in respect of which a claim to a legal professional privilege could be maintained in legal proceedings (e.g. legal advice),
- 5.5.6. Criminal investigations
- 5.6. Additional rights of access are given to Members of Select (Overview and Scrutiny) Committees, who are entitled to a copy of any document which is in the possession or under the control of the Executive, and contains material relating to any business transacted at a meeting of the County Council, or any decision made by an individual Executive Member, or any Executive decision made by an Officer in accordance with delegated powers, provided that this shall not apply to any exempt or confidential document in the possession of or under the control of the Executive, unless the information is relevant to an action or decision the Member is reviewing or scrutinising, or which is relevant to any review contained in a work programme of such Committee.
- 5.7. However, the statutory position is in addition to any common law right of Members to have access to information. The common law right members have is much broader and is based in the principle that *prima facie* a Member has a right to inspect County Council documents. This right exists because Members are under a duty to keep themselves informed of business which enables a Member to properly perform his or her duties as a Member of the County Council. This principle is commonly referred to as the 'need to know' principle. This same principle applies to Meetings where exempt information is discussed.
- 5.8. The exercise of this common law right depends therefore, upon the Member's ability to demonstrate that he or she has the necessary 'need to know'. In this respect a Member has no right to 'a roving commission' to go and examine documents of the County Council. Mere curiosity is not sufficient. The crucial question is determination of the 'need to know'.
- 5.9. In some circumstances (e.g. a Committee Member wishing to inspect documents relating to the business of that Committee or an Opposition Group Spokesperson for an Executive Portfolio) a Member's 'need to know' will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties), such Member will be expected to justify the request in specific terms. Furthermore, there will be a range of documents which, because of their nature, are either not accessible by members or are accessible only by the political group forming the administration and not by the other political groups. An example of this latter category would be draft documents compiled in the context of emerging County Council policies and draft committee reports, the

premature disclosure of which might be against the County Council's and the public interest.

- 5.10. Any question as to whether a Member has a right to an exempt document or to attend a Meeting where exempt information is discussed should be referred to the Monitoring Officer as Proper Officer for Access to Information.
- 5.11. The term 'County Council document' is very broad and includes, for example, any document produced with Council resources, but it is accepted by convention that a Member of one party group will not have a 'need to know' and therefore a right to inspect, a document which forms part of the internal workings of another party group.
- 5.12. Finally, any County Council information provided to a Member must only be used by the Member for the purpose for which it was provided, that is in connection with the proper performance of the Member's duties as a Member of the County Council. Unauthorised disclosure of exempt or confidential information is prejudicial to the effective conduct of public affairs, and detrimental to the effective delivery of the County Council's business. Unauthorised disclosure of exempt or confidential information is also potentially a breach of the Members' Code of Conduct.

6. Officer, Executive Member and Chairman relationships

- 6.1. It is clearly important that there should be a close working relationship between an executive member, a chairman of a committee and the chief officer and other senior officers of any department which reports to that committee. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other members and other party groups.
- 6.2. The executive member or chairman or a committee (or sub-committee) will routinely be consulted as part of the process of drawing up the agenda for a forthcoming meeting but it must be recognised that in some situations, a chief officer will be under a duty to submit a report on a particular matter. It is at this stage executive members should make clear their requirements for any changes. Similarly, a chief officer or other senior officer will always be fully responsible for the contents of any report submitted in his or her name. This means that any such report will be amended only where the amendment reflects the professional judgement of the author of the report. Executive members are entitled to accept, amend or change recommendations of officers in reports. For legal reasons, reports may not be amended after publication. Any issues arising between an executive member, a chairman and a chief officer in this area should be referred to the Chief Executive for resolution in conjunction with the Leader of the County

Council.

- 6.3. In addition to the Chairman's briefing before any committee or sub-committee, minority group representatives on that committee or sub-committee will also have the opportunity of a briefing through their appropriate spokespersons.
- 6.4. At some executive member, committee and sub-committee meetings, a resolution may be passed, which authorises named officers to take action between meetings in consultation with the executive member or chairman. It must be recognised that in such circumstances it is the officer, rather than the executive member or chairman, who takes the action and it is the officer who is accountable for it.
- 6.5. Finally, it must be remembered that officers within a department are accountable to their chief officer and that while officers should always seek to assist an executive member or chairman (or indeed any member), they must not, in doing so, go beyond the bounds of whatever authority they have been given by their chief officer.

7. Correspondence

- 7.1. Correspondence between an individual member and an officer should not normally be copied (by the officer) to any other member. Where, exceptionally it is necessary to copy the correspondence to another member, this should be made clear to the original member. In other words, a system of 'silent copies' should not be employed.
- 7.2. If correspondence is received by an officer from a member of the public asking for any details about a member, that letter and the officer's reply will be sent to the individual member. The member of the public requesting the information will be so informed.
- 7.3. Official letters on behalf of the County Council should normally be sent out in the name of the appropriate officer, rather than in the name of a member. It may be appropriate in certain circumstances (e.g., representations to a government minister) for a letter to appear over the name of a member, but this should be the exception rather than the norm. Letters which, for example, create obligations or give instructions on behalf of the County Council should never be sent out over the name of a member.

8. Involvement of divisional members

- 8.1. Whenever a public meeting is organised by the County Council to consider a local issue, all the members representing the division or divisions affected must, as a matter of course, be invited to attend the meeting. Whenever a member is invited to such a meeting or any seminar or conference or any ceremonial event the member will, at the same time, be informed as to whether they are entitled to claim any

attendance, travelling or subsistence allowance. Similarly, whenever the County Council undertakes any form of consultative exercise on a local issue, the divisional members should be notified at the outset of the exercise.

9. Ceremonial events

- 9.1. The Chairman of the County Council, or in his or her absence the Vice-Chairman, will be the appropriate person to lead County Council ceremonial events which are not specifically associated with a particular committee, and to represent the County Council by invitation at ceremonial events of other organisations which are not specifically associated with a particular committee.
- 9.2. Executive members or their nominees are the appropriate candidates for ceremonial events within the scope of their portfolios.
- 9.3. Local members should always be informed of and, where possible, invited to ceremonial events taking place within their own divisions, as should district and parish councils as appropriate.
- 9.4. Any member taking part in a ceremonial event must not seek disproportionate personal publicity or use the occasions for party political advantage, bearing in mind that the member is representing the County Council as a whole.

10. Public relations and press releases

- 10.1. The County Council's Corporate Communications Office services the County Council as a whole and must operate within the limits of the Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity. This Act and the Code prohibits the County Council from publishing material which appears to be designed to affect public support for a political party. County Council press releases are drafted by officers and will often contain quotations (within the limits of the Local Government Act 1986 and the Code) from the Leader of the County Council and executive members whose service is involved, and from the Chairman and Vice-Chairman of the County Council about ceremonial events. Such press releases are issued on behalf of the County Council and it would not, therefore, be appropriate when repeating quotations from members to indicate their party political affiliation.

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Appendix E - Members' Allowance Scheme 2023/24

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2023.

2. **Basic Allowance**

With effect from 1 April 2023 a basic allowance per annum of £14,048 shall be paid to each elected Member of the County Council, £793 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £22.77 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 23 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS' ALLOWANCES SCHEME 2023/24	£ per annum
(i)	Basic Allowance for Members of the County Council	14,048
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	793
	Allowance for Co-opted Members of the Police and Crime Panel	793
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	793
	*Allowance for Independent Persons, Localism Act	793
	*Allowance for Independent Remuneration Panel Members	793
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets below, which would otherwise be paid under this scheme, will not be paid whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Hampshire 2050 and Corporate Services	33,987
Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services	23,728
Executive Member Lead Member Children's Services	20,340
Executive Member for Education	20,340
Executive Lead Member for Adult Social Care and Public Health	20,340
Executive Member for Younger Adults and Health and Wellbeing	20,340
Executive Lead Member for Universal Services	20,340
Executive Member for Countryside and Regulatory Services	20,340
Executive Member for Performance, Human Resources, Inclusion and Diversity	20,340

****Leaders of Political Groups:**

	1 April 2023	18 May 2023	6 Sept 2023
Leader of Liberal Democrat Group	13,781	13,206	13,982
Leader of Labour Group	2,344	2,330	2,330
Leader of Independent Group	2,344	3,107	2,330

Chairmen of Select (Overview and Scrutiny) Committees:

Hampshire 2050, Corporate Services and Resources	13,560
Children and Young People	13,560
Universal Services	13,560

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Hampshire 2050, Corporate Services and Resources	3,399
Children and Young People	3,399
Universal Services	3,339

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman	16,891
Vice-Chairman	4,229

Regulatory Committee:

Chairman	13,560
Vice-Chairman	3,399

Audit Committee:

Chairman	6,781
Vice-Chairman	1,698

Pension Fund Panel and Board:

Chairman 13,560

Vice-Chairman 3,399

River Hamble Harbour Board:

Chairman 3,391

****Minority Group Spokesperson:**

Liberal Democrat Group:

	1 April 2023	18 May 2023	6 Sep 2023
Hampshire 2050, Corporate Services and Resources	5,897	5,282	5,593
Children and Young People	5,897	5,282	5,593
Universal Services	5,897	5,282	5,593
Health and Adult Social Care	5,897	5,282	5,593
Regulatory Committee	5,897	5,282	5,593

Labour Group:

	1 April 2023	18 May 2023	6 Sep 2023
Hampshire 2050, Corporate Services and Resources	(1,041)	(932)	(932)
Children and Young People	1,041	932	932
Universal Services	(1,041)	(932)	(932)
Health and Adult Social Care	1,041	932	932
Regulatory Committee	(1,041)	(932)	(932)

Independent Group:

	1 April 2023	18 May 2023	6 Sep 2023
Hampshire 2050, Corporate Services and Resources	N/A	1,244	932
Children and Young People	(1,041)	(1,244)	(932)
Universal Services	1,041	1,244	932
Health and Adult Social Care	1,041	1,244	932
Regulatory Committee	(1,041)	(1,244)	(932)

***Chairman and Vice-Chairman of the County Council:**

Chairman	21,513
Vice-Chairman	11,020

NB:

- * The Chairman and Vice-Chairman of the County Council allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme.
- ** The SRA sums payable to Opposition Group Leaders and Opposition Group Spokespersons are subject to change at the time that the political balance of the County Council changes.

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motorcycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi-cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the Executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the Executive Member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the Member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Hampshire 2050, Corporate Services and Resources (Overview and Scrutiny) Committee, on the invitation of the Director of Universal Services, at Hampshire Ambassador events.

13. **Duties of Executive Members, Assistant to the Executive, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, or Executive Member, or Assistant to the Executive, or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, in consultation as appropriate with the relevant Director. Conferences, seminars and courses attended to be reported annually to the Member Development Group.

NB: includes training for the Regulatory Committee and the Pension Fund Panel & Board authorised via established procedures.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East Councils**

Attendance at Local Government Association, County Councils' Network Council and South East Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non-County Councillors appointed to represent the County Council or outside organisations.



Hampshire
County Council

**Archived Members'
Allowances Schemes
and
Payments to Members**

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Appendix E - Members' Allowance Scheme 2022/23

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2022.

2. **Basic Allowance**

With effect from 1 April 2022 a basic allowance per annum of £13,523 shall be paid to each elected Member of the County Council, £763 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £21.28 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 23 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2022/23	£ per annum
(i)	Basic Allowance for Members of the County Council	13,523
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	763
	Allowance for Co-opted Members of the Police and Crime Panel	763
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	763
	*Allowance for Independent Persons, Localism Act	763
	*Allowance for Independent Remuneration Panel Members	763
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Hampshire 2050 and Corporate Services	32,631
Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services	22,842
Executive Member Lead Member Children's Services	19,580
Executive Member for Education	19,580
Executive Lead Member for Adult Social Care and Public Health	19,580
Executive Member for Younger Adults and Health and Wellbeing	19,580
Executive Lead Member for Universal Services	19,580
Executive Member for Performance, Human Resources, Inclusion and Diversity	19,580

Leaders of Political Groups:

Leader of Liberal Democrat Group	13,266
Leader of Labour Group	2,341
Leader of Independent Group	2,341

Chairmen of Select (Overview and Scrutiny) Committees:

Hampshire 2050, Corporate Services and Resources	13,053
Children and Young People	13,053
Universal Services – Countryside and Regulatory Services	13,053
Universal Services - Transport and Environment	13,053

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Hampshire 2050, Corporate Services and Resources	3,272
Children and Young People	3,272
Universal Services - Countryside and Regulatory Services	3,272
Universal Services - Transport and Environment	3,272

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman	16,260
Vice-Chairman	4,071

Regulatory Committee:

Chairman	13,053
Vice-Chairman	3,272

Audit Committee:

Chairman	6,528
Vice-Chairman	1,635

Pension Fund Panel and Board:

Chairman	13,053
Vice-Chairman	3,272

Minority Group Spokesperson:

Liberal Democrat Group:

Hampshire 2050, Corporate Services and Resources	5,677
Children and Young People	5,677
Universal Services - Countryside and Regulatory Services	5,677
Universal Services - Transport and Environment	5,677
Health and Adult Social Care	5,677
Regulatory Committee	5,677

Labour Group:

Hampshire 2050, Corporate Services and Resources	(1,002)
Children and Young People	1,002
Universal Services - Countryside and Regulatory Services	(1,002)
Health and Adult Social Care	1,002
Regulatory Committee	(1,002)

Independent Group:

Children and Young People	1,002
Universal Services - Transport and Environment	1,002
Health and Adult Social Care	(1,002)
Regulatory Committee	(1,002)

***Chairman and Vice-Chairman of the County Council:**

Chairman	20,709
Vice-Chairman	10,608

* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motorcycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi-cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the Executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the Executive Member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the Member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Hampshire 2050, Corporate Services and Resources (Overview and Scrutiny) Committee, on the invitation of the Director of Universal Services, at Hampshire Ambassador events.

13. **Duties of Executive Members, Assistant to the Executive, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, or Executive Member, or Assistant to the Executive, or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, in consultation as appropriate with the relevant Director. Conferences, seminars and courses attended to be reported annually to the Member Development Group.

NB: includes training for the Regulatory Committee and the Pension Fund Panel & Board authorised via established procedures.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East Councils**

Attendance at Local Government Association, County Councils' Network Council and South East Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non-County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2022/2023**

The following amounts were paid to Members by way of allowances April 2022 –
March 2023

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
N	Adams-King	13723.85	17000.95		1499.40	
P	Bains	13723.86	1008.51			
L	Bowerman	13723.85			214.65	
J	Branson	13748.04	3318.58		636.30	
A	Briggs	13748.04	4128.21		2108.25	
S	Broomfield	13723.85			209.70	
P	Bryant	13723.85			241.20	
G	Burgess	13748.04	5.99		587.20	
F	Carpenter	13748.04	4953.86		1610.15	
R	Chadd	13748.04	22738.17		4417.05	6887.50
P	Chegwyn	13748.04	5892.19			
A	Collett	13748.04	5892.19		402.95	
M	Cooper	13748.04	5892.19		260.10	
R	Cooper	13748.04	3080.09		1718.55	
T	Craig	13748.04			14.40	
A	Crawford	13723.85	2032.71		996.19	
D	Curnow-Ford	13723.85			414.90	
T	Davies	13723.85	1419.64		835.65	
C	Donnelly	13723.85				
A	Dowden	13748.04				
D	Drew	13723.85	664.72			
B	Dunning	13723.85			910.90	
L	Fairhurst	13748.04	19905.88		2727.05	
M	Ford	13723.85			399.15	
S	Forster	13748.04	19870.92		2416.80	
J	Glen	13748.04	13260.61		1121.95	
T	Groves	13723.85				
D	Harrison	13748.04	5892.19		200.05	
M	Harvey	13748.04		19561.37	378.45	
P	Hayre	13748.04	4953.86		1028.11	
J	Henderson	13723.85	2841.05		985.50	
E	Heron	13748.04	19905.88		1827.50	
D	Hiscock	13748.04				
K	House	13748.04	13467.43		282.60	
Z	Huggins	13723.85				
G	Hughes	13166.40			1087.65	
R	Humby	13748.04	31237.76		1204.65	
W	Irish	13748.04			406.75	

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
A	Jackman	13723.85			174.60	
G	James	13748.04				
A	Joy	13748.04	35.84		915.86	
M	Kemp-Gee	13748.04	13260.61		836.52	
M	Kendal	13748.04		3071.84	213.30	
R	Kyrle	13748.04	5021.03			
P	Latham	13748.04	13260.61		755.10	
H	Lumby	13723.85	2841.05		263.25	
K	Mans	13748.04	4840.09		2203.95	
A	McEvoy	13748.04	6360.03		752.40	
L	Meenaghan	13723.85			852.30	
D	Mellor	13748.04	11811.18		1340.55	
R	Mocatta	13748.04	13236.72		715.05	
A	Mummalaneni	13723.85			205.20	
K	North	13748.04	18927.91		414.90	
P	North	13723.85				
R	Oppenheimer	13748.04	19893.93		2231.10	
S	Pankhurst	13723.85			275.40	
T	Park	13723.85				
S	Parker	13723.85			1336.95	
L	Parker-Jones	13723.85	870.02			
N	Penman	13748.04	11811.18		421.20	
S	Philpott	13748.04	1903.07		902.70	
J	Porter	13748.04	5892.19			
R	Price	13748.04			638.05	
L	Quantrill	13748.04	3324.57		804.95	
S	Reid	13748.04	2904.93			
P	Stallard	13748.04	35.84	9210.71	378.00	
E	Still	13748.04				
K	Taylor	13723.85	870.02		132.30	
T	Thacker	13748.04	3324.57			
M	Thierry	13748.04			97.20	
M	Tod	13748.04	860.31			
A	Tree	13723.86	1904.17		415.80	
J	Tustain	13723.85	870.02		157.05	
R	Vaughan	13748.04			1809.20	
M	Wade	13748.04			517.50	
J	Warwick	13748.04	19878.99		608.30	
W	Withers	13748.04	16489.45		1375.65	
S	Woodward	13748.04	3268.49		352.80	

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2022/2023**

The following amounts were paid to non-elected members by way of allowances
April 2022 – March 2023

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Abbott	776.16				
C	Allen	776.16				
B	Atwood	768.42				
F	Bhatti	768.42				
J	Byrom	768.42				
H	Cheek	269.20				
M	Cronin	776.16				
S	Gowland	776.16			158.40	
D	Heck	776.16			62.10	
M	James	776.16				
Y	Kwok	850.71				
S	Manchester	86.93				
P	Moore	776.16				
P	Reynolds	269.20				
D	Stewart	772.85			844.55	
K	Watson	429.49				
N	Wood	776.16			97.20	
S	Young	772.85			29.70	

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Appendix E - Members' Allowance Scheme 2021/22

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2021.

2. **Basic Allowance**

With effect from 1 April 2021 a basic allowance per annum of £13,058 shall be paid to each elected Member of the County Council, £736 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £20.80 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 23 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2021/22	£ per annum
(i)	Basic Allowance for Members of the County Council	13,058
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	736
	Allowance for Co-opted Members of the Police and Crime Panel	736
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	736
	*Allowance for Independent Persons, Localism Act	736
	*Allowance for Independent Remuneration Panel Members	736
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	31,509
Deputy Leader and Executive Lead Member for Economy, Transport and Environment	18,906
Executive Member for Highways Operations	18,906
Executive Member for Climate Change and Sustainability	18,906
Executive Member for Commercial Strategy, Estates and Property	18,906
Executive Lead Member for Children's Services	18,906
Executive Member for Adult Services and Public Health	18,906
Executive Member for Performance, Human Resources and Partnerships	18,906
Executive Member for Recreation, Heritage and Rural Affairs	18,906

Leader of Political Group:

Leader of Liberal Democrat Group 12,594

Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources 12,604

Children and Young People 12,604

Culture, Communities and Rural Affairs 12,604

Economy, Transport and Environment 12,604

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources 3,159

Children and Young People 3,159

Culture, Communities and Rural Affairs 3,159

Economy, Transport and Environment 3,159

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman 15,701

Vice-Chairman 3,930

Regulatory Committee:

Chairman 12,604

Vice-Chairman 3,159

Audit Committee:

Chairman 6,303

Vice-Chairman 1,578

Pension Fund Panel and Board:

Chairman 12,604

Vice-Chairman (3,159)

Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,652
Children and Young People	5,652
Culture and Communities	5,652
Economy, Transport and Environment	5,652
Health and Adult Social Care	5,652
Regulatory Committee	5,652

***Chairman and Vice-Chairman of the County Council:**

Chairman	19,997
Vice-Chairman	10,243

* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the Executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the Executive Member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the Member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13. **Duties of Executive Members, Assistant to the Executive, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, or Executive Member, or Assistant to the Executive, or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, in consultation as appropriate with the relevant Director. Conferences, seminars and courses attended to be reported annually to the Member Development Group.

NB: includes training for the Regulatory Committee and the Pension Fund Panel & Board authorised via established procedures.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East England Councils**

Attendance at Local Government Association, County Councils' Network Council and South East England Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES
SCHEME AMOUNTS PAID IN ALLOWANCES IN 2021/2022**

The following amounts were paid to Members by way of allowances April 2021 –
March 2022

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
N	Adams-King	11453.14			270.90	
P	Bains	11453.14				
J	Bennison	1414.39				
F	Birkett	1414.39				
M	Boiles	1414.39				
R	Bolton	1414.39	342.11			
L	Bowerman	11453.14			13.00	
J	Branson	12833.00	2628.42		401.40	
A	Briggs	12833.00	3271.12		468.90	
Z	Brooks	1414.39				
S	Broomfield	11453.14			97.65	
P	Bryant	11453.14			127.80	
G	Burgess	12833.00	342.11		314.99	
A	Carew	1414.39				
F	Carpenter	12833.00	3333.97		1000.75	
C	Carter	1414.39	342.11		183.60	
R	Chadd	12833.00	18580.08		4813.95	6331.50
P	Chegwyn	12833.00	5575.85			
C	Choudhary	1414.39				
D	Clarke	1414.39				
A	Collett	12833.00	5575.85		496.15	
M	Cooper	12833.00	5575.85			
R	Cooper	12833.00	1312.53		870.30	
T	Craig	12833.00			43.20	
A	Crawford	11453.14			482.20	
D	Curnow-Ford	11453.14			408.00	
T	Davies	11453.14				
R	Dibbs	1414.39				
C	Donnelly	11453.14				
A	Dowden	12833.00				
D	Drew	11453.14				
B	Dunning	11453.14			276.50	
P	Edgar	1414.39			0.00	
L	Fairhurst	12833.00	18580.08		1418.40	
M	Ford	11453.14			352.80	
S	Forster	12833.00	16582.22		388.85	
J	Frankum	1414.39				
A	Gibson	1414.39			108.00	

J	Glen	12833.00	11854.22		1080.90	
J	Grajewski	1414.39	2047.81			
T	Groves	11453.14				
D	Harrison	12833.00	5575.85		79.95	
M	Harvey	12833.00		10060.00	208.80	
P	Hayre	12833.00	3333.97		41.40	
J	Henderson	11453.14			423.90	
E	Heron	12833.00	18580.08		954.75	
D	Hiscock	12833.00				
G	Hockley	1414.39				
K	House	12833.00	12444.13		334.80	
Z	Huggins	11453.14				
G	Hughes	12833.00			551.70	
R	Humby	12833.00	18580.08			
R	Huxstep	1414.39	1700.63			
W	Irish	12833.00			165.30	
A	Jackman	11453.14			513.00	
G	James	12833.00				
A	Joy	12833.00	2047.81		214.04	
D	Keast	1414.39	425.77			
M	Kemp-Gee	12833.00	11854.22		389.75	
M	Kendal	12833.00		19653.00	681.59	
R	Kyrle	12833.00				
P	Latham	12833.00	11854.22		478.80	
H	Lumby	11453.14			371.70	
K	Mans	12833.00	30967.00		2225.75	
A	McEvoy	12833.00	5415.79		565.55	
A	McNair Scott	1414.39	1365.23			
L	Meenaghan	11453.14			421.20	
D	Mellor	12833.00	2628.42		867.80	
S	Mitchell	1414.39				
R	Mocatta	12833.00	10488.99		543.15	
A	Mummalanen i	11453.14			94.50	
K	North	12833.00	11854.22		187.20	
P	North	11453.14			0.00	
R	Oppenheimer	12833.00	17897.50		1038.31	
S	Pankhurst	11453.14			206.10	
T	Park	11453.14				
S	Parker	11453.14			610.65	
L	Parker-Jones	11453.14				
N	Penman	12833.00	2628.42		208.80	
R	Perry	1414.39				
S	Philpott	12833.00	10488.99		757.85	
J	Porter	12833.00	5575.85			
R	Price	12833.00			590.85	

L	Quantrill	12833.00	2970.53		295.20	
S	Reid	12833.00	18580.08			
D	Simpson	1414.39	635.73		31.50	
P	Stallard	12833.00	2047.81		90.00	
E	Still	12833.00				
K	Taylor	11453.14				
R	Taylor	1414.39			66.60	
B	Tennent	1414.39				
T	Thacker	12833.00	2970.53		58.50	
M	Thierry	12833.00			19.80	
M	Thornton	1414.39				
M	Tod	12833.00	4955.05			
A	Tree	11453.14			309.15	
J	Tustain	11453.14				
R	Vaughan	12833.00			1205.10	
M	Wade	12833.00			168.75	
J	Warwick	12833.00	17044.23		385.90	
M	Westbrook	1414.39				
M	White	1414.39				
W	Withers	12833.00	13065.79		836.10	
S	Woodward	12833.00	258.09		160.65	

The following amounts, were paid to non-elected Members by way of allowances April 2021 – March 2022

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Abbott	723.00				
C	Allen	723.00				
B	Atwood	295.23				
F	Bhatti	295.23				
I	Brewerton	425.77			10.10	
J	Byrom	295.23				
M	Coombes	182.69				
M	Cronin	723.00				
G	Davis	647.69				
S	Gowland	723.00				
D	Heck	723.00				
M	James	723.00				
R	Kinch	723.00				
S	Manchester	723.00				
P	Moore	723.00				
R	Purkiss	182.69				
D	Stewart	540.31			569.95	
K	Watson	723.00				
N	Wood	723.00				
S	Young	540.31				

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Appendix E - Members' Allowance Scheme 2020/21

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2020.

2. **Basic Allowance**

With effect from 1 April 2020 a basic allowance per annum of £12,489 shall be paid to each elected Member of the County Council, £703 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £20.00 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 25 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2020/21	£ per annum
(i)	Basic Allowance for Members of the County Council	12,833
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	723
	Allowance for Co-opted Members of the Police and Crime Panel	723
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	723
	*Allowance for Independent Persons, Localism Act	723
	*Allowance for Independent Remuneration Panel Members	723
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	30,967
Deputy Leader and Executive Member for Economy, Transport and Environment	18,580
Executive Lead Member for Children's Services and Young People	18,580
Executive Member for Education and Skills	18,580
Executive Member for Adults Social Care and Health	18,580
Executive Member for Public Health	18,580
Executive Member for Communities, Partnerships, and External Affairs	18,580
Executive Member for Commercial Strategy, Human Resources and Performance	18,580
Executive Member for Recreation, Heritage, Countryside and Rural Affairs	18,580

Assistant to the Executive:

Assistant to the Executive – Climate Change 4,645

Leader of Political Group:

Leader of Liberal Democrat Group 13,099

Chairmen of Select Committees:

Policy and Resources 12,387

Children and Young People 12,387

Culture, Communities and Rural Affairs 12,387

Economy, Transport and Environment 12,387

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources (3,104)

Children and Young People 3,104

Culture, Communities and Rural Affairs 3,104

Economy, Transport and Environment 3,104

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman 15,430

Vice-Chairman 3,863

Regulatory Committee:

Chairman 12,387

Vice-Chairman 3,104

Audit Committee:

Chairman 6,194

Vice-Chairman 1,550

Pension Fund Panel and Board:

Chairman	12,387
Vice-Chairman	3,104

Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,768
Children and Young People	5,768
Culture and Communities	5,768
Economy, Transport and Environment	5,768
Health and Adult Social Care	5,768
Regulatory Committee	5,768

***Chairman and Vice-Chairman of the County Council:**

Chairman	19,653
Vice-Chairman	10,066

* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the Executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the Executive Member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the Member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13. **Duties of Executive Members, Assistant to the Executive, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, or Executive Member, or Assistant to the Executive, or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East England Councils**

Attendance at Local Government Association, County Councils' Network Council and South East England Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME AMOUNTS
PAID IN ALLOWANCES IN 2020/2021**

**The following amounts were paid to Members by way of allowances April 2020 –
March 2021**

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Bennison	12833.00			172.80	
F	Birkett	12833.00				
M	Boiles	12833.00				
R	Bolton	12833.00	3104.00			
J	Branson	12833.00			12.15	
A	Briggs	12833.00				
Z	Brooks	12833.00				
G	Burgess	12833.00	3104.00		22.50	
A	Carew	12833.00				
F	Carpenter	12833.00			179.55	
C	Carter	12833.00	3104.00		1324.35	
R	Chadd	12833.00	18580.00		482.85	7217.00
P	Chegwyn	12833.00	5768.00			
C	Choudhary	12833.00		3169.84	30.60	
D	Clarke	12833.00				
A	Collett	12833.00	5768.00		32.40	
M	Cooper	12833.00	5768.00			
R	Cooper	12833.00			114.30	
T	Craig	12833.00				
R	Dibbs	12833.00				
A	Dowden	12833.00			58.50	
P	Edgar	12833.00			23.40	
K	Evans	9624.78	4645.53			
L	Fairhurst	12833.00	18580.00		512.10	
S	Forster	12833.00				
J	Frankum	12833.00			43.2	
A	Gibson	12833.00			767.53	
J	Glen	12833.00	12387.00		180.00	
J	Grajewski	12833.00	18580.00		60.30	
D	Harrison	12833.00	5768.00			
M	Harvey	12833.00		8464.53		
P	Hayre	12833.00				
E	Heron	12833.00	18580.00		51.30	183.12
D	Hiscock	12833.00				
G	Hockley	12833.00				
K	House	12833.00	13099.00		14.40	
G	Hughes	12833.00				
R	Humby	12833.00	18580.00			
R	Huxstep	12833.00	15430.00		275.40	

W	Irish	12833.00			33.95	
G	James	12833.00				
A	Joy	12833.00	18580.00		842.29	
D	Keast	12833.00	3863.00		66.60	
M	Kemp-Gee	12833.00	12387.00		245.00	
M	Kendal	12833.00		18132.49	213.30	
R	Kyrle	12833.00				
P	Latham	12833.00	12387.00		180.90	
K	Mans	12833.00	30967.00		367.65	
A	McEvoy	12833.00	1550.00		211.40	
A	McNair Scott	12833.00	12387.00			
D	Mellor	12833.00			45.90	
F	Mitchell	12833.00				
R	Mocatta	12833.00				
K	North	12833.00	12387.00			
R	Oppenheimer	12833.00	12387.00		108.00	
N	Penman	12833.00			89.55	
R	Perry	12833.00				
S	Philpott	12833.00			196.20	
J	Porter	12833.00	5768.00			
R	Price	12833.00			54.00	
L	Quantrill	12833.00	3104.00		402.05	
S	Reid	12833.00	18580.08			
D	Simpson	12833.00	5768.00		257.40	
P	Stallard	12833.00	18580.00			
E	Still	12833.00				
R	Taylor	12833.00				
B	Tennent	12833.00			32.40	
T	Thacker	12833.00	3104.00			
M	Thierry	12833.00				
M	Thornton	12833.00				
M	Tod	12833.00				
R	Vaughan	12833.00			90.90	
M	Wade	12833.00			22.50	
J	Warwick	12833.00	4645.00		56.25	
M	Westbrook	12833.00				
M	White	12833.00			55.80	
B	Withers	12833.00			29.70	
S	Woodward	12833.00	13085.97		291.60	

The following amounts, were paid to non-elected Members by way of allowances April 2020 – March 2021						
J	Abbott	723.00				
C	Allen	723.00				
I	Brewerton	723.00				
M	Coombes	723.00				

M	Cronin	723.00				
G	Davis	723.00				
S	Gowland	815.94				
D	Heck	723.00				
M	James	723.00				
R	Kinch	723.00				
S	Manchester	723.00				
P	Moore	723.00			13.30	
R	Purkiss	723.00				
K	Watson	723.00				
N	Wood	723.00				

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Appendix E - Members' Allowance Scheme 2019/20

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2019.

2. **Basic Allowance**

With effect from 1 April 2019 a basic allowance per annum of £12,489 shall be paid to each elected Member of the County Council, £703 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £18.00 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 25 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2019/20	£ per annum
(i)	Basic Allowance for Members of the County Council	12,489
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	703
	Allowance for Co-opted Members of the Police and Crime Panel	703
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	703
	*Allowance for Independent Persons, Localism Act	703
	*Allowance for Independent Remuneration Panel Members	703
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	30,138
Deputy Leader and Executive Member for Economy, Transport and Environment	18,082
Executive Lead Member for Children's Services and Young People	18,082
Executive Member for Education and Skills	18,082
Executive Member for Recreation and Heritage	18,082
Executive Member for Adults Social Care and Health	18,082
Executive Member for Public Health	18,082
Executive Member for Communities, Partnerships, and External Affairs	18,082
Executive Member for Commercial Strategy, Human Resources and Performance	18,082
Executive Member for Countryside and Rural Affairs	18,082

Assistant to the Executive:

Assistant to the Executive – Climate Change 4,521

Leader of Political Group:

Leader of Liberal Democrat Group 12,708

Chairmen of Select Committees:

Policy and Resources 12,055

Children and Young People 12,055

Culture, Communities and Rural Affairs 12,055

Economy, Transport and Environment 12,055

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources (3,020)

Children and Young People 3,020

Culture, Communities and Rural Affairs 3,020

Economy, Transport and Environment 3,020

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman 15,017

Vice-Chairman 3,759

Regulatory Committee:

Chairman 12,055

Vice-Chairman 3,020

Audit Committee:

Chairman 6,028

Vice-Chairman 1,508

Pension Fund Panel and Board:

Chairman	12,055
Vice-Chairman	3,020

Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,612
Children and Young People	5,612
Culture and Communities	5,612
Economy, Transport and Environment	5,612
Health and Adult Social Care	5,612
Regulatory Committee	5,612

***Chairman and Vice-Chairman of the County Council:**

Chairman	19,127
Vice-Chairman	9,796

* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the Executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the Executive Member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the Member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13. **Duties of Executive Members, Assistant to the Executive, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, or Executive Member, or Assistant to the Executive, or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East England Councils**

Attendance at Local Government Association, County Councils' Network Council and South East England Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME AMOUNTS
PAID IN ALLOWANCES IN 2019/2020**

The following amounts were paid to Members by way of allowances April 2019 –
March 2020

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Bennison	12489.00			1177.20	
F	Birkett	12489.00				
M	Boiles	12489.00				
R	Bolton	12489.00	3020.00			
J	Branson	12489.00			933.80	
A	Briggs	12489.00			1667.25	
Z	Brooks	12489.00			432.45	
G	Burgess	12489.00	3020.00		1364.00	
A	Carew	12489.00				
F	Carpenter	12489.00			2050.10	
C	Carter	12489.00			3915.45	
R	Chadd	12489.00	17320.61		4834.25	10020.50
P	Chegwyn	12489.00	5612.00			
M	Choudhary	12489.00		17948.13	1675.80	
D	Clarke	12489.00				
A	Collett	12489.00	5612.00		539.60	
M	Cooper	12489.00	5612.00		298.80	
R	Cooper	12489.00			1166.40	
T	Craig	12489.00			100.80	
R	Dibbs	12489.00			466.20	
A	Dowden	12489.00			171.50	
P	Edgar	12489.00			576.50	
K	Evans	12489.00	6028.00		684.90	
A	Fairhurst	12489.00	18082.00		3707.10	
S	Forster	12489.00				
J	Frankum	12489.00			941.40	
A	Gibson	12489.00			3986.80	
J	Glen	12489.00	12055.00		2495.35	
J	Grajewski	12489.00	16179.08		1097.20	
D	Harrison	12489.00	5612.00		310.50	
M	Harvey	12489.00			597.60	
P	Hayre	12489.00			558.90	
E	Heron	12489.00	18082.00		1919.70	1392.18
D	Hiscock	12489.00				
G	Hockley	12489.00			410.85	
K	House	12489.00	12708.00		455.40	
G	Hughes	12489.00			661.95	
R	Humby	12489.00	18082.00		2739.60	
R	Huxstep	12489.00	15017.00		2043.90	

W	Irish	12489.00			435.30	
G	James	12489.00				
A	Joy	12489.00	18082.00		3016.51	
D	Keast	12489.00	3759.00		1382.40	
M	Kemp-Gee	12489.00	12055.00		1224.45	
M	Kendal	12489.00	2284.56	8558.40	1299.60	
R	Kyrle	12489.00				
P	Latham	12489.00	12055.00		1329.30	
K	Mans	12489.00	28614.80		5390.40	
A	McEvoy	12489.00	1508.00		847.65	
A	McNair Scott	12489.00	12055.00			
D	Mellor	12489.00			1069.60	
S	Mitchell	12489.00				
R	Mocatta	12489.00			1012.95	
K	North	12489.00	10531.89		502.20	
R	Oppenheimer	12489.00	12055.00		1391.95	
N	Penman	12489.00			675.90	
R	Perry	12489.00	3888.77		2827.35	
S	Philpott	12489.00			1001.25	
J	Porter	12489.00	5612.00			
R	Price	12489.00			1075.75	
L	Quantrill	12489.00	2638.48		1553.55	
S	Reid	12489.00	18082.00			
D	Simpson	12489.00	5612.00		1695.15	
P	Stallard	12489.00	18082.00		1939.55	
E	Still	12489.00		2468.01	295.20	
R	Taylor	12489.00			129.60	
B	Tennent	12489.00			1086.54	
T	Thacker	12489.00	3020.00			
M	Thierry	12489.00			97.20	
M	Thornton	12489.00				
M	Tod	12489.00				
R	Vaughan	12489.00			1407.15	
M	Wade	12489.00			630.45	
J	Warwick	12489.00	3184.15		925.94	
M	Westbrook	12489.00			537.30	
M	White	12489.00			1200.40	
W	Withers	12489.00			486.90	
S	Woodward	12489.00	18082.00		1803.60	

The following amounts, were paid to non-elected Members by way of allowances April 2019 – March 2020						
J	Abbott	703.00				
C	Allen	703.00				
V	Arrowsmith	585.9				
I	Brewerton	703.00			56.60	

M	Coombes	703.00			121.95	
M	Cronin	703.00				
G	Davis	703.00			26.09	
D	Heck	703.00				
M	James	703.00				
R	Kinch	703.00			9.30	
S	Manchester	703.00			423.60	
P	Moore	703.00				
R	Purkiss	703.00				
R	Snook	406.46				
K	Watson	281.18				

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Appendix E - Members' Allowance Scheme 2018/19

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2018.

2. **Basic Allowance**

With effect from 1 April 2018 a basic allowance per annum of £12,244 shall be paid to each elected Member of the County Council, £689 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by

reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £18.00 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 25 and over.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the

number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling expenses. At all times where the County Council pays for accommodation Members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2018/19	£ per annum
(i)	Basic Allowance for Members of the County Council	12,244
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	689
	Allowance for Co-opted Members of the Police and Crime Panel	689
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board	689
	*Allowance for Independent Persons, Localism Act	689
	*Allowance for Independent Remuneration Panel Members	689
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	29,547
Executive Member for Economic Development	17,727
Deputy Leader and Executive Lead Member for Children's Services	17,727
Executive Member for Education and Skills, Human Resources and Performance	17,727
Executive Member for Recreation and Heritage	17,727
Executive Member for Adults Social Care and Health	17,727
Executive Member for Public Health	17,727
Executive Member for Communities, Partnerships, and External Affairs including Brexit	17,727
Executive Member for Environment and Transport	17,727
Executive Member for Countryside and Rural Affairs	17,727

Leader of Political Group:

Leader of Liberal Democrat Group 12,453

Chairmen of Select Committees:

Policy and Resources 11,818

Children and Young People 11,818

Culture, Communities and Rural Affairs 11,818

Economy, Transport and Environment 11,818

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources (2,960)

Children and Young People 2,960

Culture, Communities and Rural Affairs 2,960

Economy, Transport and Environment 2,960

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman 14,722

Vice-Chairman 3,685

Regulatory Committee:

Chairman 11,818

Vice-Chairman 2,960

Audit Committee:

Chairman 5,909

Vice-Chairman 1,478

Pension Fund Panel and Board:

Chairman 11,818

Vice-Chairman	2,960
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Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,484
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Children and Young People	5,484
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Culture and Communities	5,484
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Economy, Transport and Environment	5,484
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Health and Adult Social Care	5,484
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Regulatory Committee	5,484
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***Chairman and Vice-Chairman of the County Council:**

Chairman	18,752
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Vice-Chairman	9,603
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* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use HMRC rate (currently 20p per mile).

2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use HMRC rate (currently 24p per mile).

3. **Motor Vehicle Allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle: HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle: *57.8p per mile

4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined by reference to second class fares.

(b) The rate for travel by taxi cab shall not exceed:

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare; and

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc.**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven

meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13. **Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East England Councils**

Attendance at Local Government Association, County Councils' Network Council and South East England Councils' meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME AMOUNTS PAID IN ALLOWANCES IN 2018/2019

The following amounts were paid to Members by way of allowances April 2018 – March 2019

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Bennison	12244.00			1285.20	
F	Birkett	12244.00				
M	Boiles	12244.00				
R	Bolton	12244.00	4103.00		178.20	
J	Branson	12244.00			948.45	
A	Briggs	12244.00			1718.10	
Z	Brooks	12244.00			430.20	
G	Burgess	12244.00	2578.10	2419.62	1277.70	
C	Carew	12244.00				
F	Carpenter	12244.00			1306.25	
C	Carter	12244.00	2960.00		3718.35	
R	Chadd	12244.00	10675.00		3115.20	7959.00
P	Chegwyn	12244.00	5484.00			
M	Choudhary	12244.00	381.94	8363.90	1170.00	
D	Clarke	12244.00				
A	Collett	12244.00	5484.00		544.30	
C	Cooper	12244.00	5484.00		327.60	
R	Cooper	12244.00			1062.45	
T	Craig	12244.00			101.55	
R	Dibbs	12244.00			311.85	
A	Dowden	12244.00			511.50	
E	Edgar	12244.00	2335.01		351.75	
K	Evans	12244.00	5909.00		900.25	
A	Fairhurst	12244.00	17727.00		4027.60	
S	Forster	12244.00			735.05	
J	Frankum	12244.00			232.20	
A	Gibson	12244.00	2335.01		2956.24	
J	Glen	12244.00	11818.00		3136.35	
J	Grajewski	12244.00	2960.00		596.90	

H	Harrison	12244.00	5484.00		270.00	
M	Harvey	12244.00			1177.65	
P	Hayre	12244.00			293.85	
E	Heron	12244.00	16011.52		2073.75	434.53
D	Hiscock	12244.00				
H	Hockley	12244.00			600.75	
K	House	12244.00	12453.00		625.95	
G	Hughes	12244.00			687.15	
R	Humby	12244.00	17727.00		2660.50	
R	Huxstep	12244.00	14722.00		2130.30	
W	Irish	12244.00			274.00	
G	James	12244.00			126.00	
A	Joy	12244.00	17727.00		3365.90	
D	Keast	12244.00	3685.00		1376.10	
M	Kemp-Gee	12244.00	11818.00		1265.40	
M	Kendal	12244.00	17727.00		3565.47	
R	Kyrle	12244.00				
P	Latham	12244.00	11818.00		1026.00	
K	Mans	12244.00	17727.00		5746.17	
A	McEvoy	12244.00	1478.04		760.90	
A	McNair Scott	12244.00	11818.00			
D	Mellor	12244.00			1046.80	
S	Mitchell	12244.00	1556.67			
R	Mocatta	12244.00			551.25	
K	North	12244.00			103.95	
R	Oppenheimer	12244.00	10293.06		1366.65	
N	Penman	12244.00			701.70	
R	Perry	12244.00	29547.00		4623.25	
S	Philpott	12244.00			662.40	
J	Porter	12244.00	5484.00			
R	Price	12244.00			1514.55	
L	Quantrill	12244.00			526.60	

S	Reid	12244.00	17727.00			
D	Simpson	12244.00	5484.00		1962.45	
P	Stallard	12244.00	17727.00		1719.45	
E	Still	12244.00		17571.52	1156.95	
R	Taylor	12244.00				
B	Tennent	12244.00			750.05	
T	Thacker	12244.00	2960.00		66.10	
M	Thierry	12244.00			145.80	
M	Thornton	12244.00				
M	Tod	12244.00				
R	Vaughan	12244.00			677.70	
M	Wade	12244.00			415.35	
J	Warwick	12244.00			225.85	
M	Westbrook	12244.00			576.00	
M	White	12244.00			777.60	
W	Withers	12244.00			665.10	
S	Woodward	12244.00	15439.65		2357.10	

The following amounts ,were paid to non-elected Members by way of allowances April 2018 – March 2019

J	Abbott	689.00				
C	Allen	689.00				
V	Arrowsmith	689.00				
I	Brewerton	689.00			38.40	
M	Coombes	689.00			115.85	
M	Cronin	689.00				
G	Davis	759.00			73.70	
D	Heck	689.00			19.80	
M	James	689.00			8.10	
R	Kinch	689.00			42.30	
J	Longman	230.00				
P	Moore	689.00				
R	Purkiss	689.00				
N	Wood	689.00				

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Appendix E - Members' Allowance Scheme 2017/18

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2017.

2. **Basic Allowance**

With effect from 1 April 2017 a basic allowance per annum of £12,003 shall be paid to each elected Member of the County Council, £675 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

(1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

(2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

(1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

(2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by reference to the number of days during the year that the special

duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Childcare and dependents' carers' allowances are paid at a rate of £6.00 per hour for childcare and £8.00 per hour for dependents' carers. Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. *Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) When abroad, for Members' convenience arrangements will be made where possible for the County Council to be invoiced for the cost of accommodation or, given that Officers will normally be present, for the County Council to pay direct and for the Members' budget to be recharged accordingly. Where direct payment by the County Council is not practicable then foreign currency may be issued. Any balance must be returned afterwards and expenditure accounted for. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable expenses will be paid.

When carrying out approved duties in the U.K. which require an overnight stay the same principles will apply other than in relation to any cash advance.

- (2) At home or abroad where a meal is paid for by Officers or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling if Members have to make their own travel arrangements. At all times where the County Council pays for accommodation members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the

month in which the expenses are incurred. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2017/18	£ per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	675
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	*Basic Allowance for Independent Persons, Localism Act	675
	*Basic Allowance for Independent Remuneration Panel Members	675
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	28,967
Executive Member for Economic Development	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources and Performance	17,379
Executive Member for Public Health	17,379
Executive Member for Communities, Partnerships and External Affairs including Brexit	17,379
Executive Member for Environment and Transport	17,379
Executive Member for Adult Social Care and Health	17,379
Assistant to the Executive:	
Assistant to the Executive – Rural Affairs Champion	4,345

Leader of Political Group:

Leader of Liberal Democrat Group 12,201

Chairmen of Select Committees:

Policy and Resources 11,586

Children and Young People 11,586

Culture, Communities and Rural Affairs 11,586

Economy, Transport and Environment 11,586

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources (2,901)

Children and Young People 2,901

Culture, Communities and Rural Affairs 2,901

Economy, Transport and Environment 2,901

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman 14,433

Vice-Chairman 3,612

Regulatory Committee:

Chairman 11,586

Vice-Chairman 2,901

Audit Committee:

Chairman 5,793

Vice-Chairman 1,449

Pension Fund Panel and Board:

Chairman 11,586

Vice-Chairman 2,901

Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,376
Children and Young People	5,376
Culture and Communities	5,376
Economy, Transport and Environment	5,376
Health and Adult Social Care	5,376
Regulatory Committee	5,376

***Chairman and Vice-Chairman of the County Council:**

Chairman	18,348
Vice-Chairman	9,414

* NB. These allowances are payable under other legislation, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/electric cycle or one provided for his/her use	HMRC rate (currently 20p per mile).
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2. **Motor Cycle Allowance**

The rate for travel by a Member's own solo motor cycle or one provided for his/her use	HMRC rate (currently 24p per mile).
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3. **Motor Vehicle Allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle:	HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)
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(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:	*57.8p per mile
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4. **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- i) on Pullman car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1. **The County Council, the Executive and Committees etc**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

2. **Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

3. **Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4. **Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5. **With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6. **Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political

group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7. Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8. Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9. Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10. Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11. Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12. Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13. **Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14. **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15. **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16. **Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency**

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the

Secretary of State.

- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2017/2018**

**The following amounts were paid to Members by way of allowances April 2017 –
March 2018**

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
P	Bailey	1,258.38				
J	Bennison	12,003.00			1,338.75	
F	Birkett	10,776.89				
M	Boiles	10,776.89				
R	Bolton	12,003.00	11,087.68		1,507.50	
J	Branson	10,776.89			885.60	
A	Briggs	12,003.00			1,789.65	
Z	Brooks	12,003.00			386.55	
R	Burgess	1,258.38			53.70	
G	Burgess	12,003.00		17,058.01	2,125.90	
A	Carew	12,003.00				
F	Carpenter	10,776.89			1,357.20	
C	Carter	12,003.00	2,850.77		4,356.45	
R	Chadd	12,003.00	2,776.23		2,324.85	5,078.25
K	Chapman	1,806.90		3,064.04	897.15	
P	Chegwyn	12,003.00	5,345.36		216.00	
C	Choudhary	12,003.00	2,472.09		1,151.10	
V	Clarke	1,258.38			99.90	
D	Clarke	10,776.89				
A	Collett	12,003.00	5,345.36		514.25	
C	Connor	1,258.38	761.76			
M	Cooper	12,003.00	5,345.36		369.00	
R	Cooper	10,776.89			1,141.20	
T	Craig	10,776.89			247.50	
S	Cully	1,258.38				
R	Dibbs	10,776.89			972.65	
A	Dowden	12,003.00			319.95	
P	Edgar	12,003.00	17,379.00		5,094.94	
J	England	1,258.38			460.80	
K	Evans	12,003.00	5,543.84		909.00	
L	Fairhurst	12,003.00	17,379.00		3,960.15	
P	Fawkes	1,258.38				
S	Forster	10,776.89			1,427.40	
J	Frankum	12,003.00			205.20	
A	Gibson	12,003.00	17,379.00		4,611.58	
J	Glen	12,003.00	9,873.02		3,149.85	
J	Grajewski	12,003.00	2,472.09		449.55	

C	Greenwood	1,258.38			163.80
B	Gurden	1,258.38			85.50
D	Harrison	12,003.00	5,345.36		465.10
M	Harvey	12,003.00			1,535.40
P	Hayre	10,776.89			528.30
E	Heron	12,003.00	4,344.96		1,838.25
D	Hiscock	10,776.89			
G	Hockley	12,003.00	304.21		581.85
T	Hooke	1,258.38			
K	House	12,003.00	12,100.18		659.25
G	Hughes	10,776.89			1,091.05
R	Humby	12,003.00	17,379.00		1,696.05
R	Huxstep	12,003.00	13,812.23		2,034.45
W	Irish	10,776.89			271.00
G	James	10,776.89			189.30
A	Joy	12,003.00	17,379.00		2,508.20
D	Keast	12,003.00	3,077.97		1,222.60
M	Kemp-Gee	12,003.00	11,087.68		1,169.70
M	Kendal	12,003.00	17,379.06		2,339.25
R	Kyrle	12,003.00			
C	Lagdon	1,258.38			
P	Latham	12,003.00	10,177.16		994.05
K	Locke	10,776.89			329.40
W	Lovegrove	1,258.38			
M	Lyon	1,258.38			
K	Mans	12,003.00	17,379.00		5,778.94
F	Mather	1,258.38			
C	Matthews	1,258.38			381.60
A	McEvoy	10,776.88	1,234.77		1,101.95
R	McIntosh	1,258.38	1,214.74		163.80
A	McNair Scott	12,003.00	11,087.68		
D	Mellor	10,776.89			971.45
S	Mitchell	12,003.00	9,873.02		
R	Mocatta	10,776.89			692.55
K	Moon	1,258.38			
A	Moore	1,258.38	865.23		
R	Oppenheimer	10,776.89			980.10
F	Pearce	1,258.38	304.14		
N	Penman	10,776.89			360.90
R	Perry	12,003.00	28,967.04		3,783.38
S	Philpott	10,776.89			955.35
J	Porter	12,003.00	5,345.36		
R	Price	12,003.00			1,831.30
L	Quantrill	10,776.89			565.65
S	Reid	12,003.00	17,379.00		
A	Rice	1,258.38			456.60

S	Rippon-Swaine	1,258.38			103.50	
T	Rolt	1,258.38				
P	Rust	1,258.38			144.00	
D	Simpson	12,003.00	5,345.36		2,119.50	
P	Stallard	12,003.00	17,379.00		1,782.55	
M	Staplehurst	1,258.38				
E	Still	12,003.00	1,214.66	8,022.25	681.75	
R	Taylor	10,776.89			531.00	
B	Tennent	12,003.00			785.90	
T	Thacker	12,003.00	2,776.23			
M	Thierry	10,776.89			363.60	
K	Thornber	1,258.38			42.30	
M	Thornton	10,776.89				
M	Tod	12,003.00				
R	Vaughan	10,776.89			1,218.70	
M	Wade	12,003.00			333.45	
J	Wall	1,258.38			29.70	
J	Warwick	10,776.89			125.55	
M	Westbrook	10,776.89			747.90	
S	Wheale	1,258.38	1,214.74		356.35	
M	White	10,776.89			995.70	
W	Withers	10,776.89			621.45	
C	Wood	1,258.38			269.10	
S	Woodward	12,003.00			243.00	

**The following amounts ,were paid to non-elected Members by way of allowances
April 2017 – March 2018**

J	Abbott	675.00				
I	Brewerton	279.38				
M	Cronin	675.00				
C	Edmondson	359.27				
R	Farrall	618.75				
D	Heck	675.00			19.80	
R	Kinch	675.00				
A	March	316.87				
J	Martin	56.25				
P	Moore	675.00				
R	Purkiss	675.00				
G	Walker	61.69				
M	Coombes	675.00			231.90	
J	Longman	143.35				

Appendix E - Members' Allowance Scheme 2016/17

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2016.

2. Basic Allowance

With effect from 1 April 2016 a basic allowance per annum of £12,003 shall be paid to each elected Member of the County Council, £675 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. Special Responsibility Allowance

- (1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.
- (2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. Remuneration

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. Part-Year Payment

- (1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.
- (2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be

calculated by reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Childcare and Dependents' Carers' Allowances

Childcare and dependents' carers' allowances are paid at a rate of £6.00 per hour for childcare and £8.00 per hour for dependents' carers. Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

7. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

8. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

9. Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the number of hours by which the period exceeds 24 hours.

10. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

11. Subsistence – overnight stays in the U.K. and abroad

- (1) When abroad, for Members' convenience arrangements will be made where possible for the County Council to be invoiced for the cost of accommodation or, given that Officers will normally be present, for the County Council to pay direct and for the Members' budget to be recharged accordingly. Where direct payment by the County Council is not practicable then foreign currency may be issued. Any balance must be returned afterwards and expenditure accounted for. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable expenses will be paid.

When carrying out approved duties in the U.K. which require an overnight stay the same principles will apply other than in relation to any cash advance.

- (2) At home or abroad where a meal is paid for by Officers or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling if Members have to make their own travel arrangements. At all times where the County Council pays for accommodation members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

12. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within six months of the date of the

meeting/conference or seminar.

Following the County Council election in May 2017 the time limit for claiming is amended to three months. All claims should be made via ESS Lite for Councillors.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2016/17	£ per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	675
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	Basic Allowance for Independent Persons, Localism Act	675
	Basic Allowance for Independent Remuneration Panel Members	675
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	28,967
Executive Member for Economic Development	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources and Performance	17,379
Executive Member for Health (including Public Health)	17,379
Executive Member for Communities, Partnerships and External Affairs	17,379
Executive Member for Environment and Transport	17,379
Executive Member for Adult Social Care	17,379
Assistant to the Executive:	
Assistant to the Executive – Rural Affairs Champion	4,345

Leaders of Political Groups:

Leader of Liberal Democrat Group	11,214
United Kingdom Independence Group	8,253
Labour Group	7,266

Chairmen of Select Committees:

Policy and Resources	11,586
Children and Young People	11,586
Culture, Communities and Rural Affairs	11,586
Economy, Transport and Environment	11,586

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources	(2,901)
Children and Young People	2,901
Culture, Communities and Rural Affairs	2,901
Economy, Transport and Environment	2,901

Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman	14,433
Vice-Chairman	3,612

Regulatory Committee:

Chairman	11,586
Vice-Chairman	2,901

Audit Committee:

Chairman	5,793
Vice-Chairman	1,449

Pension Fund Panel and Board:

Chairman	11,586
Vice-Chairman	2,901

Minority Groups' Spokespersons:

Liberal Democrat Group:

Policy and Resources	5,076
Children and Young People	5,076
Culture and Communities	5,076
Economy, Transport and Environment	5,076
Health and Adult Social Care	5,076
Regulatory Committee	5,076

***Chairman and Vice-Chairman of the County Council:**

Chairman	18,021
Vice-Chairman	9,228

* NB. These allowances are payable under the Local Government Act 1972, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

57.8p per mile

The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- i) on Pullman car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1 The County Council, the Executive and Committees etc

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council's Standing Committees, Sub-Committees and panels.

2 Executive Members

Attendance individually for the purpose of making Executive Member decisions.

3 Meetings with an Executive Member

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4 Other County Council Meetings

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5 With the Chairman’s Concurrence

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6 Political group Meetings

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7 Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8 Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9 Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10 Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11 Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12 Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13 Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14 Conferences, Seminars and Courses

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15 Outside Bodies

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16 Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME**AMOUNTS PAID IN ALLOWANCES IN 2016/2017**

The following amounts were paid to Members by way of allowances April 2016 – March 2017

	Name	Basic Allowance	Special Responsibility Allowance	Chairman of HCC Allowance	Expenses	Care Allowance
P	Bailey	£12,003.00				
J	Bennison	£12,003.00			£2,198.35	
R	Bolton	£12,003.00	£11,586.00		£1,475.10	
A	Briggs	£12,003.00			£787.05	
Z	Brooks	£12,003.00			£405.45	
G	Burgess	£12,003.00		£8,243.46	£1,841.10	
R	Burgess	£12,003.00			£486.50	
A	Carew	£12,003.00				
C	Carter	£12,003.00	£3,612.00		£4,271.75	
R	Chadd	£12,003.00	£2,901.00		£2,151.80	£2,138.50
K	Chapman	£12,003.00		£17,175.60	£4,423.25	
P	Chegwyn	£12,003.00	£5,076.00		£592.55	
C	Choudhary	£12,003.00			£1,327.95	
V	Clarke	£12,003.00			£908.55	
A	Collett	£12,003.00	£5,076.00		£625.00	
C	Connor	£12,003.00	£7,266.00		£1,172.00	
M	Cooper	£12,003.00	£5,076.00		£565.20	
S	Cully	£12,003.00			£131.40	
A	Dowden	£12,003.00			£196.20	

P	Edgar	£12,003.00	£17,379.00		£5,763.90	
J	England	£12,003.00			£1,749.15	
K	Evans	£12,003.00	£5,793.00		£1,039.50	
L	Fairhurst	£12,003.00	£17,379.00		£3,659.35	
P	Fawkes	£12,003.00	£3,385.99			
R	Finch	£9,357.18				
J	Frankum	£12,003.00			£425.70	
A	Gibson	£12,003.00	£17,379.00		£3,075.85	
J	Glen	£12,003.00		£2,131.63	£2,220.90	
J	Grajewski	£12,003.00			£407.70	
C	Greenwood	£12,003.00	£3,386.12			
B	Gurden	£12,003.00			£576.75	
D	Harrison	£12,003.00	£5,076.00		£554.70	
M	Harvey	£12,003.00			£1,328.85	
E	Heron	£12,003.00	£3,842.72		£1,296.90	
G	Hockley	£12,003.00	£2,901.72		£1,009.95	
T	Hooke	£12,003.00				
K	House	£12,003.00	£11,214.00		£569.25	
R	Humby	£12,003.00	£17,379.00			
R	Huxstep	£12,003.00	£14,433.00			
A	Joy	£12,003.00	£17,379.00		£427.16	
D	Keast	£12,003.00				
M	Kemp-Gee	£12,003.00	£11,586.00		£1,307.30	
M	Kendal	£12,003.00	£17,379.00		£4,512.07	
R	Kyrle	£12,003.00				
C	Lagdon	£12,003.00	£565.90			

P	Latham	£12,003.00	£2,565.70		£1,158.30	
W	Lovegrove	£12,003.00			£461.70	
M	Lyon	£12,003.00	£2,820.22			
K	Mans	£12,003.00	£17,379.00		£4,803.15	
F	Mather	£12,003.00				
C	Matthews	£10,841.42			£298.35	
R	Mcintosh	£12,003.00	£11,586.72		£1,012.40	
A	McNair Scott	£12,003.00	£11,586.00			
F	Mitchell	£10,841.42			£399.15	
K	Moon	£12,003.00			£207.90	
A	Moore	£12,003.00	£6,292.53			
F	Pearce	£12,003.00	£2,901.00		£1,823.40	
R	Perry	£12,003.00	£28,967.04		£4,548.44	
J	Porter	£12,003.00	£5,076.00			
R	Price	£12,003.00			£1,581.60	
S	Reid	£12,003.00	£17,379.00			
A	Rice	£12,003.00			£1,624.15	
S	Rippon- Swaine	£12,003.00			£468.00	
T	Rolt	£12,003.00	£3,386.12			
F	Rust	£12,003.00			£979.80	
D	Simpson	£12,003.00	£5,076.00		£1,670.40	
P	Stallard	£12,003.00	£17,379.00		£1,710.02	
M	Staplehurst	£12,003.00	£3,386.12			
E	Still	£12,003.00	£11,586.00		£993.60	
B	Tennent	£12,003.00			£1,439.55	

T	Thacker	£12,003.00	£2,901.00		£232.05	
K	Thornber	£12,003.00			£401.85	
M	Tod	£12,003.00				
M	Wade	£12,003.00			£451.80	
J	Wall	£12,003.00			£427.10	
S	Wheale	£12,003.00	£11,586.72		£1,092.30	
C	Wood	£12,003.00	£4,718.98		£1,251.00	
S	Woodward	£12,003.00			£551.25	

The following amounts were paid to non-elected Members by way of allowances April 2016 – March 2017

J	Abbott	£675.00				
M	Coombes	£326.61			£23.80	
M	Cronin	£675.00				
C	Edmondson	£754.53				
R	Farrall	£675.00				
D	Heck	£675.00				
R	Kinch	£675.00				
A	March	£675.00				
A	Milford	£183.27				
P	Moore	£675.00				
R	Purkiss	£509.88				
G	Walker	£675.00				

Appendix E - Members' Allowance Scheme 2015/16

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2015.

2. **Basic Allowance**

With effect from 1 April 2015 a basic allowance per annum of £12,003 shall be paid to each elected Member of the County Council, £675 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

- (1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

- (2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

- (1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

- (2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be

calculated by reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

6. Pensions

Basic and special responsibility allowances are pensionable for all County Councillors under the age of 75.

7. Childcare and Dependents' Carers' Allowances

Childcare and dependents' carers' allowances are paid at a rate of £6.00 per hour for childcare and £8.00 per hour for dependents' carers. Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

8. Recovery of Allowances Paid

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

9. Duplication

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

10. Financial Loss Allowances

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33

- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the number of hours by which the period exceeds 24 hours.

11. Travelling Allowances

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

12. Subsistence – overnight stays in the U.K. and abroad

- (1) When abroad, for Members' convenience arrangements will be made where possible for the County Council to be invoiced for the cost of accommodation or, given that Officers will normally be present, for the County Council to pay direct and for the Members' budget to be recharged accordingly. Where direct payment by the County Council is not practicable then foreign currency may be issued. Any balance must be returned afterwards and expenditure accounted for. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable expenses will be paid.

When carrying out approved duties in the U.K. which require an overnight stay the same principles will apply other than in relation to any cash advance.

- (2) At home or abroad where a meal is paid for by Officers or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling if Members have to make their own travel arrangements. At all times where the County Council pays for accommodation members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

13. Claims and Payments

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue

of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.

- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within six months of the date of the meeting/conference or seminar.

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2015/16	£ per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	675
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	Basic Allowance for Independent Persons, Localism Act	675
	Basic Allowance for Independent Remuneration Panel Members	675
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	28,967
Executive Member for Income and Capital Receipts	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources and Performance	17,379
Executive Member for Health (including Public Health)	17,379
Executive Member for Communities, Partnerships and External Affairs	17,379
Executive Member for Economy, Transport and Environment	17,379
Executive Member for Adult Social Care	17,379

Assistant to the Executive:

Assistant to the Executive – Rural Affairs Champion	4,345
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Leaders of Political Groups:

Leader of Liberal Democrat Group	11,214
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United Kingdom Independence Group	8,911
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Labour Group	7,266
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Chairmen of Select Committees:

Policy and Resources	11,586
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Children and Young People	11,586
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Culture, Communities and Rural Affairs	11,586
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Environment and Transportation	11,586
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Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources	(2,901)
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Children and Young People	2,901
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Culture, Communities and Rural Affairs	2,901
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Environment and Transportation	2,901
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Health and Adult Social Care Select (Overview and Scrutiny) Committee:

Chairman	14,433
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Vice-Chairman	3,612
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Regulatory Committee:

Chairman	11,586
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Vice-Chairman	(2,901)
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Audit Committee:

Chairman	5,793
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Vice-Chairman	1,449
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Pension Fund Panel and Board:

Chairman	11,586
Vice-Chairman	2,901

Minority Groups' Spokespersons:

Liberal Democrat Group:

Policy and Resources	5,076
Children and Young People	5,076
Culture and Communities	5,076
Environment and Transportation	5,076
Health and Adult Social Care	5,076
Regulatory Committee	5,076

United Kingdom Independence Group

Policy and Resources	4,376
Children and Young People	4,376
Culture and Communities	4,376
Environment and Transportation	4,376
Health and Adult Social Care	4,376
Regulatory Committee	4,376

***Chairman and Vice-Chairman of the County Council:**

Chairman	18,021
Vice-Chairman	9,228

* NB. These allowances are payable under the Local Government Act 1972, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

57.8p per mile

The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- i) on Pullman car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1 The County Council, the Executive and Committees etc

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

2 Executive Members

Attendance individually for the purpose of making Executive Member decisions.

3 Meetings with an Executive Member

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4 Other County Council Meetings

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5 With the Chairman’s Concurrence

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6 Political group Meetings

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7 Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8 Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9 Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10 Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11 Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12 Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13 Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14 Conferences, Seminars and Courses

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15 Outside Bodies

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16 Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2015/2016**

The following amounts were paid to Members by way of allowances April 2015 – March 2016

	Surname	Basic Allowance	Special Responsibility Allowance	Chairman of HCC Allowance	Expenses	Care Allowance
P	Bailey	£12003.00				
J	Bennison	£12003.00			£899.10	
R	Bolton	£12003.00	£11586.00		£1473.60	
A	Briggs	£12003.00			£1599.75	
Z	Brooks	£10776.89			£382.95	
R	Burgess	£12003.00			£330.10	
G	Burgess	£12003.00			£1088.00	
A	Carew	£12003.00				
C	Carter	£12003.00	£3612.00		£1519.70	
R	Chadd	£12003.00	£2901.00		£1448.25	£1601.25
K	Chapman	£12003.00	£2438.32	£7938.58	£2623.95	
P	Chegwyn	£12003.00	£5076.00		£1119.05	
M	Choudhary	£12003.00			£765.00	
V	Clarke	£12003.00			£984.60	
A	Collett	£12003.00	£5076.00		£733.30	
C	Connor	£12003.00	£7266.00		£1400.70	
M	Cooper	£12003.00	£5076.00		£350.10	
F	Cowper	£11131.81				
S	Cully	£12003.00			£221.40	
R	Davidovitz	£4904.45		£2567.64		
A	Dowden	£12003.00			£105.30	
P	Edgar	£12003.00	£17379.00		£5245.91	
J	England	£12003.00			£883.35	
K	Evans	£12003.00	£5793.00		£1120.75	
A	Fairhurst	£12003.00	£17379.00		£1901.80	
P	Fawkes	£12003.00	£515.54			
R	Finch	£12003.00				
J	Frankum	£12003.00			£230.40	
A	Gibson	£12003.00	£15152.23		£2243.05	
J	Glen	£12003.00		£16792.78	£3898.00	
J	Grajewski	£5323.91			£87.20	
C	Greenwood	£12003.00	£4376.04			
B	Gurden	£12003.00			£346.40	
D	Harrison	£12003.00	£5076.00		£414.90	
M	Harvey	£12003.00			£831.60	
E	Heron	£12003.00			£921.60	
G	Hockley	£12003.00	£2901.72		£1115.14	

T	Hooke	£12003.00			
K	House	£12003.00	£11214.00		£635.80
R	Humby	£12003.00	£3729.42		
R	Huxstep	£12003.00	£12415.48		
A	Joy	£12003.00	£17379.00		
D	Keast	£12003.00			
M	Kemp-Gee	£12003.00	£11586.00		£1064.50
M	Kendal	£12003.00	£17379.60		£3619.84
R	Kyrle	£12003.00			
C	Lagdon	£12003.00	£7114.40		
P	Latham	£12003.00			£1280.25
W	Lovegrove	£12003.00			£558.90
M	Lyon	£12003.00	£4376.04		
K	Mans	£12003.00	£17379.00		£5021.17
F	Mather	£12003.00			
R	Mcintosh	£12003.00	£11586.72		£1019.70
A	McNair Scott	£12003.00	£11586.00		
K	Moon	£12003.00			£206.55
A	Moore	£12003.00	£4376.04		
F	Pearce	£12003.00	£2901.00		£2351.25
R	Perry	£12003.00	£28967.04		£4576.60
J	Porter	£12003.00	£5076.00		
R	Price	£12003.00			£1080.45
S	Reid	£12003.00	£17379.00		
A	Rice	£12003.00			
G	Ringrow	£11099.55			
S	Rippon-Swaine	£12003.00			£808.65
T	Rolt	£12003.00	£4376.04		
P	Rust	£12003.00			£879.30
D	Simpson	£12003.00	£5076.00		£1743.30
P	Stallard	£12003.00	£16967.20		£2448.00
M	Staplehurst	£12003.00	£4376.04		
E	Still	£12003.00	£11586.00		£703.80
B	Tennent	£12003.00			£1080.80
T	Thacker	£12003.00	£2901.00		£158.85
T	Thornber	£12003.00			£901.35
M	Tod	£12003.00			
M	Wade	£12003.00			£219.15
J	Wall	£12003.00			£483.25
S	Wheale	£12003.00	£11586.72		£1204.25
C	Wood	£12003.00	£5290.33		£1045.35
S	Woodward	£12003.00	£17379.00		£2161.86

**The following amounts were paid to non-elected Members by way of allowances April 2015
– March 2016**

J	Abbott	£675.00			
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M	Cronin	£675.00				
C	Dodd	£186.90				
R	Farrall	£675.00				
D	Heck	£675.00			£59.40	
R	Kinch	£675.00				
A	March	£675.00				
A	Milford	£675.00				
P	Moore	£675.00				
R	Purkiss	£675.00				
G	Walker	£580.65				

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Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2014/15	£ per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	675
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	Basic Allowance for Independent Persons, Localism Act	675
	Basic Allowance for Independent Remuneration Panel Members	675
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

£
per annum

The Cabinet (Executive):

Leader and Executive Member for Policy and Resources	28,967
Executive Member for Income and Capital Receipts	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources	17,379
Executive Member for Adult Social Care and Public Health	17,379
Executive Member for Communications and Partnerships	17,379
Executive Member for Economy, Transport and Environment	17,379

Leaders of Political Groups:

Leader of Liberal Democrat Group	11,214
United Kingdom Independence Group	9,240
Labour Group	7,266

Chairmen of Select Committees:

Policy and Resources	11,586
Children and Young People	11,586
Safe and Healthy People (Ceased at May 2014 County Council)	11,586
Culture, Communities and Rural Affairs	11,586
Environment and Transportation	11,586

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources	(2,901)
Children and Young People	2,901
Safe and Healthy People (Ceased at May 2014 County Council)	2,901
Culture, Communities and Rural Affairs	2,901
Environment and Transportation	2,901

Health and Adult Social Care Select (Overview and Scrutiny) Committee (Replaced Health (Overview and Scrutiny) Committee, June 2014):

Chairman	14,433
Vice-Chairman	3,612

Regulatory Committee:

Chairman	11,586
Vice-Chairman	2,901

Audit Committee:

Chairman	5,793
Vice-Chairman	1,449

Pension Fund Panel:

Chairman	5,793
Vice-Chairman	1,449

Minority Groups' Spokespersons:

Liberal Democrat Group:

Policy and Resources	5,076
Children and Young People	5,076
Culture and Communities	5,076
Environment and Transportation	5,076
Health and Adult Social Care	5,076
Regulatory Committee	5,076

United Kingdom Independence Group

Policy and Resources	4,476
Children and Young People	4,476
Culture and Communities	4,476
Environment and Transportation	4,476
Health and Adult Social Care	4,476
Regulatory Committee	4,476

***Chairman and Vice-Chairman of the County Council:**

Chairman	17,634
Vice-Chairman	9,030

* NB. These allowances are payable under the Local Government Act 1972, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

57.8p per mile

The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

- (b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
 - i) on Pullman car or similar supplements, reservation of seats and deposit or portage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1 The County Council, the Executive and Committees etc

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

2 Executive Members

Attendance individually for the purpose of making Executive Member decisions.

3 Meetings with an Executive Member

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4 Other County Council Meetings

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5 With the Chairman’s Concurrence

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6 Political group Meetings

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject

to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7 Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8 Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9 Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10 Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11 Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12 Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13 **Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14 **Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15 **Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16 **Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency**

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2014/2015**

The following amounts were paid to members by way of allowances April 2014 – March 2015

Initials	Surname	Basic Allowance	Special Responsibility	Mileage Allowance	Public Transport	Subsistence	Care Allowance
P	Bailey	12003.00	0.00	0.00	0.00	0.00	0.00
J	Bennison	12003.00	0.00	1051.65	0.00	0.00	0.00
R	Bolton	12003.00	11586.00	1537.20	0.00	0.00	0.00
A	Briggs	12003.00	0.00	380.25	0.00	0.00	0.00
R	Burgess	12003.00	0.00	0.00	440.50	0.00	0.00
G	Burgess	12003.00	0.00	819.90	107.90	0.00	0.00
A	Carew	12003.00	0.00	0.00	0.00	0.00	0.00
C	Carter	12003.00	3495.41	986.40	73.80	0.00	0.00
R	Chadd	12003.00	2901.00	2050.20	257.90	442.75	1657.00
K	Chapman	12003.00	17379.00	3231.00	221.80	212.51	0.00
P	Chegwyn	12003.00	5076.00	54.00	0.00	0.00	0.00
M	Choudhary	12003.00	0.00	0.00	0.00	0.00	0.00
V	Clarke	12003.00	0.00	785.70	0.00	0.00	0.00
A	Collett	12003.00	5076.00	195.30	392.10	0.00	0.00
C	Connor	12003.00	7266.00	1059.30	460.53	0.00	0.00
M	Cooper	12003.00	5076.00	423.90	0.00	0.00	0.00
F	Cowper	12003.00	0.00	0.00	0.00	0.00	0.00
S	Cully	12003.00	0.00	620.10	26.10	0.00	0.00
C	Davidovitz	12003.00	16320.11 (Chairman of HCC allowance)	0.00	0.00	0.00	0.00
A	Dowden	12003.00	832.35	180.00	0.00	0.00	0.00
P	Edgar	12003.00	17379.00	4832.95	38.86	0.00	0.00
J	England	12003.00	0.00	516.15	0.00	0.00	0.00
K	Evans	12003.00	5793.00	1452.60	76.60	0.00	0.00
A	Fairhurst	12003.00	17379.00	4329.00	55.70	0.00	0.00
P	Fawkes	12003.00	4132.34	0.00	0.00	0.00	0.00
R	Finch	12003.00	1515.16	0.00	0.00	0.00	0.00
J	Frankum	12003.00	0.00	295.20	166.40	0.00	0.00
A	Gibson	12003.00	1449.00	1739.05	200.70	255.54	0.00
J	Glen	12003.00	9498.77 (includes 7598.92 Vice-Chairman of HCC allowance)	2723.40	13.10	0.00	0.00
C	Greenwood	12003.00	4464.70	0.00	0.00	0.00	0.00
B	Gurden	12003.00	0.00	331.20	0.00	0.00	0.00
D	Harrison	12003.00	5076.00	471.15	0.00	0.00	0.00
M	Harvey	12003.00	0.00	1119.60	0.00	0.00	0.00
E	Heron	12003.00	0.00	928.80	0.00	0.00	0.00
G	Hockley	12003.00	2901.00	1131.75	127.90	0.00	0.00
T	Hooke	12003.00	1672.00	0.00	0.00	0.00	0.00
K	House	12003.00	11214.00	695.25	2.70	0.00	0.00
R	Humby	12003.00	0.00	0.00	0.00	0.00	0.00
R	Huxstep	12003.00	0.00	0.00	0.00	0.00	0.00
A	Joy	12003.00	17379.00	0.00	0.00	0.00	0.00

D	Keast	12003.00	592.29	0.00	0.00	0.00	0.00
M	Kemp-Gee	12003.00	5793.00	517.50	89.20	0.00	0.00
M	Kendal	12003.00	17379.60	2822.85	0.00	0.00	0.00
R	Kyrle	12003.00	0.00	0.00	0.00	0.00	0.00
C	Lagdon	12003.00	5204.43	0.00	0.00	0.00	0.00
P	Latham	12003.00	0.00	956.70	0.00	0.00	0.00
W	Lovegrove	12003.00	0.00	718.20	0.00	0.00	0.00
M	Lyon	12003.00	1442.02	0.00	0.00	0.00	0.00
K	Mans	12003.00	17379.00	4755.85	271.88	49.90	0.00
F	Mather	12003.00	0.00	0.00	0.00	0.00	0.00
R	McIntosh	12003.00	11586.72	881.75	7.70	0.00	0.00
A	McNair Scott	12003.00	9717.29	0.00	0.00	0.00	0.00
K	Moon	12003.00	0.00	137.70	0.00	0.00	0.00
A	Moore	12003.00	4464.70	0.00	0.00	0.00	0.00
F	Pearce	12003.00	2901.00	2630.70	0.00	0.00	0.00
R	Perry	12003.00	28967.00	3928.95	10.50	330.82	0.00
J	Porter	12003.00	5076.00	0.00	0.00	0.00	0.00
R	Price	12003.00	0.00	1059.30	0.00	0.00	0.00
S	Reid	12003.00	17379.00	418.50	0.00	0.00	0.00
A	Rice	12003.00	0.00	0.00	0.00	0.00	0.00
G	Ringrow	12003.00	0.00	0.00	0.00	0.00	0.00
S	Rippon - Swaine	12003.00	0.00	802.80	0.00	0.00	0.00
T	Rolt	12003.00	4464.70	0.00	0.00	0.00	0.00
F	Rust	12003.00	0.00	1162.35	38.70	0.00	0.00
D	Simpson	12003.00	5076.00	1358.55	0.00	0.00	0.00
P	Stallard	12003.00	13966.15	2326.05	12.50	0.00	0.00
M	Staplehurst	12003.00	4464.70	0.00	0.00	0.00	0.00
E	Still	12003.00	11586.00	807.30	0.00	0.00	0.00
B	Tennent	12003.00	0.00	0.00	0.00	0.00	0.00
T	Thacker	12003.00	1449.00	40.50	92.50	0.00	0.00
K	Thornber	12003.00	2891.60 (Chairman of HCC allowance)	967.95	160.70	0.00	0.00
M	Tod	12003.00	0.00	0.00	0.00	0.00	0.00
M	Wade	12003.00	0.00	369.90	0.00	0.00	0.00
J	Wall	12003.00	0.00	0.00	447.95	0.00	0.00
P	West	11551.27	2366.76	1497.60	84.10	0.00	0.00
S	Wheale	12003.00	11586.72	1031.40	253.55	0.00	0.00
C	Wood	12003.00	4464.70	0.00	0.00	0.00	0.00
S	Woodward	12003.00	17379.00	2302.20	67.90	12.17	0.00

The following amounts were paid to non-elected Members by way of allowances April 2014 – March 2015

Initials	Surname	Basic Allowance	Special Responsibility	Mileage Allowance	Public Transport	Subsistence	Care Allowance
J	Abbott	675.00	0.00	0.00	0.00	0.00	0.00
M	Cronin	675.00	0.00	0.00	0.00	0.00	0.00
C	Dodd	675.00	0.00	0.00	0.00	0.00	0.00
R	Farrall	675.00	0.00	0.00	0.00	0.00	0.00
D	Heck	675.00	0.00	67.50	4.00	0.00	0.00
R	Kinch	675.00	0.00	63.45	3.50	0.00	0.00

A	March	675.00	0.00	0.00	0.00	0.00	0.00
P	Moore	675.00	0.00	0.00	0.00	0.00	0.00
R	Purkiss	675.00	0.00	0.00	0.00	0.00	0.00
L	Vardy	520.77	0.00	0.00	0.00	0.00	0.00

Annex to Appendix E

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2013/14	£ per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	675
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	Basic Allowance for Independent Persons, Localism Act	675
	Basic Allowance for Independent Remuneration Panel Members	675
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

£
per annum

The Cabinet (Executive):

Leader and Executive Member for Policy and Resources	28,967
Executive Member for Income and Capital Receipts	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources	17,379
Executive Member for Adult Social Care and Public Health	17,379
Executive Member for Communications and Partnerships	17,379
Executive Member for Economy, Transport and Environment	17,379

Leaders of Political Groups:

Leader of Liberal Democrat Group	11,214
United Kingdom Independence Group	9,240
Labour Group	7,266

Chairmen of Select Committees:

Policy and Resources	11,586
Children and Young People	11,586
Safe and Healthy People	11,586
Culture, Communities and Rural Affairs	11,586
Environment and Transportation	11,586

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources	(2,901)
Children and Young People	2,901
Safe and Healthy People	2,901
Culture, Communities and Rural Affairs	2,901
Environment and Transportation	2,901

Health (Overview and Scrutiny) Committee:

Chairman	14,433
Vice-Chairman	3,612

Regulatory Committee:

Chairman	11,586
Vice-Chairman	2,901

Audit Committee:

Chairman	5,793
Vice-Chairman	1,449

Pension Fund Panel:

Chairman	5,793
Vice-Chairman	1,449

Minority Groups' Spokespersons:

Liberal Democrats:

Policy and Resources	5,793
Children and Young People	5,793
Safe and Healthy People	5,793
Culture and Communities	5,793
Environment and Transportation	5,793
Health Overview and Scrutiny	5,793
Regulatory Committee	5,793

***Chairman and Vice-Chairman of the County Council:**

Chairman	17,634
Vice-Chairman	9,030

* NB. These allowances are payable under the Local Government Act 1972, and do not form part of the Members' Allowances Scheme

Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

57.8p per mile

The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- i) on Pullman car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1 The County Council, the Executive and Committees etc

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council's Standing Committees, Sub-Committees and panels.

2 Executive Members

Attendance individually for the purpose of making Executive Member decisions.

3 Meetings with an Executive Member

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4 Other County Council Meetings

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5 With the Chairman’s Concurrence

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6 Political group Meetings

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7 Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8 Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9 Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10 Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11 Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12 Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13 Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14 Conferences, Seminars and Courses

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15 Outside Bodies

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16 Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.
- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME
AMOUNTS PAID IN ALLOWANCES IN 2013/2014**

The following amounts were paid to members by way of allowances April 2013 – March 2014

(n.b. as a result of the County Council elections in May 2013, this list includes Members who were not re-elected as well as those who were returned or newly elected to the Council)

Initials	Surname	Basic Allowance	Special Responsibility	Mileage Allowance	Public Transport	Subsistence	Care Allowance
C	Bailey	1193.85	-	-	-	-	-
P	Bailey	10841.42	-	-	-	-	-
I	Beagley	1193.85	288.61	41.40	-	-	-
J	Bennison	10841.42	-	1150.20	-	-	-
R	Bolton	12003.00	11586.00	781.20	-	-	-
A	Briggs	10841.42	-	681.75	-	-	-
A	Broadhurst	1193.85	-	-	-	-	-
J	Bryant	1193.85	144.12	43.20	-	-	-
A	Buckley	1193.85	-	-	-	-	-
R	Burgess	12003.00	-	-	393.90	-	-
G	Burgess	12003.00	-	1107.00	3.00	-	-
A	Carew	12003.00	1666.37	-	-	-	-
C	Carter	12003.00	2487.69	2518.65	149.00	-	-
R	Chadd	12003.00	319.46	2079.00	52.90	-	2002.50
K	Chapman	12003.00	17379	2831.40	34.00	-	-
P	Chegwyn	12003.00	5714.37	675.00	-	-	-
M	Choudhary	10841.42	-	867.60	-	-	-
V	Clarke	12003.00	-	934.20	-	-	-
A	Collett	12003.00	5714.37	238.05	612.90	-	-
B	Collin	1193.85	-	-	-	-	-
C	Connor	10841.42	6562.84	756.45	376.36	-	-
M	Cooper	12003.00	5714.37	393.75	-	-	-
F	Cowper	12003.00	-	-	-	-	-
S	Cully	10841.42	-	500.85	-	-	-
S	Darragh (Payne)	1193.85	-	-	-	-	-
B	Dash	1193.85	-	-	-	-	-
C	Davidovitz	12003.00	2476.16 (Executive Member allowance)	-	-	-	-
			7743.47 (Vice-Chairman's allowance)	-	-	-	-
P	Dickens	1193.85	576.22	-	-	-	-
A	Dowden	12003.00	5714.37	194.40	89.40	-	-
D	Drew	1193.85	-	-	-	-	-
P	Edgar	12003.00	15971.51	5240.25	129.20	6.88	-
R	Ellis	1193.85	1728.73	373.50	-	-	-
J	England	10841.42	-	516.15	-	-	-
A	Evans	1193.85	-	-	-	-	-
K	Evans	12003.00	5793.00	1482.75	25.90	-	-
A	Fairhurst	12003.00	16553.65	2441.70	-	-	-
P	Fawkes	10841.42	-	-	-	-	-
R	Finch	10841.42	8345.81	-	-	-	-
J	Frankum	12003.00	-	788.85	-	-	-
M	Geddes	1193.85	-	-	-	-	-

A	Gibson	12003.00	1242.56	2004.75	200.30	-	-
J	Glen	12003.00	9935.31	1233.45	3.80	-	-
C	Greenwood	10841.42	4042.84	-	-	-	-
B	Guarden	12003.00	-	264.15	-	-	-
D	Harrison	12003.00	4888.69	611.55	2.70	-	-
M	Harvey	10841.42	-	963.90	-	-	-
E	Heron	12003.00	-	1216.80	-	-	-
F	Hindson	1193.85	1728.62	127.35	-	-	-
G	Hockley	12003.00	2901.72	1455.75	30.30	-	-
T	Hooke	10841.42	-	-	-	-	-
K	House	12003.00	11503.09	886.05	20.00	-	-
R	Humby	10841.42	-	-	-	-	-
R	Hussey	1193.85	-	-	-	-	-
R	Huxstep	10841.42	-	-	-	-	-
A	Joy	12003.00	2487.44	-	-	-	-
			(Chairman's allowance)	-	-	-	-
			14903.09	-	-	-	-
			(Executive Member allowance)	-	-	-	-
D	Keast	12003.00	3097.39	-	-	-	-
M	Kemp-Gee	12003.00	5793.00	860.40	151.00	-	-
M	Kendal	12003.00	17379.00	3045.15	19.75	-	-
R	Kimber	1193.85	288.61	99.00	-	-	-
T	Knight	1193.85	-	92.70	-	-	-
R	Kyrle	12003.00	-	-	-	-	-
C	Lagdon	10841.42	4042.84	-	-	-	-
P	Latham	10841.42	-	922.50	-	-	-
C	Leversha	1193.85	1152.37	70.20	-	-	-
W	Lovegrove	10841.42	-	945.45	-	-	-
M	Lyon	10841.42	4042.84	-	-	-	-
K	Mans	12003.00	17379.00	4617.45	226.50	115.16	-
P	Mason	1193.85	-	39.60	-	-	-
F	Mather	10841.42	-	89.55	-	-	-
A	McEvoy	1193.85	-	27.00	-	-	-
R	McIntosh	12003.00	11586.72	890.55	-	-	-
A	McNair Scott	12003.00	7101.10	1048.50	-	-	-
K	Moon	516.26	-	-	-	-	-
A	Moore	10841.42	4042.84	-	-	-	-
P	Mutton	1742.37	1490.16	-	-	-	-
			(Vice-Chairman's Allowance)	-	-	-	-
E	Neal	1193.85	-	-	-	-	-
F	Pearce	12003.00	2487.69	2086.20	-	-	-
R	Perry	12003.00	27316.15	4468.50	340.56	81.00	-
J	Porter	12003.00	5714.37	-	-	-	-
R	Price	12003.00	-	1053.90	2.10	-	-
J	Radley	1193.85	-	-	-	-	-
S	Reid	12003.00	17379.00	780.30	-	-	-
A	Rice	12003.00	413.42	-	-	-	-
G	Ringrow	10841.42	-	-	-	-	-
S	Rippon - Swaine	12003.00	-	930.60	-	-	-
A	Roling	1193.85	-	-	-	-	-
T	Rolt	10841.42	4042.84	-	-	-	-
F	Rust	10841.42	-	1255.05	93.60	-	-

D	Simpson	12003.00	4047.77	2267.55	-	-	-
P	Stallard	12003.00	9935.31	1797.75	6.00	-	-
M	Staplehurst	10841.42	4042.84	-	-	-	-
E	Still	12003.00	11586.00	937.80	-	-	-
B	Tennent	12003.00	-	370.80	6.40	-	-
T	Thacker	12003.00	1449.00	135.00	-	-	-
C	Thomas	1193.85	-	-	-	-	-
K	Thornber	12003.00	4126.81	-	-	-	-
			(Leader's allowance)				
			15121.76	1056.15	162.70	-	-
			(Chairman's allowance)				
M	Tod	10841.42	-	-	-	-	-
M	Tucker	1193.85	745.97	36.00	-	-	-
M	Wade	10841.42	-	397.80	-	-	-
J	Wall	12003.00	-	-	602.65	-	-
A	Weeks	1193.85	-	-	-	-	-
P	West	12003.00	14433.36	1481.40	84.10	-	-
J	West	9034.52	2183.55	518.75	2.50	-	-
S	Wheale	12003.00	11586.72	873.00	237.40	-	-
C	Wood	10841.42	4042.84	-	-	-	-
S	Woodward	12003.00	14902.96	2737.80	57.60	8.88	-

The following amounts were paid to co-opted/independent Members by way of allowances March 2013 – April 2014

Initials	Surname	Basic Allowance	Mileage Allowance
J	Abbott	675.00	-
T	Blackshaw	342.94	-
G	Choudhuri	642.34	-
M	Cronin	675.00	-
S	Dillon	159.68	29.70
C	Dodd	360.00	-
R	Farrall	675.00	-
D	Heck	675.00	107.10
M	James	168.75	-
R	Kinch	675.00	126.90
A	March	360.00	-
P	Moore	675.00	-
R	Olivier	675.00	-
R	Purkiss	979.84	-
L	Vardy	360.00	-

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Annex to Appendix D

HAMPSHIRE COUNTY COUNCIL

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A MEMBERS ALLOWANCES SCHEME 2012/13		£
		per annum
(i)	Basic Allowance for Members of the County Council	12,003
	Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	
	Basic Allowance for Co-opted Members of the Police and Crime Panel	675
	Basic Allowance for Independent Persons, Localism Act	675
	Basic Allowance for Independent Remuneration Panel Members	225
(ii)	Special Responsibility Allowances (SRA)	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

£
per annum

The Cabinet (Executive):

Leader and Executive Member for Policy and Resources	28,967
Executive Lead Member for Children's Services	17,379
Executive Member for Culture and Recreation	17,379
Executive Member for Economic Development	
Human Resources and Rural Affairs	17,379
Executive Member for Adult Social Care	17,379
Executive Member for Communications and Efficiency	17,379
Executive Member for Communities and International Relations	17,379
Executive Member for Transport and Environment and Deputy Leader	17,379
Executive Member for Strategic Development	17,379

Leaders of Political Groups:

Leader of Liberal Democrat Group 13,525

Chairmen of Select Committees:

Policy and Resources 11,586

Children and Young People 11,586

Safe and Healthy People (11,586)

Culture, Communities and Rural Affairs 11,586

Environment and Transportation 11,586

Assistants to Lead Executive Member for Children's Services:

Assistant Executive Member Children's Services
(Education) and Chairman of Education Advisory Panel 7,500

Assistant Executive Member Children's Services (Safeguarding)
and Chairman of Children and Families Panel 7,500

Vice-Chairmen of Select (Overview and Scrutiny) Committees:

Policy and Resources (2,901)

Children and Young People 2,901

Safe and Healthy People 2,901

Culture, Communities and Rural Affairs 2,901

Environment and Transportation 2,901

Health (Overview and Scrutiny) Committee:

Chairman 14,433

Vice-Chairman 3,612

Regulatory Committee:

Chairman 11,586

Vice-Chairman	2,901
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Audit Committee

Chairman	5,793
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Vice-Chairman	1,449
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Pension Fund Panel

Chairman	5,793
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Vice-Chairman	1,449
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Minority Parties' Spokesmen:

Liberal Democrats:

Policy and Resources	5,793
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Children and Young People	5,793
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Safe and Healthy People	5,793
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Culture and Communities	5,793
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Environment and Transportation	5,793
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Health Overview and Scrutiny	5,793
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Regulatory Committee	5,793
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Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use

HMRC rate (currently 20p per mile).

2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use

HMRC rate (currently 24p per mile).

3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle:

HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)

(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:

57.8p per mile

The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

- (b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
 - i) on Pullman car or similar supplements, reservation of seats and deposit or portage of luggage; and
 - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
 - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
 - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

1 The County Council, the Executive and Committees etc

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 17.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

2 Executive Members

Attendance individually for the purpose of making Executive Member decisions.

3 Meetings with an Executive Member

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

4 Other County Council Meetings

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

5 With the Chairman’s Concurrence

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

6 Political group Meetings

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader,

subject to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

7 Executive Decision Days

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

8 Meetings with Officers

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

9 Meetings of other Local Authorities and Residents' Associations

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

10 Head-teacher Interview Panels

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

11 Opening Ceremonies and VIP occasions etc.

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

12 Hampshire Ambassadors' Events

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

13 Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

14 Conferences, Seminars and Courses

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

15 Outside Bodies

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

16 Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

Note

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up

to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME -
AMOUNTS PAID IN ALLOWANCES IN 2012/13**

The following amounts were paid to Members by way of allowances in 2012/13.

Initials	Surname	Basic Allowance £	Special Responsibility £	Mileage Allowance £	Public Transport £	Subsistence £	Care Allowance £
C	BAILEY	12,003.00	-	-	-	-	-
I	BEAGLEY	12,003.00	2,901.72	1,138.05	3.00	-	-
R	BOLTON	12,003.00	11,586.00	1,587.60	-	-	-
A	BROADHURST	12,003.00	-	-	-	-	-
J	BRYANT	12,003.00	1,449.00	768.15	-	-	-
A	BUCKLEY	12,003.00	-	715.95	-	-	-
G	BURGESS	12,003.00	-	1,667.70	-	-	-
R	BURGESS	12,003.00	-	-	383.50	-	-
A	CAREW	12,003.00	5,793.36	-	-	-	-
C	CARTER	12,003.00	-	2,192.40	41.40	-	-
R	CHADD	12,003.00	-	1,207.35	35.30	-	1,906.97
K	CHAPMAN	12,003.00	17,379.00	3,188.25	27.60	-	-
P	CHEGWYN	12,003.00	5,793.36	526.95	1.00	-	-
V	CLARKE	12,003.00	-	973.35	-	-	-
A	COLLETT	12,003.00	5,793.36	289.80	300.25	-	-
B	COLLIN	12,003.00	-	-	-	-	-
M	COOPER	12,003.00	5,793.36	480.15	-	-	-
F	COWPER	12,003.00	-	216.00	-	-	-
S	DARRAGH	12,003.00	-	393.30	-	-	-
B	DASH	12,003.00	-	753.30	-	-	-
C	DAVIDOVITZ	12,003.00	17,379.60	-	-	-	-
P	DICKENS	12,003.00	5,793.36	-	-	-	-
A	DOWDEN	12,003.00	5,793.36	581.85	-	-	-
D	DREW	12,003.00	-	-	-	-	-
P	EDGAR	12,003.00	7,500.00	5,006.25	22.60	25.44	-
R	ELLIS	12,003.00	17,380.80	3,911.85	1,176.30	184.85	-
A	EVANS	12,003.00	-	59.40	85.00	-	-
K	EVANS	12,003.00	5,793.00	1,929.15	38.30	-	-
A	FAIRHURST	12,003.00	10,578.50	891.90	-	-	-
J	FRANKUM	12,003.00	-	615.60	37.50	-	-
M	GEDDES	12,003.00	-	478.80	-	-	-
A	GIBSON	12,003.00	-	1,406.05	62.70	-	-
J	GLEN	12,003.00	-	495.00	21.40	-	-
B	GURDEN	12,003.00	-	336.15	-	-	-
D	HARRISON	12,003.00	-	181.80	-	-	-
E	HERON	12,003.00	-	1,135.35	-	-	-
F	HINDSON	12,003.00	17,379.60	2,444.85	137.55	22.95	-
G	HOCKLEY	12,003.00	2,901.72	1,332.90	23.50	-	-
K	HOUSE	12,003.00	13,524.96	473.85	3.70	-	-
R	HUSSEY	12,003.00	-	43.60	-	-	-
A	JOY	12,003.00	16,383.66 (Chairman's	-	-	-	-

			allowance)					
D	KEAST	12,003.00	-	-	-	-	-	-
M	KEMP-GEE	12,003.00	5,793.00	1,115.55	48.10	-	-	-
M	KENDAL	12,003.00	17,379.60	3,475.35	518.46	16.00	-	-
R	KIMBER	12,003.00	2,901.72	1,940.40	-	-	-	-
T	KNIGHT	12,003.00	-	1,542.15	106.50	-	-	-
R	KYRLE	12,003.00	-	-	-	-	-	-
C	LEVERSHA	12,003.00	11,586.00	2,111.85	11.00	-	-	-
K	MANS	12,003.00	17,379.00	3,697.20	53.80	-	-	-
P	MASON	12,003.00	-	609.30	17.20	-	-	-
A	MCEVOY	12,003.00	-	1,386.90	3.20	-	-	-
R	MCINTOSH	12,003.00	11,586.72	1,035.90	-	-	-	-
A	MCNAIR SCOTT	12,003.00	2,205.96 (Chairman's allowance)	599.40	-	-	-	-
P	MUTTON	12,003.00	7,811.32 (Vice-Chairman's allowance)	-	-	-	-	-
E	NEAL	12,003.00	-	365.40	-	-	-	-
F	PEARCE	12,003.00	-	1,140.30	-	-	-	-
R	PERRY	12,003.00	17,379.60	2,781.00	10.00	267.70	-	-
J	PORTER	12,003.00	5,793.36	-	-	-	-	-
R	PRICE	12,003.00	-	826.20	-	-	-	-
J	RADLEY	12,003.00	-	-	-	-	-	-
S	REID	12,003.00	17,379.00	-	-	-	-	-
A	RICE	12,003.00	2,901.72	185.85	6.00	-	-	-
S	RIPPON- SWAINE	12,003.00	-	567.00	-	-	-	-
A	ROLING	12,003.00	-	-	-	-	-	-
D	SIMPSON	12,003.00	-	1,461.15	-	-	-	-
P	STALLARD	12,003.00	-	949.95	-	-	-	-
E	STILL	12,003.00	11,586.00	662.40	-	-	-	-
B	TENNENT	12,003.00	-	697.50	325.90	-	-	-
T	THACKER	12,003.00	1,449.00	297.00	-	-	-	-
C	THOMAS	12,003.00	-	-	-	-	-	-
TK	THORNBUR	12,003.00	28,967.40	4,101.30	295.35	5.20	-	-
M	TUCKER	12,003.00	7,500.00	1,262.70	48.00	-	-	-
J	WALL	12,003.00	-	-	718.20	-	-	-
A	WEEKS	12,003.00	-	249.30	-	-	-	-
J	WEST	12,003.00	2,901.00	1,298.75	-	-	-	-
P	WEST	12,003.00	14,433.36	-	-	-	-	-
S	WHEALE	12,003.00	11,586.72	795.60	90.15	-	-	-
S	WOODWARD	12,003.00	-	581.85	-	-	-	-

The following amounts were paid to co-opted/independent Members by way of allowances in 2011/12/13

Initials	Surname	Basic	Chairman's	Mileage	Public
Subsistence		Allowance	Allowance	Allowance	Transport
£	£		£	£	£
T	BLACKSHAW	675.00	-	-	-
G	ELLIS	168.75	362.37	-	-
M	JAMES	168.75	506.25	-	-
R	FARRALL	225.00	-	-	-
D	HECK	225.00	-	158.40	-
B	NORTH	168.75	-	-	-
P	WATSON	405.00	-	14.40	8.00
M	ANSAR	506.25	-	-	-
J	ABBOTT	225.00	-	-	-
R	KINCH	225.99	-	148.05	4.00
M	JAMES	358.13	-	-	-
M	CRONIN	358.13	-	-	-
P	MOORE	228.75	-	-	-

AMOUNTS PAID IN ALLOWANCES IN 2011/12.

The following amounts were paid to Members by way of allowances in 2011/12.

Initial	Surname	Basic Allowance £	Special Responsibility £	Mileage Allowance £	Public Transport £	Subsistence £
F	ALLGOOD	7,401.85	382.22 Vice-Chairman of the County Council Allowance 4,782.93	168.30	-	-
C	BAILEY	12,003.00	-	-	-	-
I	BEAGLEY	12,003.00	2,901.72	1115.55	11.00	-
R	BOLTON	12,003.00	1,198.55	1019.70	-	-
A	BROADHURST	12,003.00	-	-	-	-
JV	BRYANT	12,003.00	1,449.00	920.70	-	-
A	BUCKLEY	12,003.00	-	513.00	-	-
G	BURGESS	10,873.69	-	751.50	-	-
R	BURGESS	12,003.00	-	-	62.10	-
AS	CAREW	12,003.00	5,793.36	-	-	-
C	CARTER	12,003.00	-	846.90	-	-
R	CHADD (formerly Muschamp)	12,003.00	-	1012.05	-	-
KG	CHAPMAN	12,003.00	17,379.00	2661.30	32.05	-
P	CHEGWYN	12,003.00	5,793.36	756.00	-	-
V	CLARKE	12,003.00	-	838.35	-	-
AP	COLLETT	12,003.00	5,793.36	716.40	14.70	-
B	COLLIN	12,003.00	-	-	-	-
M	COOPER	12,003.00	5,793.36	577.35	-	-
F	COWPER	6,534.97	-	333.00	-	-
S	DARRAGH	12,003.00	-	517.05	-	-
BD	DASH	12,003.00	-	1371.60	209.50	480.25
CRH	DAVIDOVITZ	12,003.00	17,379.60	-	-	-
P	DICKENS	12,003.00	5,793.36	-	-	-
A	DOWDEN	12,003.00	5,793.36	537.30	47.30	-
D	DREW	12,003.00	-	-	-	-
P	EDGAR	12,003.00	7,500.00	5123.25	58.05	-
RJ	ELLIS	12,003.00	17,380.80	4829.50	1184.10	227.25
A	EVANS	12,003.00	-	97.20	100.00	-
K	EVANS	12,003.00	5,793.00	1921.95	18.00	-
L	FAIRHURST	12,003.00	3,612.00	397.80	-	-
J	FRANKUM	12,003.00	-	495.90	-	-
M	GEDDES	12,003.00	-	630.00	-	-
A	GIBSON	12,003.00	-	1360.85	6.50	-
J	GLEN	12,003.00	-	260.10	7.40	-
B	GURDEN	12,003.00	-	570.15	-	-
D	HARRISON	12,003.00	-	193.20	-	-
E	HERON	12,003.00	-	1078.65	-	-
HF	HINDSON	12,003.00	17,379.60	2637.90	273.20	7.75
G	HOCKLEY	12,003.00	2,901.72	1352.70	6.00	-
K	HOUSE	12,003.00	13,600.75	612.90	-	-
R	HUSSEY	12,003.00	-	183.60	-	-
S	JAMES	3,129.81	-	-	-	-
A	JOY	12,003.00	Vice-Chairman of the County Council Allowance 924.93	-	-	-

D	KEAST	12,003.00	-	-	-	-
M	KEMP-GEE	12,003.00	5,793.00	862.20	58.15	147.75
M	KENDAL	12,003.00	17,379.60	4007.70	126.70	58.28
RJ	KIMBER	12,003.00	2,901.72	1874.25	-	-
T	KNIGHT	12,003.00	-	1879.65	154.36	-
R	KYRLE	12,003.00	-	-	-	-
CA	LEVERSHA	12,003.00	10,059.89	2259.90	79.95	-
			Chairman of the County Council Allowance 2,299.83			
K	MANS	12,003.00	17,379.00	3730.05	122.20	9.33
PK	MASON	12,003.00	-	637.20	-	-
A	MCEVOY	12,003.00	-	2006.10	14.70	-
R	MCINTOSH	12,003.00	11,586.72	1320.75	-	-
A	MCNAIR SCOTT	12,003.00	6,430.16	-	-	-
			Chairman of the County Council Allowance 9,907.78			
P	MUTTON	12,003.00	-	-	-	-
E	NEAL	12,003.00	-	365.40	-	-
F	PEARCE	12,003.00	-	2120.85	-	-
R	PERRY	12,003.00	17,379.60	3517.65	-	-
J	PORTER	12,003.00	5,793.36	-	-	-
RH	PRICE	12,003.00	-	791.10	-	-
J	RADLEY	12,003.00	-	-	-	-
S	REID	12,003.00	13,034.79	-	-	-
AW	RICE	12,003.00	2,901.72	-	-	-
S	RIPPON- SWAINE	12,003.00	-	666.45	-	-
A	ROLING	12,003.00	-	-	-	-
D	SIMPSON	12,003.00	-	1910.70	-	-
P	STALLARD	1,724.57	-	114.30	-	-
E	STILL	12,003.00	11,586.00	482.40	-	-
B	TENNENT	12,003.00	-	869.10	122.40	19.00
T	THACKER	12,003.00	149.90	248.40	-	-
C	THOMAS	12,003.00	-	-	-	-
TK	THORNER	12,003.00	28,967.40	4104.00	115.10	-
M	TUCKER	12,003.00	7,500.00	1556.55	-	-
JJ	WALL	12,003.00	-	-	652.20	-
A	WEEKS	12,003.00	-	301.50	2.00	-
JK	WEST	12,003.00	2,518.87	-	1.50	-
PA	WEST	12,003.00	14,433.36	-	-	-
S	WHEALE	12,003.00	11,586.72	1303.65	109.20	-
S	WOODWARD	12,003.00	-	564.30	-	-

The following amounts were paid to co-opted / independent Members by way of allowances in 2011/12:

Initial	Surname	Basic Allowance £	Special Responsibility £	Mileage Allowance £	Public Transport £	Subsistence £
J	ABBOTT	225.00	-	-	-	-
M	ANSAR	675.00	-	-	-	-
T	BLACKSHAW	675.00	-	-	-	-
S	DACE	333.75	-	-	-	-
G	ELLIS	675.00	1,449.48	-	-	-
R	FARRELL	225.00	-	89.55	-	-
D	HECK	225.00	-	217.80	-	4.30

M	JAMES	675.00	2,025.00	-	-	-
R	KINCH	225.00	-	190.35	-	-
B	NORTH	675.00	-	-	-	-
P	WATSON	675.00	-	21.60	11.00	-

Andrew Smith, OBE MA DPA MBA
 Chief Executive
 The Castle, Winchester, SO23 8UJ

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